

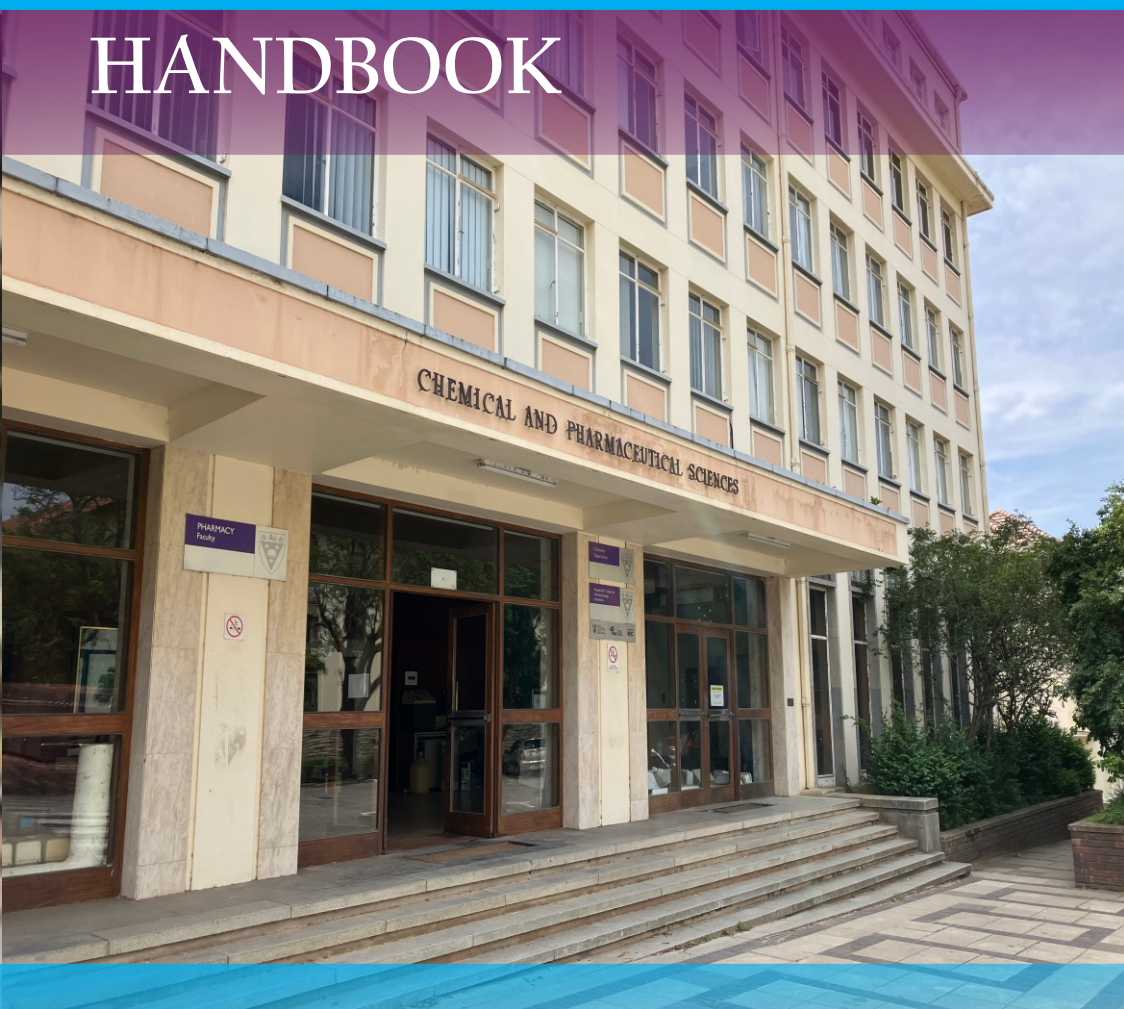


RHODES UNIVERSITY  
*Where leaders learn*

2025

# FACULTY OF PHARMACY

# HANDBOOK



# **FACULTY OF PHARMACY**

## **STUDENT HANDBOOK 2025**

**Cover photo:** Pharmacy Faculty Sakh'Impilo Trailer

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## 1. INTRODUCTION

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The main purpose of this Handbook is to provide you with convenient access to the most important information and rules, which apply to you as a student, in the Faculty of Pharmacy at Rhodes University. Knowledge of these matters will give you an awareness of the general structure of the BPharm degree, the rules under which general and supplementary examinations may be written, the implications of failing specific courses, and the conditions under which courses may be repeated. A secondary purpose of the Handbook is to provide you with some insight into the structure and workings of the Faculty in the wider context of the University and Pharmacy in South Africa.

The Handbook does *not* contain a complete set of the rules applying to you as a student. Some of these are general University rules, others are specifically Faculty rules. The most complete reference is the University Calendar, which is revised each year, and can be found on the University webpage under the *Studying* dropdown menu, under *About Rhodes* in Diary and Dates

This Faculty Handbook is a synopsis of the most important academic material in the Calendar. Like the Calendar, it is revised every year.

If you require any additional information, please contact the Student Bureau at Eden Grove on the following email address: ([registrar@ru.ac.za](mailto:registrar@ru.ac.za)).

## 1.1 Staff of the Pharmacy Faculty:

[Note: This list gives the names, categories (academic, technical, etc.) and designations (professor, lecturer, etc.) of the staff, but academic and other professional qualifications are not given. For a comprehensive listing of this information, see the Faculty entry in the University Calendar, under the Section Academic Departments and Staff: Pharmacy]

### **Academic Staff**

#### **Dean of Faculty and Head of Pharmacy**

Professor S.M.M. Khamanga

- (Office G063A, Ground Floor Management Dept.)

#### **Deputy Dean of Faculty and Deputy Head of Pharmacy**

Dr C. Oltmann

- (Office 2008, 3<sup>rd</sup> Floor Stats Dept)

#### **Pharmaceutics**

Professor R.B. Walker -

(Professor)

- (Office 4, Physics Dept.)

Professor S.M. Khamanga -

(Associate Professor)

- (Office G063A, Ground Floor Management Dept.)

Mr G. Purcell - Head of Division -

(Lecturer)

- (Office 2011, 3<sup>rd</sup> Floor, Stats Dept.)

Dr S. Melamane -

(Lecturer)

- (Office 124, 1<sup>st</sup> floor, Hamilton Building)

Ms U. Sibanda -

(nGAP Lecturer)

- (Office 217A, Drama Dept.)

Ms Z. Mbawuli -

(NESP scholar)

- (BRG laboratory)

#### **Pharmaceutical Chemistry**

Professor S.D. Khanye -

(Associate Professor)

- (Office 2009, 3<sup>rd</sup> Floor, Stats Dept.)

Dr E.D. Goosen -

(Senior Lecturer)

- (Office 516, 5<sup>th</sup> Floor, Bio Science building)

Dr A.O. Egunlusi -

(nGAP Lecturer)

- (Office 2012, 3<sup>rd</sup> Floor, Stats Dept.)

Mr T. Mano -

(contract lecturer)

- (Office 54, Geology Dept.)

Vacancy

#### **Pharmacy Practice**

Dr C. Oltmann -

(Senior Lecturer)

- (Office 2008, 3<sup>rd</sup> Floor, Stats Dept.)

Mrs C. Magadza - Head of Division

(Lecturer)

- (Office 217B, Drama Dept.)

Ms F. Chiwanza -

(Lecturer)

- (Office 217, Drama Dept.)

Mrs D.L. van Dyk -

(Lecturer)

- (Office on 3<sup>rd</sup> Floor, Struben building)

Ms G.Z. Ngodwane -

(Lecturer)

- (Office 215, Drama Dept.)

Mrs M. Purcell -

(WIL lecturer)

- (Office 406, GLT building)

Mrs L. Bryant -

(contract PP & Elective Lecturer)

#### **Pharmacology**

Professor M.E. Mothibe – Head of Division (Associate Professor) - (Office 2026, Stats Dept.)

Prof N. Sibiya -

(Associate Professor)

- (Office 254, Bio Science building)

Dr L. Allan -

(Senior Lecturer)

- (Office 217D, Drama Dept.)

Mr B. Ndzamba

(Lecturer)

- (Office 407, GLT building)

Ms T. Dukhan -

(nGAP Lecturer)

- (Office 123, 1<sup>st</sup> Floor, Comp Sci building)

Vacancy

#### **Senior Instrument Scientist**

Dr L.S. Sethoga

- (Office 251, 2<sup>nd</sup> Fl. Bio Sci building)

## **Support /Technical Staff**

### **Manager**

Mr N.G. Borland -

- (Office 22, Ground Floor, Management Building)  
(Manager: Administration & Technical Support)

### **Technical Staff**

Ms A. Zuma -

(Principal Technical Officer- Pharm. Practice & Pharmacology)

Mrs S. Human -

(temp. Principal Technical Officer – Pharmaceutical Chemistry)

Ms L. Bhungane -

(temp. Principal Technical Officer - Pharmaceuticals)

Mr T. Fleck -

(Senior Laboratory Assistant - Pharmaceuticals)

Mr M. Matyumza -

(Laboratory Assistant – Pharm. Practice & Pharmacology)

Vacancy -

(Senior Laboratory Assistant)

### **Administration Staff**

Ms L. Emslie -

(Office Administrator)

- (Office G063, Ground Fl., Management Dept)

Mrs T. Kent -

(Administration Assistant)

- (Office G063, Ground Fl., Management Dept)

Mr S. Patrick -

(CTG Admin Assistant)

- (Office 216, Drama Dept)

Mr L. Bosman -

(Admin. Intern)

- (Office G063, Ground Fl., Management Dept)

## **Course coordinators in the relevant departments in the Science Faculty**

### **Chemistry 101 and 102**

Professor K. Lobb - [k.lobb@ru.ac.za](mailto:k.lobb@ru.ac.za)

### **Cell Biology**

Prof B. Smit - [b.smit@ru.ac.za](mailto:b.smit@ru.ac.za)

### **Intro to ICT (CSC1L1)**

Prof N. Dlodlo - [n.dlodlo@ru.ac.za](mailto:n.dlodlo@ru.ac.za)

### **Mathematics (MATIS)**

Dr S. Oloniju - [s.oloniju@ru.ac.za](mailto:s.oloniju@ru.ac.za)

### **Statistics for Pharmacy**

Mr S. Izally - [s.izally@ru.ac.za](mailto:s.izally@ru.ac.za)

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## 2. IMPORTANT UNIVERSITY DATES IN 2025

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### University Terms:

First:	Monday, 10 February	-	Friday, 28 March
Second:	Monday, 07 April	-	Friday, 13 June
Third:	Monday, 07 July	-	Friday, 15 August
Fourth:	Monday, 25 August	-	Friday, 14 November

### Undergraduate lectures end:

Mid-year:	Friday, 16 May
End-of-year:	Friday, 10 October

### Swot Weeks:

Saturday, 17 May	-	Thursday, 22 May
Saturday, 11 October	-	Thursday, 16 October

### Examinations:

June examinations:	Friday, 23 May	-	Friday, 13 June
November examinations:	Friday, 17 October	-	Friday, 14 November

### Graduation Ceremonies:

Wednesday, 02 April – Friday, 04 April  
Pharmacy ceremony – Wednesday, 02 April at 09h30

### Oath-taking Ceremony:

Wednesday, 02 April at 14h30

### Public Holidays:

The University observes official public holidays.

### Note:

***The onus is on you to ensure that your travel plans permit you to adhere to your academic commitments. As you may have practicals and/or other commitments on Mondays or Friday at the beginning or end of terms you must ensure you can complete these.***

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### 3. ENTRY REQUIREMENTS

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To be accepted into the Bachelor of Pharmacy programme an applicant must be in possession of a National Senior Certificate (NSC) or its equivalent with endorsement for degree studies.

In the case of the NSC, applicants must have Mathematics at Level 7 or above, Life Sciences at Level 7 or above, and Physical Sciences at Level 7 or above to receive a firm offer.

Mathematical Literacy will not be considered.

In the case of prospective applicants who have obtained A and O-level qualifications, the applicants need to have obtained 3x A-levels, 2x O-levels, one of these must be in English, and they must qualify for exemption from USAF (Matric exemption from the University of South Africa).

If a candidate has 45 points and above, they **may** receive an offer, if between 35 and 44 points then admission will be at the Dean's Discretion. Normally candidates who have 34 points or less are likely to be rejected.

Provisionally accepted applicants should be aware that meeting minimum admission requirements does not guarantee selection or entry into the BPharm programme. Factors of class size, subject combination, final mark in a subject etc play a part.

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## 4. WHAT IS PHARMACY?

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The BPharm comprises of a number of subjects concerned with the production, custody, distribution and use of medicines. Pharmacy as a profession provides an essential component of the health services of the nation and involves a multi-disciplinary degree which forms a unique link between the broad fields of the basic sciences and the Pharmaceutical Sciences. Pharmacy is the channel through which the advances of modern science and technology provide the agents needed in the prevention, diagnosis, and treatment of disease.

Rhodes University is an English medium university in Makhanda, Eastern Cape, South Africa.

The curriculum has been drawn up in accordance with the requirements of the South African Pharmacy Council.

The Faculty of Pharmacy at Rhodes University is dedicated to achieving excellence in an environment of interdisciplinary co-operation, mutual respect, consistent with the mission of the University and the mission of the profession of Pharmacy.

The Faculty of Pharmacy is housed in the Chemical and Pharmaceutical Sciences building which contains lecture facilities and laboratories which are well equipped with modern instrumentation available for both undergraduate and postgraduate use.

Performance in a course is assessed in terms of:

- (a) The results of prescribed written and/or oral examinations, and/or
- (b) Assessment of tests, assignments, practicals, presentations, and other forms of continuous assessment as may be prescribed for a course.

**Please note** that you are studying towards the **BPharm** degree. **This is a 4-year professional degree.** The correct way to write it is BPharm, and not BPharm (Hons). **Referring to it as anything other than BPharm could be construed as fraud and/or misrepresentation.**

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## 5. CAREER OPPORTUNITIES

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The Bachelor of Pharmacy degree (BPharm) offered at Rhodes University grants access to an internship and professional competency evaluation. Internships can be completed in the community, hospital, wholesale, industrial or academic pharmacy setting. Interns are required to work at an accredited training site for at least 12 months and are also required to successfully complete the pre-registration exam and be competent in six Continuing Professional Development (CPD) submissions. Successful completion of the internship is followed by registration as a Community Service Pharmacist (CSP) and working as a CSP in the public sector. Successful completion of the CSP year allows registration with the South African Pharmacy Council (SAPC) as a fully qualified pharmacist, which permits the applicant to practice the profession of pharmacy within the Republic of South Africa.

Pharmacy is no longer on the list of scarce skills in South Africa. This means that non-South African citizens will likely not be permitted to complete their internship and/or community service in South Africa. They are therefore advised to make alternative plans following the completion of their BPharm degree.

The work of a registered pharmacist may be performed in the following sectors: manufacturing, wholesale and distribution, community, hospital, research, or academia.

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## 6. South African Pharmacy Council (SAPC) REGISTRATION

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Pharmacy students will be required to register with the SAPC in their first year of study. Registration requires the payment of a registration fee and annual fees in order to remain registered whilst completing the BPharm degree.

The registration fee and annual fee is included in the BPharm fee at Rhodes University. The Faculty of Pharmacy will arrange the payment of the fees to the SAPC after students have completed the registration process with the SAPC.

In addition, students are reminded that as professionals, registered with the SAPC, **professional indemnity insurance is required**. This fee is also included in the BPharm fee at Rhodes University. The Faculty of Pharmacy will arrange the payment of these fees to the PSSA (Pharmaceutical Society of South Africa) following registration by the student.

## 7. CURRICULUM

The Bachelor of Pharmacy degree at Rhodes University is a 4-year full-time programme. The curriculum for this degree is laid down by the South African Pharmacy Council (SAPC) and all students must pass all courses of this prescribed curriculum to be awarded the degree in Pharmacy.

The University is prepared to consider recognising prior learning by granting credits to students who have passed such courses or equivalent courses at another university recognised by Senate for this purpose, subject to the provisions of Rule G.46 of the University General Rules.

In the final year, students are permitted to select Pharmacy specific electives in partial fulfilment of the requirements for the Bachelor of Pharmacy degree.

The degree meets the academic requirements as laid down by the SAPC and entitles holders who are either South African Citizens or permanent residents to apply for registration as a pharmacist in South Africa after completing an internship and subsequently serving one year of community service in the public or other designated sector.

The specific subjects for each year of the Bachelor of Pharmacy degree are listed in **Table 1** below:

BPharm 1	BPharm 2	BPharm 3	BPharm 4
Chemistry (CHE101 & CHE 102) (Semester 1 & 2)	Pharmaceutical Chemistry 2 (PC222) (Semester 1 & 2)	Pharmaceutical Chemistry 3 (PC322) (Semester 1 & 2)	Pharmacology 4 (PC4521) (Semester 1)
Cell Biology (CEL101) (Semester 1)	Anatomy, Physiology, Pathophysiology & Pathology 2 (PC250) (Semester 1 & 2)	Pharmacology 3 (PC351) (Semester 1 & 2)	Pharmacy Practice 4 (PC4431) (Semester 1)
Introduction to ICT (CSC1L1)(Information & Communication Technology) (Semester 1)	Pharmaceutical Biochemistry, Microbiology & Immunology (PC221) (Semester 1 & 2)	Pharmaceutics 3 (PC332) (Semester 1 & 2)	Pharmaceutics 4 (PC4331) (Semester 1)
Mathematics for Science (MAT 1S) (Semester 1)	Pharmaceutics 2 (PC231) (Semester 1 & 2)	Pharmacy Practice 3 (PC342) (Semester 1 & 2)	Electives** (Semester 1 &/or 2)
Pharmacy Anatomy & Physiology 1 (PC1102) (Semester 2)	Pharmacy Practice 2 (PC241) (Semester 1 & 2)	Statistics for Pharmacy (STA 1P1) (Semester 1)	Research Methodologies (PC491) (Semester 1 & 2)
Pharmaceutical Biochemistry 1 (PC1112) (Semester 2)			Pharmacotherapy (PC4012) (Semester 2)
Foundations of Pharmacy (PC1012) (Semester 2)			

The following is a brief description of the courses in the BPharm Degree:

**Chemistry:** Chemistry 101 (**CHE 101**) is offered in the first semester and Chemistry 102 (**CHE 102**) in the second. Both are offered by the Chemistry department. CHE 101 includes learning about chemical symbols and numeracy, nuclear chemistry, atomic structure and bonding, chemical and physical equilibrium, introduction to organic chemistry. CHE 102 includes learning about properties of inorganic systems, chemistry and the environment, organic functional group chemistry, biological building blocks, reaction rates, chemical thermodynamics, and electrochemistry.

**Cell Biology (CEL101):** is offered in the first semester – either by the Botany department, or the Zoology and Entomology department. This course compares cell structure in prokaryotic and eukaryotic cells and examines cellular processes including cell to cell communication, photosynthesis, and cell respiration. Cell division and fundamental genetics, including the structure of genetic material and how it controls cellular processes, are also covered.

**Mathematics for Science (MAT 1S):** A study of mathematical concepts and applications relevant for the study and practice of Pharmacy. It is offered by the Department of Mathematics.

**Introduction to ICT (Information & Communication Technology) (CSC 1L1):** This course includes fundamental concepts and applications of hardware, computing environments, editing and word processing, spread sheets, databases, other software packages, networks, the Internet, social issues, and the logic of problem solving. It is offered by the Computer Science Department.

**Pharmacy Anatomy and Physiology 1 (PC1102):** A study of the functional anatomy and physiology of humans.

**Pharmaceutical Biochemistry (PC1112):** A study of the important molecules found in living organisms.

**Foundations of Pharmacy (PC1012):** An introductory course in Pharmacy, where learners will be introduced to the fundamentals of Pharmacy Practice, Pharmaceutics, Law and Ethics.

**Anatomy, Physiology, Pathophysiology & Pathology (PC250):** A study of the functional anatomy and physiology of humans and of diseases and pathological conditions in different body systems, how diseases develop, their characteristics, features of common diseases and conditions as they occur in humans, and the effects of diseases on human functioning.

**Pharmaceutical Biochemistry, Microbiology & Immunology (PC221):** A study of the important molecules found in living organisms and the application of microbiology in the practice of pharmacy, the basic characteristics, pathogenesis, diagnosis, disease, epidemiology, prevention and treatment of microorganisms found in pharmaceutical and hospital environments, water and sewage systems.

**Pharmaceutical Chemistry (PC222 & PC322):** A two-year course covering the study of the purity and chemical properties of various materials and formulations used in the practice of pharmacy.

**Pharmaceutics (PC231, PC332 & PC4331):** A two-and-a-half-year course covering basic pharmaceutical principles and their application to the formulation, production and assessment of medicinal products, microbiology, and sterility.

**Pharmacy Practice (PC241, PC342 & PC4431):** A two-and-a-half-year course, which examines Pharmaceutical Care and the role of the pharmacist; various aspects of management including performance management, organizational management, managing pharmaceutical supply; understanding and influencing behaviour; Primary Health Care; legal and psychosocial principles and their application in providing safe and effective medicine use by pharmacists and patients.

**Pharmacology (PC351 & PC4521):** A one-and-a-half-year course of the interaction between medicaments and the human body, disease states and medicinal therapy used to relieve these conditions, the toxic effects of household agents, medicines, and street drugs.

**Statistics for Pharmacy (STA 1P1):** A one semester course offered in the third year, by the Department of Statistics. A study of statistics that is used in pharmaceutical and biomedical research, so as to use and understand different statistical methods used in research.

**Pharmacotherapy (PC4012):** An integrated study of the relevant pathophysiology of diseases and conditions, how mechanisms of action of medicines are used to treat these diseases and/or disorders to counteract their pathophysiological origins, synthesizing and integrating information to make an informed and rational pharmacotherapeutic decision justifying the selection of appropriate dosage forms.

**Research Methodologies (PC491):** A year-long course offered in the final year covering fundamental aspects relating to research.

**Electives\*\*:** These include electives offered in the Faculty of Pharmacy, or candidates may select one elective course offered in other Faculties (but only in special circumstances, following discussion with the Dean or Deputy Dean) provided they are relevant to Pharmacy and can be accommodated in the timetable for that academic year.

Students have to complete **a minimum of 400 hours of Work Based Learning (WBL)** during the BPharm in order to graduate. Details will be provided every year.

Students must complete at least a **Level 3 First Aid course** before starting their internship. This can be completed with any registered First Aid training organisation e.g., St John's. Many students join the **Rhodes University First Aid Club** to complete their training and to get experience e.g., during sporting events on campus. The Rhodes First Aid Club is one of the societies on campus.

**Students who find out that they are pregnant should do the following:**

1. Inform the Dean and Deputy Dean as soon as possible, and
2. Go to the Health Care Centre (HCC) for information and advice regarding antenatal care.

## Lecture Periods and Time

PERIOD	TIME
1	07:45 to 08:30
2	08:40 to 09:25
3	09:35 to 10:20
4	10:30 to 11:15
5	11:25 to 12:10
6	12:20 to 13:05
7	14:15 to 15:00
8	15:10 to 15:55
9	16:05 to 16:50
10	17:00 to 17:45

The First-Year timetable (Table 2) lists the relevant lecture and practical periods but not tutorial periods.

At the beginning of the academic year, you will be allocated to one of the tutorial or practical groups by the relevant departments. The frequency of practicals and tutorials varies between departments; however, you are likely to be kept busy on a weekly basis.

**TABLE 2.** Lecture and Practical Timetable for First year Pharmacy courses (Semester 1 & 2)

FIRST YEAR – 1 <sup>st</sup> Semester	Venue	Mon	Tues	Wed	Thurs	Fri
Cell Biology 101 (CEL 101)	<b>Barratt 1</b>	2 [Prac]	3	4	5 [Prac]	1 [Prac]
Chemistry 101 (CHE 101)	<b>Barratt 1</b>	5 [Prac]	1 [Prac]	2 [Prac]	3 [Prac]	4 [Prac]
Introduction to ICT (CSC 1L)	<b>Bioscience Major</b>	4	5 [Prac]	[Prac]	2 [Prac]	3
Mathematics for Science (MAT 1S)	<b>Barratt 2</b>	3	4 [Tut]	5 [Tut]	1 [Tut]	2

FIRST YEAR - 2 <sup>nd</sup> Semester	Venue	Mon	Tues	Wed	Thurs	Fri
Pharmaceutical Biochemistry 1 (PC 111)	<b>Economics B</b>	2	3	4	5	1
Chemistry 102 (CHE 102)	<b>Barratt 1</b>	5 [Prac]	1 [Prac]	2 [Prac]	3 [Prac]	4 [Prac]
Pharmacy Anatomy and Physiology 1 (PC 110)	<b>Bioscience Major</b>	3 [Prac]	4 [Prac]	5	1	2
Foundations of Pharmacy (PC 101)	<b>Bioscience Major</b>	4	5	1	2	3

(More information is available in the tables, in **Section 11** of this handbook)

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## 8. GLOSSARY and an explanation of terminology

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You should familiarise yourself with the precise meanings of the terms used in the Calendar, and in the university generally. The following are amongst the most widely encountered terms you must know.

### **Academic year**

For most purposes, the academic year is taken as the period from the first day of the first term to the last day of the fourth term.

### **Aegrotat examination**

*The Concise Oxford Dictionary* defines aegrotat as "a certificate that a university student is too ill to attend an examination". (From Latin *aeger* = sick.) There are several University Rules relating to the award of aegrotat examinations. These are summarised in **Section 12** of this Handbook.

### **Duly Performed certificate (DP)**

An official certification, by the Head of a Department, or the Dean of a Faculty, that any named student has attended at least the required minimum number of meetings of the class (*these include lectures, tutorials, practicals, tests and any other scheduled meetings*) and/or has satisfactorily completed at least the minimum amount of work required by the course. Students who do not obtain a DP certificate in respect of any course are ordinarily refused permission to write the examination(s) of that course. A DP certificate is not ordinarily issued to students directly: it is simply an entry in the official class record and is sent to the University Registrar after all sessions of the class have finished. Any student who does not qualify for a DP certificate is informed of the fact, via ROSS or in writing, by the Head of the relevant Department, or the Dean of the Faculty. For greater detail on DP requirements and certificates, see Rules G.19 to G.20.1.3 in the Calendar.

**Students need to obtain at least a 30% average for class tests, submit all assignments and practical write-ups/reports, and attend at least 80% of tutorials and practicals to obtain their DP certificate.**

### **Leave of Absence (LOA) Applications**

If any student misses an assessment e.g., a test (other than examinations) or cannot hand in an assignment for any reason whatsoever, they must apply for a LOA **within 72 hours of the missed assessment**.

LOA forms are available online. LOAs must have supporting documents e.g., from a medical doctor or from staff at the Health Care Centre (HCC) or Counselling Centre.

Students in residence are reminded that their wardens can support requests for LOA's on the grounds of illness as well, and that a subsequent visit to the HCC is not necessary. Oppidan students and students in residence may visit the HCC in order to get a leave of absence form signed, even if they do not wish to receive any medical treatment for their ailment.

**LOA tests** (also known as make-up tests) will be scheduled by the Division. This may be a written test **or an oral** – at the discretion of the Division. There is normally only one LOA test.

The onus is on each student to familiarise themselves with the Leave of Absence (LOA) Policy for Students, and

this can be read at:

[https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/Leave\\_of\\_Absence\\_Policy\\_for\\_Students.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/Leave_of_Absence_Policy_for_Students.pdf)

Leave of Absence (LOA) forms do not apply to examinations. If you missed an examination, you will need to apply for an **Aegrotat** via ROSS. Aegrotat applications require supporting evidence from medical practitioners/doctors, medical specialists, or psychologists e.g., at the Counselling Centre. **Letters from wardens, nursing sisters at the Rhodes Health Care Centre, nursing sisters at Primary Health Care clinics, or anyone not a medical practitioner/doctor or psychologist will NOT be considered.**

Students who have been awarded an Aegrotat exam following the June exams will write them in weeks 2 and 3 of the third term. This will allow students to complete the academic year and be able to qualify for Supplementary exams at the end of the year.

Lectures are primarily used to explain concepts and place them in context. Notes and/or Power-Point slides provided online and those you take during lectures and practicals should be useful in learning. *However, lecture notes and Power-Point slides alone will not be sufficient.* **You will have to read, participate in “live” lectures, practicals, tutorials and other discussions, and work on your own in order to actively learn.** Lecturers facilitate and provide instruction - but you (the learner) have to construct your own knowledge. This takes time and effort and needs to be done consistently.

Remember that **you need to attend at least 80% of tutorials and practicals** – otherwise you may lose your DP.

**LOA's require supporting evidence with dates of the missed assessment, otherwise you will be given zero, and you may lose your DP.**

## SUPPORTING DOCUMENTATION

*Please note that documents submitted are tested for authenticity and where fraud is suspected, they are referred to the University Prosecutor for further action*

Type of LOA Requested:	Relevant Supporting Authority
Medical	- Any qualified health care practitioner, including Health Care Centre staff
Extended Medical	Medical Doctor or Specialist only. <i>Must be confirmed by the relevant academic Dean</i>
Psychological	- Qualified psychologist or psychiatrist
Extended Psychological	- Qualified psychologist or psychiatrist. <i>Must be confirmed by the Dean of Students</i>
Traditional or Religious	- Recognised religious leader (minister, priest, imam, rabbi etc.) or House Warden.
Extended Traditional or Religious	- <i>Must be confirmed by the relevant academic Dean</i>
Health or Cultural Ceremony	- Recognised religious leader (minister, priest, imam, sangoma, rabbi etc.) health care practitioner, ward or local government councillor or justice of the peace or House Warden.
Extended Health or Cultural Ceremony	- <i>Must be confirmed by the relevant academic Dean</i>
Compassionate	- Death certificate of deceased relative or letter from treating physician
Sport	- Team captain or coach AND relevant sports officer
Cultural	- Society Chairperson AND Dean of Students
Student Leadership	- Chair of relevant University Committee AND Dean of Students

## **Applying for a Leave of Absence (LOA) in the Faculty of Pharmacy:**

1<sup>st</sup> year, first semester: University Leave of Absence (LOA) applications need to be submitted directly to the relevant department concerned, i.e., *Cell Biology* (Botany), *Mathematics for Life Sciences* (Mathematics Department), *Introduction to ICT* (Computer Science) and *Chemistry 101* (Chemistry Department).

1<sup>st</sup> year, second semester onwards: Leave of Absence applications for *Chem 102* must be submitted to the Chemistry Department, all others are submitted to the Faculty of Pharmacy (Pharmacy Admin. Office G063, Ground Floor, Management Dept., Main Administration Building / [t.kent@ru.ac.za](mailto:t.kent@ru.ac.za)). **This applies from your second semester of your 1<sup>st</sup> year onwards.**

The Pharmacy LOA forms can be obtained from our Pharmacy Website under "Resources" or by accessing this link: [https://www.ru.ac.za/media/rhodesuniversity/content/pharmacy/documents/LOA\\_FORM.pdf](https://www.ru.ac.za/media/rhodesuniversity/content/pharmacy/documents/LOA_FORM.pdf)

A hard copy is also available in the Faculty of Pharmacy Administration Office G063, Ground Floor, Management Dept., Main Administration Building.

The specific requirements in the Faculty of Pharmacy for when a LOA is required to be submitted for a particular subject is available in the table below and also in the Faculty of Pharmacy Administration Office G063, Ground Fl., Management Dept., Main Administration Building.

**A LOA without acceptable supporting documentation may result in being awarded zero for an assessment, and losing your DP.**

It is perfectly acceptable and preferable that you **email** a completed LOA application form together with the supporting document to **Mrs Tanya Kent** – [t.kent@ru.ac.za](mailto:t.kent@ru.ac.za)

The onus remains on the student to ensure they catch up on any missed work.

### **WHAT REQUIRES A LEAVE OF ABSENCE (LOA)**

#### **Pharmacology (including Anatomy & Physiology 1, and APPP&P)**

Activity	Yes/No
Lecture	No
Tutorial	Yes
Practical	Yes
Essay/Assignment	Yes
Test	Yes

#### **Pharmacy Practice (including Foundations of Pharmacy)**

Activity	Yes/No
Lecture	No
Tutorial	No
Practical	Yes
Essay/Assignment	Yes
Test	Yes

#### **Pharmaceutics**

Activity	Yes/No
Lecture	No
Tutorial	Yes
Practical	Yes
Essay/Assignment	Yes
Test	Yes

#### **Pharmaceutical Chemistry (including Pharm Biochem 1 and Biochem Micro Immun)**

Activity	Yes/No
Lecture	No
Tutorial	Yes
Practical	Yes
Essay/Assignment	Yes
Test	Yes

**ELECTIVES ALSO REQUIRE A LEAVE OF ABSENCE**

**Oversleeping is not an acceptable reason for missing a test or not submitting an assignment unless you have supporting evidence from a Healthcare Professional naming the condition and/or medication that led to oversleeping.**

**Here is a copy of the Pharmacy LOA form.**

PHARMACY FACULTY  
STUDENT LEAVE OF ABSENCE APPLICATION FORM

Complete the form below and submit a printed copy of the form AND your supporting to the Faculty Office.  
LOA applications must be submitted within 72hrs of the missed academic activity/activities

**LOA DETAILS**

Student number: \_\_\_\_\_

Surname: \_\_\_\_\_

First name: \_\_\_\_\_

I would like to request an LOA for the following period:

From \_\_\_\_\_ AM ☐ PM ☐

To \_\_\_\_\_ AM ☐ PM ☐

Reason for LOA: \_\_\_\_\_

Supporting evidence attached? YES ☐ NO ☐

If YES: Type of supporting evidence: \_\_\_\_\_

If NO give reason: \_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_

<p><b>For office use</b></p> <p>Date application received _____</p> <p style="font-size: 2em; opacity: 0.5; margin-top: 50px;">STAMP</p>	<p><b>For Head of Department</b></p> <p>The requested leave of absence is hereby</p> <p>GRANTED <input type="checkbox"/></p> <p>NOT GRANTED <input type="checkbox"/></p> <p>Signature: _____</p> <p>Date: _____</p> <p>Reason (if not granted): _____</p>
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**Work missed during the LOA period**

(NB: only include work that requires you to submit an LOA)

	Subject	Type of work missed	Date	Lecturer
1				
2				
3				
4				
5				
6				
7				
8				

**IMPORTANT!!**

The above lecturers will be informed that the student has received an approved LOA however it is the *RESPONSIBILITY OF THE STUDENT* to make arrangements to catch up the work missed

FOR OFFICE USE

The above student and lecturers were emailed a scanned copy of this LOA (to their official Rhodes University email addresses) on

DATE: \_\_\_\_\_ by NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### **Supplementary examinations:**

These examinations normally take place in January/February. Several rules and restrictions relate to the circumstances in which supplementary examinations may be written.

Please refer to Section 12 of this Handbook for more information.

### **Full course**

(Also referred to as a "year course", or simply a "course".) A course extending over one academic year.

### **Half course**

A course occupying either the first or the second half of an academic year.

### **Semester course**

The same as a half-year course. *The Concise Oxford Dictionary* (9th Edition, 1995) defines semester as "a half-year course." The word comes from German via Latin and means "six-monthly".

### **Qualifying course**

A course (or half course) which is taken for a particular degree, diploma, or certificate. All the courses of the BPharm curriculum are qualifying courses for the degree. A candidate registered for this degree might, in special circumstances, be given permission to do a non-Pharmacy course (e.g., Economics 101, or Psychology 101) and this may be considered as a qualifying course for the BPharm degree in lieu of a credit for the elective course normally taken in the final year of study.

### **Plagiarism**

The Senate of the University has adopted an overall policy towards the handling of plagiarism by students. Plagiarism is defined as:

*"Plagiarism, in an academic, university context, may be defined as taking and using the ideas, writings, works or inventions of another, from any textual or internet-based source, as if they were one's own.*

(Rhodes University Common Faculty Policy and Procedures on Plagiarism, 2021)

The Faculty of Pharmacy regards plagiarism as a serious offence and as such recommends that you pay attention to the policy document that can be read at:-

<https://www.ru.ac.za/media/rhodesuniversity/content/institutionalplanning/documents/policies/Common Faculty Policy and Procedures on Plagiarism.pdf>

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## 9. STRUCTURE AND ORGANISATION OF DEPARTMENTS, FACULTIES AND THE UNIVERSITY AS A WHOLE

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For the purposes of description, the University can be loosely divided into two major sectors that include an academic and a non-academic sector. The non-academic sector is made up of several "Divisions", including Finance, Communications, People and Culture (which used to be known as Human Resources) and so on. Each Division is under the control of a Director and is located under the leadership of the Executive Director of Infrastructure and Operations or Finance. Each Division may, in turn be divided into smaller Sections.

This Handbook is concerned only with matters relating to the academic sector.

The most obvious units in the academic sector of a university are academic departments, the names of which indicate their own special areas of teaching and research. Thus, we have departments of Accounting, Botany, Chemistry, English, Environmental Science, Physics, Zoology and Entomology and so on. At Rhodes, there are about 40 academic departments. Within each department there are academic staff, administrative staff, technical staff, and support staff. The academic staff are those directly concerned with teaching and research. The most junior members of the full-time academic staff are the Lecturers and the most senior are the Professors. Between these ranks, we have Senior Lecturers and Associate Professors. (Conventionally, Associate Professors are addressed, and usually referred to, simply as "professors".) One of the senior members of the Department - usually a Professor - is the *Head* of the Department and is responsible for the overall running and organisation of the Department. This person is usually referred to as the "HoD".

The departments are grouped into larger academic structures according to the general areas of study involved and the degree courses offered. These groups of departments are known as *faculties*. Thus, for example the Departments of Botany, Chemistry, Physics, Geology, Zoology and Entomology and several others are all members of the Science Faculty. Similarly, the Faculty of Humanities - roughly embracing all of "the arts" and languages is comprised of a number of separate departments. Some departments are members of more than one faculty, because they offer courses leading to more than one degree. Thus, for example the Geography Department and the Department of Human Kinetics and Ergonomics offer courses for both the BA and BSc degrees and therefore belong in both the Humanities and Science Faculties. At Rhodes, there are six faculties.

Unlike the Faculties of Science, Commerce and Humanities, the Faculty of Pharmacy is not comprised of several departments, but is a multi-discipline, department separated into divisions to form a professional faculty. This is because, as a profession, pharmacy comprises a closely integrated body of knowledge and skills. Any student studying for the BPharm degree is therefore required to take very nearly all courses given by the Faculty. In the Science, Commerce and Humanities Faculties this is not the case and students may choose courses from several departments in meeting the requirements of a degree awarded in those faculties.

The Faculties of Law and Education are similar to Pharmacy in that they are also small and considered as "single department faculties".

Some of the academic rules of the University apply to all faculties. These are set out under the heading "Rules for Degrees, Diplomas and Certificates" in the University Calendar. Each of these Rules is prefixed "G" (for

General). There are also rules that apply only within particular faculties. In the Pharmacy Faculty, these rules are prefixed with "P".

The Head of a university faculty is the *Dean*. He or she chairs a committee, the "Board of the Faculty", usually referred to simply as "Faculty". The Faculty Board attends to the running of the Faculty according to its own rules and regulations, and those of the university. Members of the Faculty Board include all members of the academic staff (full- or part-time) of each department (and division) making up the faculty. In addition to these, each faculty also has, as members, representatives of *other* faculties. This allows for the "horizontal diffusion" of information and discussion at faculty level and assists in achieving the overall integration of academic functions and structures within the university. All faculty boards have student representatives at the undergraduate and postgraduate levels that are elected by the students.

In the Faculty of Pharmacy, the Dean, Professor Khamanga, is also the Head of Department. The Deans are part of the Senior Management of the University and ensure a balanced representation of interests in resource allocation.

Above the level of faculties, there is the university *Senate*, which is the second-highest body controlling the university, and the highest which makes decisions on academic matters. The Senate is comprised of the Vice Chancellor and Deputy Vice Chancellors, all professors (referred to collectively as the "professoriate"), Deans, Deputy Deans, HOD's and various other members of the University community. The Vice-Chancellor, Professor Sizwe Mabizela, is the Chairman of Senate.

The overall controlling body of the University is the *Council*, the members of which include the Vice-Chancellor, some elected professors, some of the Directors, some other members of the University staff, and several representatives of the larger community, including members of local and central Government. Council is responsible mainly for laying down general University policy at the highest level. *All* members of the University staff, from the most newly employed cleaner or gardener to the most senior professors and the Vice-Chancellor are employees of the University Council and are answerable to it. The current Chair of Council elected from amongst its members is Judge Gerald Bloem - an alumnus of the institution.

The Chancellor is the titular Head of the University. In that capacity, he presides over many of the University's important public functions, such as graduation. The current Chancellor, The Hon Mr Justice Lex Mpati, is an alumnus of Rhodes University.

The Vice-Chancellor is the Chief Executive Officer of the University. Professor Sizwe Mabizela is a member of various high-level committees within the University, including Council and Senate, and is responsible for the development and implementation of University policies.

The University has appointed two Deputy Vice-Chancellors (DVC), one of whom will be the Vice-Principal, or Pro-Vice-Chancellor. The DVC: Research, Innovation & Strategic Partnerships is Dr Kwezi Mzilikazi. The DVC: Academic and Student Affairs is Professor Mabokang Monnapula-Mapesela. The DVC's assist the Vice Chancellor in policymaking and in the overall high-level running of the University.

The Registrar of the University is Professor Adele Moody. The Registrar is the first port of call for all academic

matters including admissions, graduation, appeals, and legal issues relating to Rhodes University and its operations. All queries should be directed to the Student Bureau in the first instance, and all appeals must be made in writing to the Registrar using the email address: [registrar@ru.ac.za](mailto:registrar@ru.ac.za)

The Division of Student Services and Development is located in the Steve Biko Building and deals with all matters pertaining to student affairs at the University. The current Director is Dr Pakiso Tondi.

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## 10. THE FACULTY OF PHARMACY AND THE SOUTH AFRICAN PHARMACY COUNCIL (SAPC)

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### The Faculty's Mission Statement

*"The mission of the Faculty is to promote pharmaceutical care through education, research, scholarship, creative endeavour and service.*

*Thus, its priorities are to:*

- Prepare its students for entry into the practice of pharmacy as informed, caring, and ethical citizens and professionals.*
- Prepare pharmaceutical scholars and researchers through professional, undergraduate, graduate, and post-doctoral programmes of distinction.*
- Conduct postgraduate education to advance the knowledge, expertise and competence of pharmacists and pharmaceutical scientists.*
- Analyse and apply knowledge about pharmaceutical products and services, their use in society through basic and applied research and to advance, communicate and preserve that knowledge.*
- Analyse and apply knowledge in areas that may involve health education and/or promotion, public health, management, accountability, leadership, policy analysis, and other relevant areas.*
- Promote, facilitate and conduct educational courses, research, and interventions to extend the knowledge of drugs and medicines in addition to the rational and cost-effective use of medicines. ."*

(The text of this mission statement is taken from the University Calendar)

The Faculty falls under two general areas of control, the University itself and the South African Pharmacy Council (SAPC), which is the statutory body, controlling the profession of Pharmacy in South Africa. (A "statutory body" is a group established, for specified purposes, by an Act of Parliament.) The SAPC stipulates the areas of knowledge, skill, and expertise, which must be possessed by anyone seeking to enter the profession. These are referred to as "entry level qualifications" and universities design their undergraduate pharmacy courses in the light of these requirements. The SAPC evaluates the courses offered by universities and determines the minimum duration of the pharmacy degree curriculum (currently 4 years), sets standards, and determines accreditation status amongst other things. All pharmacy students in the undergraduate programme must register with the South African Pharmacy Council in their first year and pay an annual fee in order to remain registered.

The Bachelor of Pharmacy degree (BPharm) offered at Rhodes University grants access to an internship and professional competency evaluation. Internships can be completed in community, hospital, manufacturing, wholesale or academic settings. Interns are required to work at an accredited training site for at least 12 months and are also required to successfully complete the pre-registration exam and submit evidence of Continuing Professional Development (CPD) for competency assessment purposes. Academic, wholesale and

manufacturing sector interns are currently required to complete 400 hours in a hospital or community setting prior to completion of their internship. Successful completion of the internship is followed by registration as a Community Service Pharmacist (CSP) and working as a CSP in the public sector. Successful completion of the CSP year permits registration with the South African Pharmacy Council as a fully qualified pharmacist, which then allows the applicant to practice the profession of pharmacy within any sphere of practice in the Republic of South Africa.

On successful completion of the BPharm degree and subject to meeting specific academic criteria, graduates may enter a post-graduate programme in Pharmacy at Rhodes or other Universities. In such instances, registration as an academic intern is permitted and is usually of an 18-month minimum duration, undertaken concurrently with post-graduate studies. Completion of the academic internship is achieved following attainment of the relevant post-graduate degree, passing the pre-registration examination, submitting evidence of CPD and being found to be "competent", and completing a formal period of service of a minimum of 400 hours in a community or hospital pharmacy.

**NOTE:** Non-South African citizens require permission from the Foreign Workforce Management Programme and a work permit to complete an internship and community service. Academic interns require permission from the Foreign Workforce Management Programme and a study permit. The onus to obtain such permits rests with the applicant and his/her prospective employer. Pharmacy is no longer listed as a scarce skill in South Africa. **As a result, it is becoming increasingly more difficult for non-South African citizens to find internships and community service placements in South Africa.** The number of SA graduates currently exceeds the number of internships available. Furthermore, although the 12-month period of community service is a pre-requisite to register and practice as a pharmacist in South Africa, **non-South African citizens are currently not normally included by the Department of Health in the allocation of community service appointments.**

Every four years the SAPC makes a formal monitoring visit of inspection to the various universities, to satisfy itself that the teaching, services, curriculum, and facilities meet the relevant minimum standards. Our next monitoring visit will be in 2025.

The Faculty of Pharmacy at Rhodes is comprised of several Divisions - Pharmacology, Pharmaceutics, Pharmaceutical Chemistry and Pharmacy Practice. The overall Head is Professor Khamanga, who is also the Dean of the Faculty. Dr Oltmann is the Deputy Dean and deputy HoD.

**The Pharmacy building is currently being refurbished.** Some practicals will be held in laboratories not in the Pharmacy building. Your lecturers will inform you of the venues.

Most staff have had to move out of their offices into temporary offices. The temporary offices are indicated in the list on page 4 and 5.

## 11. STRUCTURE OF THE BPHARM DEGREE AT RHODES UNIVERSITY

Courses leading to the BPharm degree are ordinarily taken over a minimum of four years. Tables on the following pages give the prescribed courses for the four years of study.

Columns L, T and P indicate the numbers of Lectures, Tutorials and Practicals per week in each course.

The column titled "Credit Points" gives an indication of the workload involved in each course and is thus a method of "weighting" the courses. Most first year courses are worth 15 credits (one is worth 10, and another 20), 2<sup>nd</sup> year courses are worth 20 or 25 credits, 3<sup>rd</sup> year and 4<sup>th</sup> year courses are worth 15 or 30 credits.

The credit point system is used to ensure that the total work of the degree is distributed more or less evenly over the four years of study. The system is also used to limit the amount of additional work a student may take in any year of study, if repeating one or more courses.

The tables indicate the minimum curriculum. Some courses may have tutorials instead of practicals, or tutorials and practicals.

### COURSES OVER THE FOUR ACADEMIC YEARS

L = Lecture    T = Tutorial    P = Practical    per week, per student

FIRST YEAR								
CODE	COURSE TITLE	1st semester			2nd semester			CREDIT POINTS
		L	T	P	L	T	P	
5902101	Cell Biology 101 (CEL 101)	5		1				15
5001101	Chemistry 101 (CHE 101)	5		1				15
5101121	Intro to ICT (CSC 1L1)	4	1	1				15
540101S	Mathematics for Science (MAT 1S)	5	1					15
5001102	Chemistry 102 (CHE 102)				5		1	15
7001111	Pharmaceutical Biochemistry 1 (PC 1112)				5			10
7001110	Pharmacy Anatomy & Physiology 1 (PC 1102)				5		1	20
7001101	Foundations of Pharmacy (PC 1012)				5			15

L = Lecture    T = Tutorial    P = Practical    per week, per student

SECOND YEAR								
CODE	COURSE TITLE	1st semester			2nd semester			CREDIT POINTS
		L	T	P	L	T	P	
7001112	Pharmaceutical Chemistry 2 (PC 222)	4		0.5	4		0.5	25
7001113	Pharmaceutics 2 (PC 231)	4		0.5	4		0.5	25
7001114	Pharmacy Practice 2 (PC 241)	4		0.5	4		0.5	25
7001115	Biochem., Micro. & Immunology (PC 221)	3			3		0.25	20
7001116	Anat., Phys., Pathophys. & Pathology (PC 250)	4		0.5	4		0.5	25

THIRD YEAR								
CODE	COURSE TITLE	1st semester			2nd semester			CREDIT POINTS
		L	T	P	L	T	P	
7001117	Pharmacology 3 (PC 351)	5		0.5	4		0.5	30
7001118	Pharmaceutical Chemistry 3 (PC 322)	4		0.5	4		0.5	30
7001119	Pharmaceutics 3 (PC 332)	4		0.5	4		0.5	30
7001120	Pharmacy Practice 3 (PC 342)	4		0.5	4		0.5	30
7001121	Statistics for Pharmacy (STA 1P1)	5	2					15

FOURTH YEAR								
CODE	COURSE TITLE	1st semester			2nd semester			CREDIT POINTS
		L	T	P	L	T	P	
7001124	Pharmacology 4 (PC 4521)	5		0.5				15
7001122	Pharmaceutics 4 (PC 4331)	4		1				15
7001123	Pharmacy Practice 4 (PC 4431)	5		1				15
7001125	Pharmacotherapy (PC 4012)				7		1	30
7001126	Research Methodologies (PC 491)	2			2			30
	Electives							2 x 15

## **"Merit marks": The Degree with Distinction**

The credit point system is also used to measure a student's performance in a positive way, to determine eligibility for obtaining the degree "with distinction".

To achieve this high level of academic recognition a student must pass all courses in the 2nd, 3rd, and 4th years with an average of not less than 3 merit marks per credit point.

Merit marks are calculated by multiplying the credit point rating of the course by the numerical value of the class of pass obtained by the student, for that course. For this purpose, a Class 1 pass (75 – 100%) is valued at 4 points, Class 2A (70 – 74%) at 3 points, Class 2B (60 – 69%) at 2 points, and Class 3 (50 – 59%) at 1 point. The merit mark is multiplied by the number of credits per course, and the total divided by the total number of credits.

For example: if a student obtains the following marks:

80% for Pharmaceutics 4 (which is worth 15 credits)

65% for Pharmacy Practice 4 (which is worth 15 credits)

Then this equates to  $(4 \times 15) + (2 \times 15) / (15 + 15) = 3$  merit marks

Students who have in the past achieved the Degree with Distinction are listed on the Honours Board located in the foyer of the Chemical and Pharmaceutical Sciences Building.

## **Rebates for excellent results**

This is usually automatically calculated at the end of the year by the Student Bureau and applied to your account. Two of the requirements are that you have to achieve a class 1 pass and be doing the full complement of subjects for that year. For all queries relating to this please contact the Student Bureau.

## **Academic Colours**

Colours and half colours are awarded in recognition of academic achievements by undergraduate students. Refer to the Rhodes Calendar to find out more about the awarding of colours and half colours.

No application is required for these awards.

## **Dean's Merit List**

Students who achieve a weighted average mark of 70% (with no individual subject mark of less than 60%) in a specific year are placed on the Dean's merit list as acknowledgement of academic achievement.

*Note: **NB-** The calculation is based on the credit value for each course.*

## **Bursaries, Scholarships and Prizes**

### *Avlynnne Bowen Award*

This prize is payable each year to the student in the Faculty of Pharmacy who obtains the highest mark in the Anatomy, Physiology, Pathophysiology & Pathology examination at the end of the second year. The money will be paid into the student's academic fees account.

### *Brian Seymour Memorial Award*

This annual national award administered by the Kwa-Zulu Natal South Coast Branch of the Pharmaceutical Society is awarded to a South African pharmacy student who has completed his/her final year of academic study and fulfils the following basic criteria:

- i) Academic excellence
- ii) Leadership qualities
- iii) Involvement in local and national student affairs

The Faculty nominates one of our students for this award and should you feel that you or a colleague are eligible to be nominated please submit a curriculum vitae to the Dean of Pharmacy.

### *Kieron Chambers Memorial Bursary*

This bursary is awarded annually to a third-year pharmacy student who is a citizen of Zimbabwe and is based on academic merit and all-round participation.

### *Michael Kapelus Memorial Prize*

This prize is awarded annually to the best all-round Pharmacy graduate, having regard for academic merit, personality, leadership, and sportsmanship.

### *South African Academy of Pharmaceutical Sciences Medals for Academic Excellence*

The top student, based on a weighted average mark, in each Academic Year of study will receive a medal from the South African Academy of Pharmaceutical Sciences and their names will be recorded on an honours board located in the Foyer of the Chemical and Pharmaceutical Sciences building.

### *Clicks Prize for Pharmacy Practice*

The top academic achiever in Pharmacy Practice in the 3<sup>rd</sup> and 4<sup>th</sup> year of study is awarded this prize.

## **Applications for Financial Assistance**

Funds are available through the University to assist students who have a satisfactory academic record and also can show evidence of genuine financial need, in order to continue their studies. If you require financial assistance, you should go to the Student Funding Office in the Student Bureau.

## **Pre-requisites and Co-requisites**

Please refer to rules P4 and P5 in the Rhodes University Calendar.

"Co-requisites" are those other courses ordinarily taken concurrently with any given course.

The following list of pre-requisites and co-requisites is summarized from the 2022 Calendar:

FIRST YEAR COURSE	PRE-REQUISITES	CO-REQUISITES
Foundations of Pharmacy	-	-
Pharmaceutical Biochemistry 1	Chemistry 101	Chemistry 102
Pharmacy Anatomy & Physiology 1	Cell Biology 101	-
<b>SECOND YEAR COURSE</b>		
Anatomy, Physiology, Pathophysiology & Pathology	Cell Biology 101, Pharmacy Anatomy & Physiology 1	-
Biochemistry, Microbiology & Immunology	Cell Biology 101; Chemistry 101 & 102, Pharmaceutical Biochemistry 1	Pharmaceutical Chemistry 2
Pharmaceutical Chemistry 2	Chemistry 101 & 102	Biochemistry, Microbiology & Immunology
Pharmaceutics 2	Chemistry 101 & 102; Foundations of Pharmacy	Pharmaceutical Chemistry 2
Pharmacy Practice 2	Foundations of Pharmacy	-
<b>THIRD YEAR COURSE</b>		
Pharmaceutical Chemistry 3	Pharmaceutical Chemistry 2	-
Pharmaceutics 3	Pharmaceutical Chemistry 2; Pharmaceutics 2	-
Pharmacy Practice 3	Pharmacy Practice 2	-
Pharmacology 3	Anatomy, Physiology, Pathophysiology & Pathology; Biochemistry, Microbiology & Immunology	Pharmaceutical Chemistry 3
Statistics for Pharmacy	-	-
<b>FOURTH YEAR COURSE</b>		
Pharmacology 4	Pharmacology 3	Pharmacy Practice 4
Pharmaceutics 4	Pharmaceutics 3; Pharmaceutical Chemistry 3	-
Pharmacy Practice 4	Pharmacy Practice 3; Pharmacology 3	Pharmacology 4
Pharmacotherapy	Pharmacology 4, Pharmacy Practice 4, Pharmaceutics 4	-
Research Methodologies	-	-
Elective/s	-	-

### **Applying for credits in subjects offered in the Rhodes BPharm curriculum**

This applies mainly to 1<sup>st</sup> year when you arrive after having completed studies at another University and you may feel that some of your subjects which you passed are similar or the same as those in the Rhodes BPharm curriculum. Before applying for these subjects please ensure you understand the course outlines of the subjects offered at Rhodes, only then will you be able to make an informed decision on the equivalence. You may not apply for more than 50% of the credit points in the BPharm degree at Rhodes, this precludes the major courses

in the curriculum. **Please apply for all credits at once, when you are a first year student, and not year by year.**

### **Procedure to follow when applying for credits in the Faculty of Pharmacy**

In order to apply for one or more credits students must submit the following (via email) to the Faculty Manager - Mr N. Borland – at [n.borland@ru.ac.za](mailto:n.borland@ru.ac.za)

- (1) an application form (available under "resources" on the Pharmacy website),
- (2) a full course outline or course description (from the university where the credit was obtained). (*The **course outline** is defined as the official, approved document that **outlines** what students are expected to learn in a **course** and what they can expect in the way of instructional methods, activities, assignments, and grading methods.*), and
- (3) an official stamped academic transcript.

If you studied at Rhodes University you do not need to attach a full course outline or course description, nor do you need to attach an academic transcript. You do however need to complete the application form and indicate that you studied the course at Rhodes University.

It is vital to submit this information **as soon as possible** after registering, as the documents need to be assessed internally first (by the requisite Head of Department or Division), then approved by the Dean of the Faculty of Pharmacy, before being submitted to the Registrars Division for approval and noting. You **must** also apply for all possible credits **at this time**. The window period for processing these is usually **only the first two weeks** of lectures in the first and second semesters.

If a course is deemed not to be equivalent no change to the registration status will be necessary since the registration *status quo* will remain. If a course is deemed to be equivalent, you will receive notification of this, and a credit will be granted.

***Please** ensure you continue attending the full requirements of the course, until you receive this formal approval.*

### **Fee Implications**

You may apply for a rebate from the Student Fees section in the Finance Division at Rhodes University for the courses for which you have been granted credits. However, there will be an automatic charge debited to your account for the application process.

### **Failing, Repeating, and "Carrying" Courses**

Ordinarily, if you fail a single course, you may be allowed to repeat that course **ONE more time ONLY**. Depending on what you have failed, however, you may not be allowed to "carry" the course concurrently with the full complement of courses designed to come later in the curriculum. In all such cases, you will require an additional year of study to complete the degree. If your academic progress is severely restricted by multiple failures, you will be in danger of exclusion.

Access to the second and higher years of study towards the BPharm degree is governed by Faculty specific rules and will be strictly adhered to.

### **Academic Probation**

Students who are permitted to repeat certain courses, or who, based upon past performance and history, are deemed to be "poor academic performers" may be placed on academic probation. The conditions of such probation will be specified.

Academic probation is a special dispensation granted to certain students based upon their "below average" academic performance and implies that the Faculty has taken into consideration exigencies without which such students would not normally have been re-admitted to the course of study. In other words, the Faculty has been extremely lenient by allowing such students to continue with their studies in Pharmacy, as opposed to the ultimate penalty of exclusion from the University.

Any curriculum dispensation is therefore a special case and not an automatic right. Students placed on academic probation should take cognisance of this special dispensation and be fully aware of the consequences of failure to fulfil **ALL** the conditions of their probation, and that such failure to comply will result in exclusion from the University, thereby terminating their registration as a Bachelor of Pharmacy student at Rhodes University.

### **Electives in the 4<sup>th</sup> year**

The BPharm curriculum requires students to have completed at least 30 credits worth of electives. Normally electives are pharmacy specific courses offered in the 4<sup>th</sup> year of the BPharm degree. However, students are sometimes permitted (by the Dean) to complete **one** non-pharmacy subject in lieu of electives, e.g., if their degree has been extended by a year and they have time to complete a non-pharmacy subject offered in another Faculty. Only subjects that relate to aspects of Pharmacy in some way will be considered.

Students who have transferred from other degrees or universities may apply for credits for **one** non-pharmacy subjects in lieu of electives. This is done by following the same procedure as applying for credits in other subjects. You need to supply the application form, course outline and transcript to the Faculty Manager at [n.borland@ru.ac.za](mailto:n.borland@ru.ac.za), within the first two weeks of semester 1. The Dean will approve or not approve such applications for credits.

At the beginning of the year final year students will be informed about the pharmacy specific electives on offer that year. The faculty manager provides an online instrument for you to indicate your preferences. If you have either done or have credits/applied for credits this also needs to be stated. The Faculty tries to accommodate students according to their choices, but this is not always possible because some electives have limited spaces available. For some elective's students may need to write a motivation.

## **Communicating with lecturers**

You are very welcome to contact academic staff members for academic or other assistance, however, please be advised of the following:

1. The dynamic nature of an academic position means that academic staff members are often in meetings, lectures or in the laboratory during the working day therefore **email is the preferred method of communication.**
2. If you would like to see a staff member in person you can visit their office. If it is a convenient time, they will see you or they may recommend a later time to meet with you. If it is not an urgent issue it is recommended that you email the staff member to ask for an appointment so that they can set time aside to see you.
3. When emailing a staff member please use your **Rhodes email address**. Please start all emails by addressing the lecturer by name and end all emails **with your first name, surname, student number and year of study**. Please ensure that your emails are written in full, grammatically correct sentences and not using SMS or other colloquial abbreviations.

All official notices from the lecturer will be sent via email to your Rhodes email address and/or via RUConnected. It is your responsibility to check your Rhodes email account and RUConnected regularly.

## **Purpose of the BPharm degree (Competence)**

Learners who have completed the BPharm have the education and training to enter the pharmacy profession as interns and gain the necessary experience and confidence to render a professional service as pharmacists to the community. As a pharmacist registered with the South African Pharmacy Council, the learner will be able to practice the profession of Pharmacy and serve as a:

- Custodian of medicines;
- Formulator, manufacturer, distributor and controller of safe, effective and quality medicine;
- Advisor on the safe, rational and appropriate use of medicines;
- Provider of essential clinical services including screening and referral services;
- Provider of health care education and information;

## **Exit Level Outcomes (Capabilities)**

The exit level outcomes for the BPharm curriculum indicate that on completion of the degree, the candidate will be able to:

- Participate in the manufacturing, compounding and packaging of pharmaceutical products
- Participate in the procurement, storage and distribution of pharmaceutical materials and products
- Dispense and ensure the optimal use of medicines prescribed to the patient
- Provide pharmacist-initiated-care to the patient and ensure the optimal use of medicine
- Provide education and information on health care and medicine
- Promote community health and provide related information and advice
- Participate in research to ensure the optimal use of medicine.

**Critical cross-field outcomes of the BPharm curriculum indicate that on completion of the degree, the candidate will be able to:**

- Identify, analyse and solve problems related to the provision of pharmaceutical care using creative approaches
- Work effectively with others as a member of a team of health care professionals in applying pharmaceutical care management principles
- Organise and manage activities responsibly and effectively in contributing to the institution and broader community
- Collect, analyse, organise and critically evaluate information using evidence-based approaches in provision of services and information to develop a pharmaceutical product or enhance pharmaceutical care programmes and services
- Communicate effectively using visual, mathematical and/or language skills in the modes of oral, written and/or practical presentation in a sustained discourse
- Use science and technology, including informatics, in pharmacy effectively and critically, showing responsibility towards the environment and health of others by promoting ethical conduct in all contexts
- Demonstrate an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation

**Specific exit level outcomes (Abilities)**

The primary aim of pharmacy education is to develop life-long learners who can provide a professional service to the community using their knowledge, skills, professional thinking, behaviour and attitudes in all avenues of pharmacy practice, as caring health care providers and managers of health care resources. On completion of the undergraduate programme, the learner must demonstrate the following knowledge, skills, professional thinking, behaviour and attitudes.

**Knowledge outcomes**

On completion of the degree, the candidate will be able to:

- Use science and technology to formulate, manufacture, distribute and use drugs and medicines
- Identify and manage diseases, their processes, as well as environmental and social determinants
- Apply the principles of disease prevention and health promotion, with emphasis on primary health care as an integral part of the health care team
- Apply the principles of pharmacotherapy, the effect of drugs and medicines in the body, the appropriateness of different drug delivery systems and the ability to assess the effect of medicines in the body
- Use appropriate and cost-effective screening and monitoring procedures
- Be able to solve problems that arise with the use of medicines and predict, identify, prevent and/ or treat such problems
- Understand human behaviour, relationships and communication, individually and in the context of the community so as to work effectively with people
- Identify and resolve ethical and legal issues relevant to the practice of pharmacy
- Manage the provision of health care at national, community and individual practice level
- Promote and deliver cost effective health care
- Apply the principles and procedures governing research, with particular emphasis on evidence- based medicine

### **Skills**

On completion of the degree learners must be able to demonstrate proficiency in the skills required for pharmacy practice, including the following:

- Laboratory skills
- Clinical skills and procedures, including patient history taking, assessing patient data, formulating treatment plans and follow-up plans
- Management skills
- Computer skills
- Communication proficiency skills and language
- The ability to work in a multi-disciplinary team

### **Attitudinal and behavioural outcomes**

On completion of the degree learners should be able to demonstrate behaviour essential to the practice of pharmacy, with particular reference to:

- Respect for patients and colleagues, without judgement or prejudice with regard to race, culture, and/or gender amongst others
- Recognition of human and patients' rights
- A positive approach to self-directed life-long learning
- A positive approach towards primary health care
- An awareness of moral and ethical responsibilities
- A desire and ability to practice legally and ethically
- A desire and ability to ensure patient care of the highest possible quality
- An awareness of personal limitations and a willingness to seek help when necessary
- A positive attitude towards change and functioning within the uncertainties of our times
- A positive attitude towards the advancement of medical and health related knowledge

### **Assessment**

Assessment will take place using tests, assignments, practicals, presentations, written and/or oral examinations and any other relevant forms of assessment. Continuous assessment is emphasised, especially during the first two years of study.

### **Quality Assurance**

The Quality Assurance system for this qualification relies on:

- External examiners
- Internal moderation
- Monitoring and accreditation by the South African Pharmacy Council (SAPC)
- The South African Qualifications Authority (SAQA)
- Internal reviews by the University in terms of its quality assurance criteria
- The Higher Education Quality Committee (HEQC)

### **Articulation**

The possession of a BPharm degree permits both vertical and horizontal articulation. Graduates may gain access to postgraduate studies at the Master, PhD and/or PharmD levels. Candidates may receive exemption for some first-year courses obtained at other tertiary level learning institutions.

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## 12. EXAMINATIONS

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To qualify for admission to the University examinations in any course, you must have “attended the class meetings for the course under examination, and satisfactorily performed the work of the class” - i.e., have met the minimum requirements of the course (see "DP" under G.19 in the Calendar).

General rules relating to the examinations are set out under G.25 to G.43 in the Calendar.

**Students need to obtain at least a 30% average for class tests, submit ALL assignments and practical write-ups/reports, and attend at least 80% of tutorials and practicals to obtain their DP certificate.**

In addition to your academic preparation for the exams, you should look carefully at the preliminary examination timetables. There is usually a second and sometimes a third preliminary version of the timetable as the Examinations Office attempts to optimise the distribution of examinations within various constraining factors. When the final timetable is published, take special care in noting the dates, times, and venues of all your examinations.

**Examination results are released in seven categories or classes:**

<b>PASS</b>		<b>FAIL</b>	
<b>1</b>	<b>= 75% - 100% (first class)</b>	<b>F1</b>	<b>= 45 - 49%</b>
<b>2A</b>	<b>= 70 - 74% (second class, division 1)</b>	<b>F2</b>	<b>= 40 - 44%</b>
<b>2B</b>	<b>= 60 - 69% (second class, division 2)</b>	<b>F3</b>	<b>= 0 - 40%</b>
<b>3</b>	<b>= 50 - 59% (third class)</b>	<b>F</b>	<b>= Fail</b>
<b>P</b>	<b>= Pass</b>	<b>F1S/F2S</b>	<b>= Fail: Permitted to write a supplementary examination of this course.</b>

**ACR = Aggregated continuing credit  
(See G37.5 for more information)**

**FSM = Failed sub-minimum**

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### **OTHER**

**CR = Credit from another South African  
Tertiary institution.**

**DPR = “Duly performed” certificate**

**DNW = Did not write. Absent from the examination.**

**AEG = Absent from the examination but with permission on medical or compassionate grounds to write an Aegrotat examination in this course.**

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Remember that you are expected to be seated in the examination venue at your allocated desk 25 minutes before the start of the exam itself. **The starting times in all venues are 08:30 and 14:00, so you should plan to arrive well before 08:00 and well before 13:30.** Nobody is permitted to leave the examination venue

during the first hour, or during the last half an hour, and latecomers are not admitted to an examination if they arrive more than 55 minutes after the starting time. No personal items will be permitted into the examination venue. ***No cell phones or other electronic equipment may be brought into an examination or test venue.***

### **Supplementary Examinations**

Supplementary examinations normally take place in January/February.

Students must have attempted the main examination to qualify for a Supplementary exam. This means students who have been granted Aegrotats do not qualify for Supplementary exams in that course.

Where relevant the Faculty Board will consider awarding a last outstanding credit (LOC) Supplementary exam after the November results are released (to be written in January/February).

### **Supplementary / Aegrotat exam timetable**

A Supplementary and Aegrotat examination timetable will be published in December after the release of the November results. The onus lies with students to ensure they know when their exam is being written, at what time, and where. Queries should be emailed to the Registrar's Office at [registrar@ru.ac.za](mailto:registrar@ru.ac.za)

### **Supplementary examinations (commonly referred to as "Supps") cover the content of the entire course.**

If a course is offered in the first and second semester then the content of both semesters' work will be examined in the Supplementary examination.

Sometimes students have to complete written examinations, and/or practical examinations, and/or orals, and/or OSCEs as part of the Supplementary examinations. It depends on the course for which the Supplementary exam was granted. The onus is on you to find out what is required.

If the mark achieved for the Supplementary examination is lower than the student's original year mark the higher of the marks will be awarded.

## **AEGROTAT EXAMS**

Aegrotat examinations are different from Supplementary examinations.

Aegrotat cases are dealt with in Rules G.39 to G.43 in the Calendar.

Applications to write an Aegrotat examination are made via ROSS, processed by the Registrar's Division in consultation with the Faculty, and must include a medical certificate from a medical practitioner/doctor or a psychologist with relevant supporting documentation.

**For 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year subjects the Faculty of Pharmacy has permission for Aegrotat examinations for first semester subjects to be written in week 2 and/or 3 of the THIRD term – usually in the evenings. The Faculty of Pharmacy will communicate the dates, times, and venues with the relevant students.**

Aegrotat examinations for second semester subjects will be written in January/February, at the same time as Supplementary examinations.

The Aegrotat examination will cover the same content and general structure as the missed paper, but the questions will be different to those of the examination that was missed.

**Please note the following:**

1. An Aegrotat examination will **not** be granted to a candidate who commences an examination and then, having seen the paper, claims to be ill. If you feel that you may be too ill to complete an examination paper you should not start writing it, but rather report directly to the Sister-in-Charge at the Health Care Centre, who will arrange for you to be examined by a doctor.
2. In terms of Rule G.42 "*An aegrotat examination will not be granted to a candidate who is unfit to write as a result of having taken drugs or alcohol stimulants.*"
3. There are no Aegrotat exams for missed Supplementary exams, and there are no Supplementary exams for missed Aegrotat exams.
4. **Students who have been granted an Aegrotat exam at the end of the second semester (i.e., end of the year) will not have officially completed the year. Supplementary examinations are considered based on final marks, therefore students who have been granted an Aegrotat exam at the end of the year do not qualify for Supplementary examinations in January/February for that course.**

**Re-scrutiny and Copy of scripts**

The following rules have been extracted from the Calendar:-

**"G.27**

*Senate does not permit re-marking or re-examination of scripts. However, students in all Faculties may request a re-scrutiny of their mid-year and end-of-year scripts, provided their academic record is not withheld. Re-scrutiny entails checking that (i) all questions have been marked and (ii) marks have been added up and transcribed correctly. **Such a request should be made through the Office of Registrar within two weeks of the commencement of the University term following the examination concerned.***

**G.28.1**

*Senate will permit students in all Faculties to view their mid-year scripts. However, students in all Faculties may only view their end-of-year scripts provided that their academic record is not withheld. Applications in this respect must be made through the relevant Head of Department and can be made at any stage of the academic year.*

**G.28.2**

*Senate will permit students in all Faculties to obtain a copy of their mid-year and end-of-year scripts provided that their academic record is not withheld. **Applications in this respect must be made through the Office of the Registrar, accompanied by payment of the prescribed fee, and can be made at any stage of the academic year.***

**G.29**

***Applications under Rules G.27 and G.28 in respect of the examinations must reach the Registrar accompanied by the prescribed fee within three weeks of the release of results. In exceptional circumstances Senate may permit relaxation of this rule.***

***29.1*** The fee under G.27 and under G.28 will be refunded if the re-scrutiny effects a change to the students' advantage in the classification of their results.

***29.2*** The result of the re-scrutiny shall supersede the result of the original examination. Thus, a student who applies for a re-scrutiny may be awarded a lower mark and thereby forfeit any advantage (e.g., permission to write a supplementary examination) accruing from the original mark."

**Please note that any appeals against decisions of the Faculty Board MUST be made in WRITING to the Registrar directly ([registrar@ru.ac.za](mailto:registrar@ru.ac.za)) and NOT to the Dean, or other members of staff of the Faculty of Pharmacy.**

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## 13. USEFUL INFORMATION

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### **Communication with Students**

The Faculty of Pharmacy makes use of e-mail to contact students for various class and extra-curricular activities. **The e-mail address allocated to you by the University** (i.e., g24P4445@campus.ru.ac.za) **is the ONLY address we will use for such communications.** The onus is on YOU to make sure that you are aware of all activities and requirements for your courses and have put into place auto-forwarding to the personal email address you use.

The Faculty of Pharmacy from time to time may also make use of SMS and/or telephonic means of contacting you. Please make every effort to ensure that the University has your latest telephone/cell phone numbers. Please provide this information to the Registrar's staff at the Student Bureau, so that they can update your student records.

### **Mentoring Programme**

The Faculty of Pharmacy continues to offer a mentoring programme for first year students in 2025. The primary purpose of this programme is to:

- i) ensure that academic and environmental difficulties sometimes experienced by students at university are eliminated and/or minimized,
- ii) facilitate socialization of students into university life, and
- iii) facilitate socialization of students towards the Profession of Pharmacy in a professional environment.

Third year Pharmacy students who have successfully completed the mentoring training programme are used as mentors for first years.

This programme provides an opportunity for both the mentors and their mentees to adapt to the university environment at the same time as gaining skills and confidence whilst learning to identify and solve problems together.

If you are interested in finding out more about participating in these programmes please do not hesitate to contact the coordinator - Ms Gcobisa Ngodwane.

### **Work Based Learning (WBL)**

As part of the BPharm curriculum, all pharmacy students are required to complete a minimum of **400 hours** of Work Based Learning (WBL) during their degree – in community and/or hospital pharmacy.

This is a requirement of the SAPC as well as the BPharm degree. **Without completing the required 400 WBL hours, a student will not be able to graduate with a BPharm degree.**

The outcomes of the WBL are:

- exposure of the student to the workplace, in order to create awareness of the realities of the workplace;
- to reinforce and integrate theoretical concepts;

- to consolidate knowledge;
- to develop desired attitudes; and
- to develop the ability to apply knowledge and skills.

WBL can only be done at the end of the academic year, i.e., during the December-January vacation, or during the June-July vacation. Under special circumstances, students may complete their WBL hours during the term. However, this is strictly under exceptional circumstances.

All Pharmacy students are required to complete a minimum of 400 hours during their degree – in community and/or hospital pharmacy. Third year students could also do their hours in a manufacturing facility.

The number of hours each student has to complete depends on their academic level, and needs to be recorded in their logbooks:

1st years: 80 hours

2nd years: 150 hours

3rd years: 150 hours

The remaining 20 hours are completed during the 4th year, whilst at Rhodes University, as part of the curriculum.

The pharmacy where students do their hours need not be a registered training site with the SAPC, nor does it need to have a registered tutor. However, **students must be under the direct supervision of a registered pharmacist at all times.**

During the WBL hours students are required to complete a pre-determined series of WBL activities. The activities are clearly defined and presented to the students in the form of a manual containing informational material together with integrated, structured, and semi-structured work assignments.

The contact person for WBL enquiries is Mrs Monique Purcell at [monique.purcell@ru.ac.za](mailto:monique.purcell@ru.ac.za)

### **Professional Indemnity Insurance (PII)**

According to the Pharmacy Act (No. 53 of 1974) as amended, all Pharmacy students have to be registered with the South African Pharmacy Council (SAPC). Pharmacy students also have to have Professional Indemnity Insurance (PII). The Faculty of Pharmacy organises students' PII through the Pharmaceutical Society of South Africa (PSSA) every year, and the PII fee is included in the Rhodes fees.

### **First Aid certificate:**

Students must complete at least a **Level 3 First Aid course** before starting their internship. This can be completed with any registered First Aid training organisation e.g. St John's. Many students join the **Rhodes University First Aid Club** to complete their training and to get experience e.g. during sporting events on campus. The Rhodes First Aid Club is one of the societies on campus.

### **Students who find out that they are pregnant should do the following:**

1. Inform the Dean and Deputy Dean as soon as possible, and
2. Go to the Health Care Centre (HCC) for information and advice regarding antenatal care.

## **Health and Safety**

We value the health and safety of all students and staff in the Faculty of Pharmacy. The Rhodes University Health and Safety Policy states that a safe environment without risk should be provided to all members of the Rhodes community. The Faculty has developed and implemented laboratory safety guidelines to protect staff and students and create a safe environment.

Health and Safety Practices in the Faculty are risk-based, not rules-based. It is in line with the OHS Act of 1993, section 14 as well as the RU H&S policy section 9:

*In terms of the OHS Act **all employees, students, visitors, and mandataries** shall:*

- 9.1 *Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.*
- 9.2 *Co-operate with the employer or person to whom they report in terms of requirements of the OHS Act.*
- 9.3 *Carry out any lawful order and obey the health and safety rules and procedures laid down by the employer.*
- 9.4 *Report any situation that is unsafe or unhealthy to the employer or to the relevant health and safety representative.*
- 9.5 *Report to the employer or to the relevant health and safety representative any incident in which they are involved, and which affects their health or safety, or which has caused injury no later than the end of the particular shift in which the incident occurred.*

## **Training**

### **Theoretical:**

All postgraduate students doing laboratory-based research using chemical substances and second-year Pharmaceutical Chemistry students must complete the free ACS (American Chemical Society) online course *Foundations of Chemical Safety and Risk Management*®. A certificate of completion must be handed in on the due date that the relevant lecturer will announce. Instructions on accessing the course will be provided at the beginning of the year. The practical assessments and examinations will include questions on the online course materials.

### **Practical training and working in laboratories:**

All laboratory-based practicals and procedures executed in research laboratories must include instructions and demonstrations on working safely in a laboratory environment.

Students must refer to the safety precautions outlined in each practical manual and use them to prepare for each practical.

Further information about laboratory safety is provided in the Faculty Laboratory Safety Manual, which can be accessed on the RUConnected pages for practicals and the Faculty's website.

***Students must leave the laboratory if they do not abide by the safety precautions and rules and/or arrive unprepared.***

Such students will receive a zero mark for the practical and will not qualify for a leave of absence.

### **Laboratory Dress Code**

All persons in the Pharmaceutics, Pharmaceutical Chemistry, and Pharmacology teaching as well as research laboratories must wear the following at all times:

- Properly fastened laboratory coats.
- No short pants or short dresses.
- Safety glasses. Regular glasses do not qualify as safety glasses. Certain Pharmaceutics and Pharmacology practicals might not require safety glasses, and your lecturer/supervisor will inform you accordingly.
- Enclosed shoes.
- No hats or caps are allowed. Exemptions will be granted for head coverings for religious reasons only.
- Long hair must be tied back (or disposable hairnets used).

Scrubs or professional white coats and name badges must be worn during Pharmacy Practice practicals.

### **Reporting Incidents: Occupational Health and Safety Act 1993 Section 13 c)**

***It is legally obligated*** to immediately report any incident/accident, even without injury to the staff member in charge of a practical or the research laboratory where you work and the Faculty's Health and Safety (H&S) representative. An incident is anything that could compromise your health and safety anywhere inside the building, e.g., slipping and falling, even if you are not injured. Other examples include getting a small bruise, a superficial cut, or a sprain. We need to know about these incidents so they can be investigated, and procedures put in place to prevent them from happening.

An incident report form must be completed and submitted to the H&S rep and the line manager (if a staff member is involved). Forms will be available during all practicals, in research laboratories and offices.

If you are unsure whether something can be considered an incident, please contact the H&S rep of the Faculty.

### **First Aid**

Fully stocked First Aid boxes are available in all research and undergraduate teaching laboratories and the Faculty's administration office. Please inform the H&S rep if you use any materials from a first-aid box or if items are missing so they may be replenished.

The names of First Aiders and Fire Marshalls that are available to assist will be announced.

### **Health and Safety Representative:**

Dr L Goosen  
Office 516, Biosciences building.  
Tel 0466037425 / 0842233797  
L.Goosen@ru.ac.za

### **Class Representatives**

Each class will elect two representatives who will normally meet once a term with other class representatives and their year coordinator.

### **Year Coordinators**

In order to facilitate communication between the student body and staff of the Faculty, a system of representation for each academic year has been established. The following members of staff are the year coordinators for 2025:

**1<sup>st</sup> year:** Dr Siya Melamane (Office 124, 1<sup>st</sup> Floor, Comp Sci (Hamilton) Building) and Ms Tanusha Dukhan (Office 123, 1<sup>st</sup> Floor, Comp Sci Building)

**2<sup>nd</sup> year:** Mr Greg Purcell (Office 2011, 3<sup>rd</sup> Floor, Stats Dept) and Dr Ayo Egunlusi (Office 2012, 3<sup>rd</sup> Floor, Stats Dept)

**3<sup>rd</sup> year:** Ms Fari Chiwanza (Office 217, Drama Dept) and Professor David Khanye (Office 2009, 3<sup>rd</sup> Floor, Stats Dept)

**4<sup>th</sup> year:** Ms Gcobisa Ngodwane (Office 215, Drama Dept) and Dr Lucie Allan (Office 217D, Drama Dept)

**Postgraduates:** Ms Unami Sibanda (Office 217A, Drama Dept) and Dr Ayo Egunlusi (Office 2012, 3<sup>rd</sup> Floor, Stats Dept)

### **RUPSA**

In spite of a rather demanding workload, pharmacy students are socially active, and have their own society: the Rhodes University Pharmacy Students Association (RUPSA). Although membership of RUPSA is open to all Rhodes students, it is overwhelmingly a (voluntary) group of Pharmacy students and is run by them.

Although there are recreational functions organized by RUPSA (except during COVID-19 times), the society has a serious and important role in preparing its members for entry into various aspects of the profession.

A member of the Faculty's academic staff serves permanently on RUPSA's committee, to act as advisor and to assist, occasionally, in co-ordinating the Society's activities with those of the Faculty.

The Rhodes University Pharmacy Students Association (RUPSA) is a society established under the auspices of the SRC. RUPSA is affiliated to the South African Pharmacy Students Federation (SAPSF), and through

this National body to IPSF (International Pharmacy Students Association). These links with the national and international community of pharmacy students promote an awareness of the global scale and significance of the profession.



They provide a conduit and contact between students studying pharmacy at other institutions. Rhodes University pharmacy students have always been actively involved with SAPSF and are often elected to serve on the SAPSF executive. Joining RUPSA can assist you in meeting fellow pharmacy students at Rhodes University and is a further mechanism by which you can communicate with staff and other students in the Faculty.

### **Transnet Phelophepa Health Train**

The Transnet Phelophepa Health Train is the world's first health train, bringing hope and better health to rural South Africa. The first train started operating in 1994 and the name 'Phelophepa' (is a combination of Sotho and Tswana) means 'good, clean health', in English. In 2008, the train received the United Nations Public Service award in the 'Improving Service Delivery' category. A second train was launched in the Eastern Cape in 2012. Each train usually has 35 weeks focussing on rural areas reaching approximately 360 000 patients annually. The trains are highly sophisticated and offer primary health care train services, which include examination by nurses, provision of medicines and pharmaceutical care, education about basic health issues, eye examinations, dental examinations, and psychological assessments.

Normally the Faculty of Pharmacy provides final year and postgraduate students the opportunity to be involved in this worthwhile and rewarding project by assisting in the pharmacy on the train. Students volunteer to work on the train for a week at a time. Students are also given the opportunity to visit the train when it is stationed in or near Grahamstown/Makhanda.

For more information on the Transnet Phelophepa Health Train, go to:

<https://www.trainofhope.org/>

**Your tuition fee also includes the following:**

**BPharm 1:**

Professional Indemnity Insurance  
SAPC registration and annual fee  
Scrubs  
Book – Master the mystery of medicines  
Name Badge  
Handouts and printed material

**BPharm 2:**

Professional Indemnity Insurance  
SAPC annual fee  
SAMF book  
Handouts and printed material

**BPharm 3:**

Professional Indemnity Insurance  
SAPC annual fee  
Handouts and printed material

**BPharm 4:**

SAPC annual fee  
Handouts and printed material

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## 14. CONCLUDING REMARKS

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We hope the information in this Handbook will be of value and use to you as you progress with your studies. You should regard all the members of the Faculty as willing to assist you towards achieving success and pleasure from your time at Rhodes. Remember, though, that one of the challenges at this stage in your career is the development of self-motivation and self-sufficiency.

The SAPC has identified three main goals of the undergraduate pharmacy curriculum. One of them is:

***"To create an attitude of pro-activeness in problem solving."***

Do not do the work in your various courses because other people expect you to, do it because you demand it of yourself. You will soon be a professional in an important discipline, and people will be coming to *you* for help and advice with their problems. Now is the time to start preparing for that gratifying but responsible position in society. Thus, before approaching Faculty members for help, ensure that you have made a genuine effort to solve any problems yourself. Even if, at first, you do not succeed, your efforts will pave the way for others to help you.

If you are confident that you do indeed need to see a staff member for help, it is in your own interest, and also a courtesy, to make an appointment with the staff member concerned, indicating roughly how much time will be required, and giving an idea of the general nature of your problem. This is potentially useful to the staff member concerned because he or she may want to prepare for the meeting in order to be able to guide you in the most effective way.

When you ask questions relating to academics of a staff member, do not be surprised if you are asked questions in return. This is simply because it is necessary to find out the amount of knowledge or understanding you have in the area, before being able to build upon it. If the staff member gets the impression that you have made no effort towards grasping the matter, you will probably be told - politely! - to go away and read a little around the subject. Do not see this as being unfriendly or unhelpful: the great majority of staff members sincerely believe that in many cases this is the best way of helping you: by encouraging you to help yourself. Once it is apparent that you have made some progress in the area of your problem, the staff member will be willing to assist you by giving you relevant facts and explanations.

Also, in your approach to problem solving, do not forget your fellow students as a source of help. Many of them will have difficulties of their own but pooling your knowledge and experience may produce a satisfactory result, and in any event, it will help you to identify the elements of the problem, and to develop your communication skills. As a practising pharmacist, you will spend a great deal of time communicating with people who know considerably less than you in the areas of your profession, sometimes communicating with your professional peers (those whose knowledge is about the same as your own), and a small amount of time communicating with specialists or senior pharmacists (whose knowledge and experience is significantly greater than yours). These three types of communication require different types of skills and provide you with a different type of experience in your own professional growth. Discussing problems, or attitudes, with your fellow students, junior, contemporary, and senior to you is excellent training for your later career.

Much of the information in this Handbook - in particular about repeating courses, supplementary examinations and so on - will be unnecessary to you if you do your work diligently and conscientiously, try to enjoy it, and focus on your immediate goals.

All members of the Faculty welcome you and wish you every success in your endeavours to join this most important and rewarding profession.

### Contact

Phone +27 46 603 8111

Phone +27 46 603 8276

Email Registrar registrar@ru.ac.za

### Address

Rhodes University

P O Box 94

Grahamstown 6140

Eastern Cape

South Africa

