

قسم العقاقير
كلية الصيدلة

Department of Pharmacognosy
College of Pharmacy



Guidelines for Postgraduate Studies and Thesis Preparation

Master program of Pharmaceutical Sciences/ Assessment and
Applications of Phytotherapeutic Drugs

(TRANSLATED BY THE DEPARTMENT OF PHARMACOGNOSY FROM THE
UNIVERSITY GUIDELINES)

2024 [V1]

Guidelines for Postgraduate Studies and Thesis Preparation:

Master program of Pharmaceutical Sciences/ Assessment and Applications of Phytotherapeutic Drugs:

Introduction

As a leading institution in pharmaceutical education and research, the College of Pharmacy places significant emphasis on the quality and integrity of its postgraduate programs. These guidelines aim to standardize the preparation and submission of thesis and other academic work, ensuring consistency, academic rigor, and compliance with international standards.

Thesis Structure Guidelines

1. Title Page

The title page must include the full title of the thesis, the student's full name, the degree sought, and the name of the College of Pharmacy.

2. Approval Page

This page should include the names of the thesis committee members and their respective signatures.

3. Abstract

An abstract summarizing the purpose, methodology, and key findings of the research should be included. The abstract must be concise and clear, not exceeding 300 words.

4. Table of Contents

The table of contents should provide a clear structure of the thesis, listing all chapters and sections, including appendices.

5. Formatting Standards

- **Font:** Times New Roman, size 12, should be used for the main body of the text.
- **Margins:** Top and bottom margins should be 2.5 cm, with 3 cm margins on the left and right.

- **Line Spacing:** 1.5 line spacing is recommended for the main text.

6. Citations and References

References should be formatted according to the APA or Vancouver style, depending on the preference of the department or supervisor.

7. List of Figures and Tables

- A separate section should be dedicated to listing all figures and tables used in the thesis, following the table of contents.
- Each figure and table must be numbered and titled, clearly indicating its content and purpose.
- All figures and tables must be referenced appropriately within the text, and their source (if not original) must be cited.

8. Chapter Breakdown

• Introduction

The introduction chapter should outline the research question or hypothesis, provide a rationale for the study, and give a brief overview of the structure of the thesis. It should highlight the significance of the research in the context of pharmaceutical science and public health.

• Literature Review

This chapter must offer a comprehensive review of existing research related to the thesis topic. The literature should be analyzed critically, identifying gaps and highlighting areas where the current research can contribute to the existing body of knowledge.

• Methodology

The methodology section should clearly describe the research design, tools, and techniques used in the study. For pharmaceutical studies, specific mention of clinical trials, laboratory experiments, or qualitative assessments should be included. Ethical considerations, sample selection, and data collection procedures should also be elaborated.

- **Results**

Results should be presented in a clear, concise manner, with appropriate use of tables and figures to illustrate key findings. The use of statistical analysis must be clearly described, and any significant findings should be highlighted.

- **Discussion**

This section should interpret the results in the context of the research question. It should discuss the implications of the findings for the field of pharmacy, link the findings to existing literature, and suggest areas for further research.

- **Conclusion**

A brief summary of the research, key findings, and their implications for pharmaceutical practices should be presented. The conclusion should emphasize the contribution of the study to the field and outline any potential future research directions.

- **Recommendations**

If applicable, practical recommendations for clinical practice, pharmaceutical policy, or further research should be presented. This section should be concise and actionable.

9. Formatting of References and Citations

- **In-text citations:** All in-text citations must be appropriately formatted, using either the APA or Vancouver referencing style, depending on departmental or supervisor requirements.
- **Reference list:** All sources cited in the text must be included in the reference list at the end of the thesis. The reference list should be organized alphabetically by the last name of the first author and formatted consistently. For example, in APA style:
 - Journal articles: Author(s). (Year). Title of the article. *Journal Name*, Volume(Issue), Page Range.
 - Books: Author(s). (Year). *Title of the Book*. Publisher.

10. Appendices

- Any additional material, such as questionnaires, raw data, or supplementary information, should be included in the appendices. Each appendix must be labeled (Appendix A, Appendix B, etc.) and referred to within the main text.

11. Submission Guidelines

- The thesis must be submitted both in printed and electronic form.
- **Electronic Submission:** The electronic copy should be saved in PDF format and uploaded to the designated platform used by the College of Pharmacy.
- **Hard Copy:** The hard copy must be printed on A4 paper with the specified margins (top: 2.5 cm, bottom: 2.5 cm, left: 3 cm, right: 2.5 cm). It should be bound according to the guidelines provided by the College of Pharmacy's administration.

12. Final Approval and Archiving

- Upon successful defense of the thesis, the approval page must be signed by all committee members, and the final document should be submitted to the quality unit for archival purposes.
- A copy of the approved thesis will be stored in the College of Pharmacy's library and made accessible for future reference by students and faculty members.

13. Ethical Considerations

- All research involving human subjects or animal testing must obtain ethical approval from the College of Pharmacy's ethics review board before the commencement of the study.
- The ethical approval letter must be included as an appendix in the final thesis submission.

14. Plagiarism and Academic Integrity

- The College of Pharmacy upholds the highest standards of academic integrity. Plagiarism, in any form, will not be tolerated, and all submitted theses must undergo plagiarism screening using the college's designated software.
- Any breach of academic integrity policies may result in disciplinary action, including rejection of the thesis.

15. Post-Defense Requirements

After the successful defense of the thesis, students are required to make any corrections or revisions suggested by the thesis committee. These changes must be approved by the committee chair before final submission.

- **Final Submission Deadline:** The corrected and finalized thesis must be submitted within the specified deadline, typically within two weeks after the defense.
- **Binding and Distribution:** After final approval, the student must submit both an electronic copy (in PDF format) and a printed copy, which must be bound according to the College's binding requirements (e.g., hard-bound with gold lettering).

16. Archival and Accessibility

- **College Library:** A printed copy of the thesis will be stored in the College of Pharmacy's library for reference and research purposes.
- **Digital Repository:** The electronic version will be stored in the College's digital repository, ensuring accessibility for future research, collaboration, and reference by students, faculty, and external researchers.

17. Intellectual Property and Copyright

- **Intellectual Property:** The research and results contained within the thesis are the intellectual property of the student, but the College of Pharmacy reserves the right to use the research for academic and educational purposes.
- **Copyright:** Students retain the copyright of their thesis, but they must grant the College a non-exclusive license to store, share, and distribute the thesis in both digital and printed formats.

18. Publishing and Dissemination of Research

- **Journal Publication:** Students are encouraged to publish their research in peer-reviewed journals. The College of Pharmacy provides support in preparing manuscripts for publication, and supervisors may offer guidance in identifying suitable journals.
- **Conferences and Symposia:** Students are also encouraged to present their findings at academic conferences, symposia, and other professional gatherings. Financial support

may be available through College funds or external grants to assist with travel and registration expenses.

19. Supervisor and Student Responsibilities

- **Supervisor's Role:** The supervisor is responsible for providing guidance throughout the research process, from topic selection to final submission. The supervisor must ensure that the student adheres to the College's academic and ethical standards.
- **Student's Role:** The student must maintain consistent communication with the supervisor, adhere to deadlines, and follow all guidelines set forth in this document. Students are expected to take ownership of their research and maintain a high level of professionalism throughout their studies.

20. Grievances and Appeals

- In the event of a disagreement between the student and the supervisor, or if a student wishes to appeal a decision made by the thesis committee, the College of Pharmacy has established procedures for addressing grievances.
- **Formal Grievance Procedure:** The student may submit a written grievance to the College's Postgraduate Studies Committee, which will review the case and provide a decision within 30 days.
- **Appeal Process:** If the student is unsatisfied with the decision, they may submit a formal appeal to the Dean of the College, whose decision will be final.

21. Professional Development and Support

- **Workshops and Seminars:** The College of Pharmacy offers regular workshops and seminars on research methodology, academic writing, thesis preparation, and publication strategies. These sessions are designed to equip students with the necessary skills to complete their research projects successfully.
- **Mentorship Programs:** In addition to their supervisors, students can access a network of faculty members and industry professionals through the College's mentorship program. This program aims to provide additional support, especially for students working on complex or interdisciplinary projects.

22. Graduation Requirements

- To be eligible for graduation, the student must have successfully defended their thesis, completed all required coursework, and submitted the final thesis to the College of Pharmacy's quality unit.
- **Clearance Procedures:** Students must complete all administrative clearance procedures, including returning any borrowed library materials, settling any outstanding fees, and obtaining signatures from the necessary departments.
- **Graduation Ceremony:** The student will be eligible to participate in the College's graduation ceremony after fulfilling all academic and administrative requirements. The College of Pharmacy will notify students of the ceremony's details, including the date, location, and attire requirements.

23. Continuous Improvement of Postgraduate Programs

- The College of Pharmacy is committed to the continuous improvement of its postgraduate programs. Feedback from students, faculty, and external examiners is collected regularly to identify areas for improvement in the thesis process and overall postgraduate experience.
- **Quality Assurance:** The College's Quality Unit ensures that all policies and guidelines are regularly reviewed and updated to align with international standards and best practices in higher education and pharmaceutical sciences.

Conclusion

These guidelines are designed to assist postgraduate students in successfully completing their research projects and theses at the College of Pharmacy. Adherence to these guidelines ensures that all academic work is completed with the highest standards of quality, integrity, and professionalism. The College of Pharmacy remains committed to supporting its students in achieving excellence in research and contributing to advancements in the field of pharmaceutical sciences.

For further assistance, students are encouraged to contact their supervisors or the College of Pharmacy's Quality Unit.

Some templates that illustrate the applied rules for the thesis:

- **Template No. (1):** Thesis Design
- **Template No. (2):** Title Page in Arabic.
- **Template No. (3):** Title Page in English.
- **Template No. (4):** Basmala (In the name of Allah) Page.
- **Template No. (5):** Approval and Signatures Page of the Discussion Committee.
- **Template No. (6):** Acknowledgments and Dedication Page in Arabic.
- **Template No. (7):** Acknowledgments and Appreciation Page in English.
- **Template No. (8):** Summary Page in Arabic.
- **Template No. (9):** Abstract Page in English.
- **Template No. (10):** Thesis Margins.



Side of the Thesis



Right to Left



Left to Right

Template No. (1): Thesis Design



جامعة الأمير سطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

المملكة العربية السعودية
وزارة التعليم العالي
جامعة الأمير سطام بن عبد العزيز
كلية الصيدلة
قسم العقاقير

تحليل HPLC-UV لنبات اللقلقي السيداوي في أشكال الجرعات المسوقة المستخدمة في علاج التهابات الجهاز التنفسي الحادة

(تخصص العقاقير) – جامعة الأمير سطام بن عبد العزيز

إعداد

مي بنت عبد الله بن عبد الرحمن الزير

٤٤١٦٢٠٠٠٨

إشراف

أ.د. فاطمة محمد عبد الرحمن عبد البر	د. منال عبد الله العصيمي
أستاذ العقاقير	أستاذ مساعد – الكيمياء التحليلية الصيدلانية
(مشرف رئيسي)	(مشرف مشارك)
كلية الصيدلة – جامعة الأمير سطام بن عبد العزيز	كلية الصيدلة – جامعة الأمير سطام بن عبد العزيز

الفصل الدراسي الثاني

١٤٤٣ هـ – ٢٠٢١/٢٠٢٢ م



جامعة الأمير سطام بن عبد العزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

KINGDOM OF SAUDI ARABIA
Ministry of higher education
PRINCE SATTAM BIN ABDULAZIZ
UNIVERSITY
College of Pharmacy
Department of Pharmacognosy

HPLC-UV analysis of *Pelargonium sidoides* DC. in its marketed dosage forms used in treatment of acute respiratory tract infections

**A Dissertation Submitted in Partial Fulfillment of the
Requirement for the (Master) Degree in Pharmaceutical
Sciences (Pharmacognosy)**

By

May Abdullah Abulrahman Alzeer

Supervisors

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College of Pharmacy	Analysis
Prince Sattam Bin Abdulaziz	College of Pharmacy
University	Prince Sattam Bin Abdulaziz
	University

1443 H- 2021/2022 G

Template No. (3)

قسم العقاقير
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Department of Pharmacognosy
College of Pharmacy



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Template No. (4)

قسم العقاقير
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Department of Pharmacognosy
College of Pharmacy



جامعة الأمير سطام بن عبد العزيز
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المملكة العربية السعودية
وزارة التعليم
جامعة الأمير سطام بن عبد العزيز

كلية

قسم/البرنامج:

(عنوان الرسالة)

إعداد

(اسم الطالب/الطالبة)

نوقشت هذه الرسالة بتاريخ / / وتم إجازتها

إشراف

(اسم المشرف أو أسماء المشرفين)

أعضاء لجنة المناقشة

التوقيع

الاسم

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Template No. (5)



Acknowledgements

إهداء

Arabic summary

الملخص العربي

عنوان الرسالة:.....

اسم الباحث / الباحثة:.....

ملخص الرسالة:

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النتائج الرئيسية للدراسة:

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Abstract

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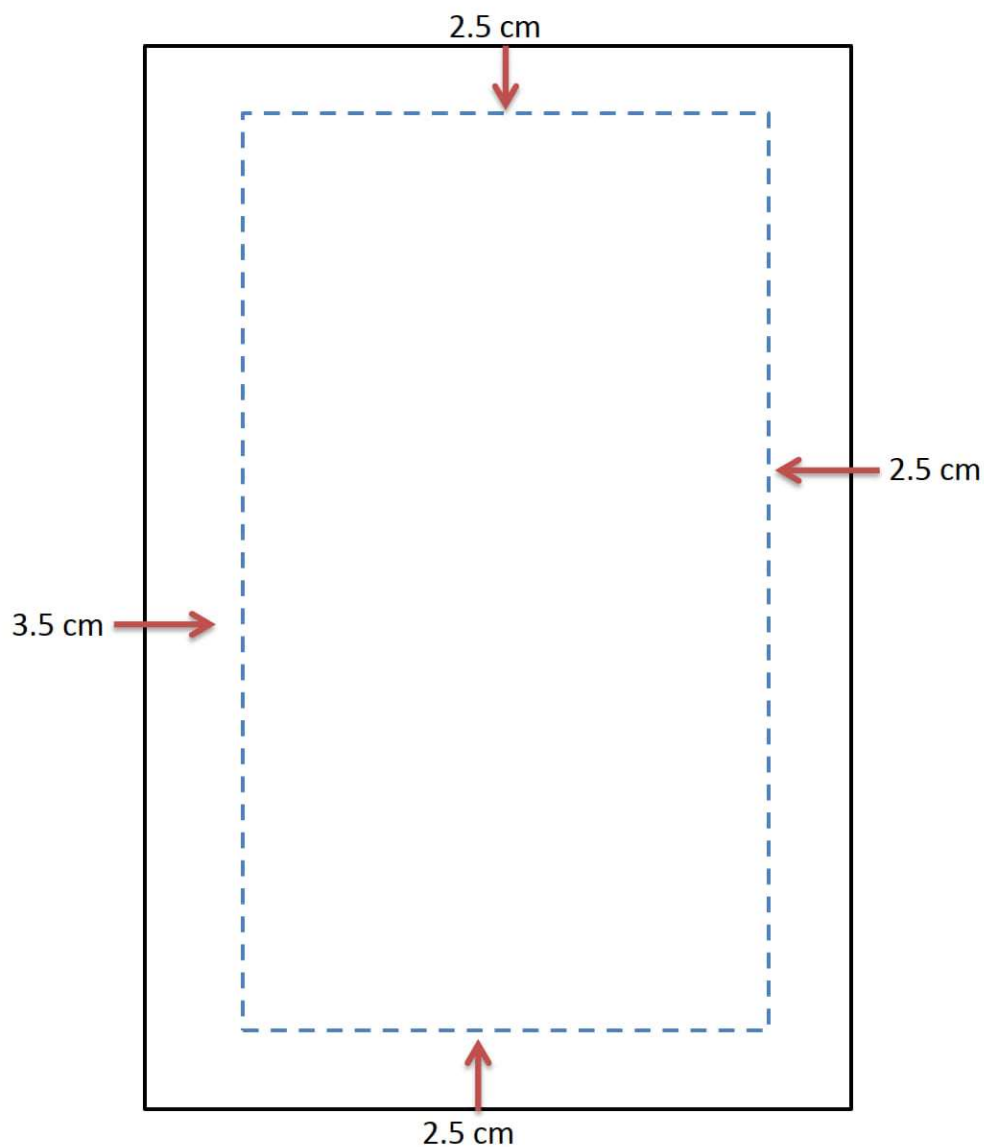
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Template No. (10): Thesis Margins