

Ministry of Higher Education and Scientific Research



Faculty of Medicine



For more information:





Student Handbook

2024/2025



Brief Overview

Dear Student,

Greetings,

The Faculty of Medicine at Alrazi University is pleased to present this guide, which aims to familiarize you with the Faculty's vision, mission, and objectives, in addition to its academic departments, study system, admission requirements, transfer procedures, examination regulations, and student evaluation system. The guide also provides information on review procedures (appeals), warnings, academic dismissal, disciplinary violations, and their respective handling mechanisms. It further highlights the required graduate competencies and the services and activities offered by the college.

On this occasion, we extend our heartfelt appreciation and gratitude to the members of the college council, faculty members, and administrative staff for their continuous efforts to enhance the educational and academic process. We also send our best wishes to our students, encouraging them to strive for excellence and achieve outstanding results that contribute to building a bright future for our nation.

All the best.

Faculty of Medicine – Alrazi University



Contact Guide for the Faculty

Mobile Phone 1: +218-919717200

Mobile Phone 2: +218-929717200

Website: www.razi.edu.ly

Email: info@razi.edu.ly

Address:

Al-Jazeera Area, Misurata, Libya

300 meters from the Palm Roundabout



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About the Faculty

The Faculty of Medicine at Alrazi University was established in Misurata, Libya, in 2024, by an official decision of the Director-General of the National Center for Quality Assurance and Accreditation of Educational and Training Institutions. It serves as a distinguished academic institution aiming to prepare highly qualified medical professionals both academically and practically.

The faculty offers a Bachelor of Medicine and Surgery (M.B.Ch.B) program spanning seven years, divided into four stages: the preparatory stage, preclinical stage, clinical stage, and internship.

The academic program combines theoretical education with hands-on training in collaboration with Al-Hilal University Hospital, ensuring students gain practical experience in a modern medical environment. Through its vision and mission, the faculty aspires to achieve leadership on both regional and international levels, with a strong focus on scientific research and community service.

The faculty boasts modern facilities, including well-equipped lecture halls, advanced scientific laboratories, and a resource-rich library, creating a comprehensive educational environment that meets the needs of both students and faculty members.



Vision, Mission, Values, and Objectives

Vision

To deliver high-quality outcomes characterized by competence and effectiveness, keeping pace with global developments, contributing to community service, and promoting scientific research while striving for leadership regionally and internationally.

Mission

The faculty aims to implement an integrated and advanced study plan of high quality, marked by clear policies and transparency in their announcement. This plan is designed to provide outstanding educational and research services that contribute to community service, enhance academic excellence, and promote leadership.

Core Values

- **Excellence and Professionalism:** Commitment to achieving the highest standards.
- **Innovation and Collaboration:** Embracing creativity and teamwork to fulfill objectives.
- **Compassion:** Demonstrating empathy in all academic and professional endeavors.
- **Continuous Learning:** Fostering a culture of lifelong education.
- **Community Service:** Effectively contributing to societal well-being.
- **Diversity and Inclusivity:** Providing an environment that respects diversity and supports everyone.



Objectives

1. Designing a clear and internationally accredited curriculum.
2. Offering updated scientific content that supports continuous learning.
3. Integrating specialized research studies into the educational framework.
4. Preparing qualified individuals capable of delivering effective community services.
5. Strengthening partnerships with local and international educational institutions and similar organizations.



Academic Stages at the Faculty

No	Phase	Duration
1.	Preparatory Phase	1 year
2.	Preclinical Phase	3 years (Years 1, 2, and 3)
3.	Clinical Phase	2 years (Years 4 and 5)
4.	Internship Phase	1 year



Academic Departments at the Faculty

No	Departments
1	Anatomy and Embryology
2	Physiology
3	Biochemistry
4	Histology
5	Pharmacology
6	Pathology
7	Microbiology
8	Parasitology
9	Obstetrics and Gynecology
10	Ophthalmology
11	Family and Community Medicine
12	Forensic Medicine and Toxicology
13	Internal Medicine and its Branches
14	Surgery and its Branches
15	Pediatrics
16	Radiology and Medical Imaging



Degrees Awarded by the Faculty

The Faculty of Medicine at Alrazi University grants the **Bachelor of Medicine and Surgery (M.B.Ch.B)** degree upon the successful completion of a seven-year academic and clinical program. This program is structured into four key phases:

1. **Preparatory Phase**
2. **Preclinical Phase**
3. **Clinical Phase**
4. **Internship Phase**

The degree qualifies graduates to practice medicine after fulfilling the necessary training and professional registration requirements. Graduates are also eligible to pursue advanced studies in various medical specialties.

Language of Instruction

The primary language of instruction at the Faculty of Medicine at Alrazi University is English.

All lectures, practical sessions, and examinations are conducted in English to ensure students are equipped with the language skills necessary for global medical practice and advanced studies.



Study program

1. The study at the faculty is based on a curriculum system that follows a full academic year structure. The start and end of the academic year, along with the mid-year break, are determined by the Faculty and University Council.
2. Students must renew their enrollment at the beginning of each academic year by completing the designated registration form, which includes the registered courses. Enrollment renewal must be completed within a timeframe specified by the faculty, not exceeding the officially announced period.
3. The academic content is delivered through lectures, seminars, and practical and clinical lessons to ensure a comprehensive educational experience.

Duration of Study at the Faculty:

The duration of study at the faculty is seven years, including a supplementary training year (Internship Year). The study period is divided into four main stages as follows:

1. First Stage: Includes the preparatory year.
2. Second Stage: Includes the first, second, and third academic years.
3. Third Stage: Includes the fourth and fifth academic years.
4. Fourth Stage: Includes the internship year.



First Stage:

This stage includes only the preparatory year, which spans a full academic year. The passing grade for this stage is 50%, and it does not contribute to the student's overall GPA. The courses and weekly hours for this stage are determined according to the approved academic regulations.

First Semester:

No.	Course	Weekly Hours
1	General Chemistry	4
2	General Physics	4
3	English Language I	2
4	Arabic Language	2
5	Computer Science	4

Second Semester:

No.	Course	Weekly Hours
1	English Language II	2
2	Biostatistics	4
3	General Zoology	4
4	Medical Physics	4
5	University Skills	4



Second Stage:

This stage includes the first, second, and third academic years.

A- First Year:

The first year spans a full academic year, with courses and allocated hours determined by the approved academic plan as follows:

No.	Course	Hours			Total Hours
		Theory	Discussion	Practical	
1	Anatomy (I)	120	48	96	264
2	Histology (I)	70	46	42	158
3	Physiology (I)	120	30	30	180
4	Biochemistry (I)	137	31	54	222
5	University Skills	-	-	-	Out of Total
6	Research Methods	-	-	-	Out of Total
7	English Language	-	-	-	Out of Total
Total		447	155	222	824

Students are allowed to progress to the second year with one or two subjects left to complete.

B- Second Year:

No.	Course	Hours			Total Hours
		Theory	Discussion	Practical	
1	Anatomy (II)	120	48	96	264
2	Histology (II)	76	46	56	178
3	Physiology (II)	120	30	30	180
4	Biochemistry (II)	136	38	32	206
5	University Skills	-	-	-	Out of Total
6	Research Methods	-	-	-	Out of Total
7	English Language	-	-	-	Out of Total
Total		Total	452	162	828

Students are allowed to progress to the third year with up to two subjects left to complete.



C- Third Year:

No.	Course	Hours			Total Hours
		Theory	Discussion	Practical	
1	Pathology	150	50	50	250
2	Pharmacology	150	48	24	222
3	Microbiology	120	48	56	224
4	Parasitology	48	24	48	120
5	University Skills	-	-	-	Out of Total
6	Research Methods	-	-	-	Out of Total
Total		468	170	178	816

Students cannot progress to the fourth year (Clinical Stage) without passing all subjects of the second stage.

Third Stage:

This stage includes the fourth and fifth academic years, with each year spanning a full calendar year. The courses and allocated hours for each year are determined according to the approved academic plan as follows:

A- Fourth Year:

No.	Course	Hours			Total Hours
		Theory	Discussion	Practical	
1	Clinical Medical Skills	32	-	64	96
2	Obstetrics & Gynecology	108	37	165	310
3	Ophthalmology	36	36	96	168
4	Family and Community Medicine	120	66	90	276
5	Forensic Medicine and Toxicology	86	18	24	128
6	Research Methods	-	-	-	Out of Total
Total		474	237	535	1246

Students are allowed to progress to the fifth year with one or two subjects left to complete.



B- Fifth Year:

No.	Course	Hours			Total
		Theory	Discussion	Practical	
1	Internal Medicine and its Branches	160	65	130	355
2	Surgery and its Branches	190	66	130	386
3	Pediatrics	112	30	172	314
4	Radiology and Medical Imaging	35	25	40	100
5	Clinical Skills	-	-	-	Out of Total
6	Research Methods	-	-	-	Out of Total
Total		497	186	472	1155



Final Stage (Internship Year):

This stage is mandatory for all students who have successfully completed the academic and clinical years in the previous stages. It spans a full calendar year, starting in February for students passing in the first round, and in July for those passing in the second round.

The Bachelor of Medicine and Surgery degree is awarded only after successfully completing this stage at one of the health facilities accredited by the faculty. The internship year is divided as per the following schedule:

No.	Department/Rotation	Duration
1	Internal Medicine	12 weeks
2	Surgery	12 weeks
3	Obstetrics and Gynecology	6 weeks
4	Pediatrics	6 weeks
5	Family and Community Medicine	4 weeks
6	Psychiatry	2 weeks
7	Intensive Care	2 weeks
8	Elective	4 weeks



Admission Requirements:

Student admission procedures are conducted during the first week of the academic year. Under no circumstances is a student admitted after the first month of the academic year. A personal file is created for each student at the faculty's registration office, containing original copies of final exam forms for each academic year.

General Admission Requirements:

1. Submission of a high school diploma (science section) with an overall grade of "Excellent," in accordance with the regulations of the Ministry of Higher Education and Scientific Research.
2. Successful completion of the admission test or personal interview.
3. No prior record of expulsion from any other university.
4. Demonstration of good conduct and behavior, with no convictions for crimes or offenses involving moral turpitude.
5. Meeting health requirements, ensuring the student is free of infectious diseases and able to follow the curriculum without negative effects on their performance as a future physician.
6. Commitment to the approved university uniform for male and female students.
7. Payment of tuition fees.

Additional Requirements for Non-Libyan Students:

In addition to the above, non-Libyan students must reside in Libya for the duration of their studies.



Transfer Admission Requirements

The faculty reserves the right to admit students wishing to transfer from other medical schools within Libya or from internationally recognized institutions outside Libya, according to the following conditions:

1. Submission of valid and compelling reasons for transfer, accepted by the faculty administration.
2. No prior record of expulsion for disciplinary or academic reasons, with an original certificate from the previous institution confirming this.
3. Submission of certified documents from relevant authorities detailing the completed courses, along with the grades and evaluations obtained from the previous institution.
4. Successful completion of all required courses for the academic year preceding the desired year of transfer.
5. For students transferring from a non-Libyan university, their qualifications must be officially accredited by the relevant authorities.
6. Commitment to providing all original documents and evidence to prove compliance with the above conditions, along with any other required registration paperwork.

Study and Examination System:

1. Scientific courses are delivered through lectures, seminars, and practical and clinical lessons to ensure a comprehensive educational experience.
2. Partial, final, and scientific exams (first and second rounds) are conducted annually in the various departments of the faculty. The



Study and Examination Office, in coordination with the faculty administration, schedules these exams and announces the dates on the bulletin board.

3. Students in all academic stages are required to attend lectures, practical, and clinical lessons, as well as complete the assigned research projects.
4. A student is considered to have failed a course if:
 - They score less than 60% of the maximum grade for the course, except for preparatory stage courses, which require a passing grade of 50%.
 - In clinical courses, they score less than 60% in the clinical exam, regardless of the total course grade.
 - They score less than 35% in the theoretical exam for clinical courses, making them ineligible for the clinical exam. Such students are awarded a "Poor" grade for that course, recorded as "Poor" when transferring to another faculty without specifying the exact grade.
5. Passing grades for each course are calculated as follows:
 - **Excellent:** 85% to 100%
 - **Very Good:** 75% to 85%
 - **Good:** 65% to 75%
 - **Pass:** 60% to 65% (except for preparatory stage courses)
 - **Weak:** 35% to 60% (except for preparatory stage courses)
 - **Very Weak:** 0% to 35%



6. The student's overall grade is calculated based on the average of all course grades in each academic stage.
7. The final graduation grade is determined by calculating:
 - **40%** of the average grades from the pre-clinical stage (first, second, and third years).
 - **60%** of the average grades from the clinical stage (fourth and fifth years).
8. A student is awarded a specialized Bachelor's degree in Medicine and Surgery with honors if they achieve an "Excellent" grade in all stages, excluding the preparatory stage.



The grades allocated for each subject in the academic stages are specified as follows:

No.	Subject	Grade
1	General Chemistry	100
2	General Physics	100
3	General Zoology	100
4	English Language I	100
5	Arabic Language	100
6	Psychology	100
7	Computer Science	100
8	English Language II	100
9	Biostatistics	100
10	Medical Physics	100
11	University Skills	100
12	Anatomy (I)	150
13	Anatomy (II)	150
14	Histology (I)	100
15	Histology (II)	100
16	Biochemistry (I)	100
17	Biochemistry (II)	200
18	Physiology (I)	100
19	Physiology (II)	200
20	Pharmacology	300
21	Pathology	300
22	Microbiology	200
23	Parasitology	100



No.	Subject	Grade
1	Ophthalmology	100
2	Family and Community Medicine	200
3	Forensic Medicine	100
4	Obstetrics and Gynecology	200

No.	Subject	Grade
1	Internal Medicine and Branches	300
2	Surgery and Branches	300
3	Pediatrics	200
4	Radiology and Medical Imaging	100



Review and Appeal Procedures:

1. The student must submit a formal request for review to the Examinations and Monitoring Committee within the timeframe specified by the committee.
2. The faculty administration forms a committee consisting of three faculty members from the same specialty to review the request. The committee prepares a report and submits it to the Examinations and Monitoring Committee within the period specified in the appointment decision.
3. If the student's claim is found to be valid, the result is adjusted accordingly, and the head of the academic department provides a written report explaining the reasons for the grading inaccuracy.
4. Students in the clinical stage are allowed to submit an immediate review request to the Examinations and Monitoring Committee if they score less than 35% in the theoretical exam of a subject.
5. Students are not allowed to appeal the results of exams in which they failed the clinical component, particularly for fourth- and fifth-year exams.
6. Students who fail no more than two subjects are permitted to request a review, provided they adhere to the specified rules and procedures.



Academic Policies:

1. A student shall be issued an academic warning if they are absent from their studies for a continuous period of no less than one month without presenting a valid justification, as verified by the official attendance records.
2. A student shall also receive an academic warning if their overall performance is deemed "Weak" in both the first and second examination sessions.
3. Provisions for Re-enrollment:
4. A student shall be eligible for re-enrollment if their overall performance is assessed as "Very Weak" at the conclusion of either of the first two academic years.
5. A student who fails to pass two consecutive academic years shall be eligible for re-enrollment regardless of their overall grade average.
6. Students encountering academic challenges in their final years, as well as those meeting the conditions set forth in clauses (1) and (2), shall be permitted to continue their studies in the same faculty, provided they pay the full tuition fees for their program, as stipulated by the University Council.



Graduate Competencies and Expectations:

1. Professional Competence: Demonstrating the necessary skills and expertise in the medical field, delivering exceptional clinical performance, and committing to continuous self-education to keep pace with advancements in medical science.
2. Community Health Contribution: Actively promoting and maintaining public health while adhering to and implementing national health systems at all levels.
3. Teamwork and Research Development: Exhibiting the ability to work collaboratively within a team, contributing to the advancement of medical research, and ensuring the delivery of high-quality healthcare services to the community.
4. Professionalism and Awareness: Upholding a balanced and informed approach, with a deep understanding of personal capabilities and a comprehensive grasp of modern medical concepts and practices.

Transportation Services:

The faculty provides dedicated buses to transport students to and from practical training locations, such as the university hospital, school health facilities, and other relevant sites.



Catering Services:

The faculty includes a cafeteria that offers meals and beverages, as well as separate lounges designated for male and female students. Additionally, a stationery kiosk is available to meet students' needs.

Academic Advising:

Academic advising services are provided by coordinators assigned to the various stages of study within the faculty, including the preparatory stage, pre-clinical stage, clinical stage, and internship year.

Career Support and Feedback Services:

The administrative and financial affairs department oversees the provision of career guidance services. Additionally, a dedicated suggestion box is available for receiving grievances and complaints, as well as suggestions and feedback from students.



Conclusion:

We trust that this guide has provided a clear and comprehensive introduction to the Faculty of Medicine at Alrazi University. Our goal is to equip students, both local and international, with the knowledge and resources they need to excel academically and professionally.

At Alrazi University, we are committed to nurturing a generation of competent and compassionate physicians who are prepared to address global healthcare challenges, advance medical research, and contribute meaningfully to their communities.

Our doors are always open to support our students, respond to their inquiries, and embrace their feedback. Together, we strive for excellence in education and the continual improvement of our programs and services.

We extend our best wishes for success to all our students as they embark on this transformative journey to becoming outstanding medical professionals.

The Faculty of Medicine at Alrazi University is proud to support your aspirations.