



Council of the Pharmaceutical Society of Uganda

Regulations for Pharmacy Practice Qualifying Examinations

[Rules / BYE LAWS FOR QUALIFYING MEMBERSHIP EXAMINATIONS 2024]



 



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1.0 Eligibility for examination

1.1 Pre-internship examinations

Before proceeding to internship, the candidate is required to be assessed by the council of pharmaceutical society of Uganda to ascertain if he/ she has the basic knowledge and skills to practice pharmacy during internship.

An eligible candidate

1. Must hold a minimum of bachelor's degree in pharmacy obtained from a recognized institution by pharmaceutical society of Uganda.
2. Should show proof of residence in Uganda.
3. Must possess a valid work permit (Non nationals only).

1.2 Pre-registration

This examination assesses the candidate's readiness to practice pharmacy independently after internship. Successful candidates shall be eligible for admission as members of pharmaceutical society of Uganda and registration by the pharmacy board.

The candidate

1. Must have passed the pre-internship exam not more than 36 months from the date of sitting the exam.
2. Must have successfully completed at least nine months of internship in Uganda.
3. Must show proof of residence in Uganda
4. Must possess a valid work permit (Non nationals only)

2.0 Application process

2.1 Application procedure

2.1.1 Pre-internship

The candidate must fill and submit the prescribed application form for pre-internship (Form 1: See appendix) accompanied with but not limited to

1. Degree certificate and transcript
2. Valid work permit (Non nationals only)
3. Proof of residence
4. Two (2) passport photos
5. Proof of Payment of prescribed fees
6. Proof of Identity



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2.1.2 Pre-registration

The candidate must fill and submit the prescribed application form (form 2: See appendix 2) accompanied with but not limited to

1. Certificate of completion of internship or proof of successful completion of nine months of internship.
2. Proof of having passed pre-internship examination in the last 36 months
3. Degree certificate and transcript
4. Valid work permit (Non nationals only)
5. Proof of residence
6. Two (2) passport photos
7. Proof of Payment of prescribed fees
8. Proof of Identity

Note: All copies of degree certificates and transcripts should be in English. If not, they should be translated into English and notarized by local firm.

2.2 Processing of the application

Upon receipt of application, evaluation shall be done and the applicant will be informed of the application outcome which may be approval or rejection.

Upon approval, the candidate will be expected to make the necessary payments of prescribed fees and will be presented with a receipt and or confirmation letter which **must** be presented at the testing Centre for admission to the examination room. A candidate will not be permitted to sit the examination for incomplete application, late application, unsuccessful application or no application.

3.0 Nature of the examinations

3.1 Pre-internship

The examination assesses all the core areas of pharmacy training such as pharmacognosy, pharmaceuticals, pharmaceutical chemistry, pharmacology, clinical pharmacy, pharmacy management and ethics. It comprises of written and oral examinations. The written closed book examination lasts not more than three (3) hours and it carries a weight of 70%. The oral examination has a weight of 30%. The oral exam will be conducted on the following day (s) after the written examination. The pass mark for the total of both examinations shall be 50%.

3.2 Pre-registration

The examination assesses candidates' ability to practice in all the core areas of pharmacy practice such as pharmaceutical industry, community pharmacy, Hospital pharmacy, drug regulation, supply chain management, law and ethics. It comprises of two papers i.e. paper one and paper two each lasting for not more than three (3) hours. The two papers will be conducted in one day,



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morning and afternoon. Each paper carries a weight of 100%. The pass mark for each examination is 50%. Successful candidate should pass the two papers independently.

4.0 Admission to and conduct of the examination

4.1 Admission to the examination

The candidate must present invitation letter for the examination and proof of identification for admission to the examination.

Late comers will be allowed within 30 minutes of the commencement of the examination. No extension on the normal time will be allowed for candidates who arrived late. The late comers will be recorded by the invigilators at the sitting Centre.

4.2 Examination instructions

Specific and final instructions will be given on individual examinations. Candidates must follow all instructions given by the invigilators at their examination Centre.

Candidates will not be permitted to leave the examination room within one hour of commencement except in an emergency.

Question papers and individual questions are the copyright property of PSJ. Removing papers, questions or answer sheets from the examination room constitutes serious misconduct.

Should a defect in the exam be noted, the nature of the defect will be taken into consideration when the examination is being marked and no candidate will be disadvantaged. **Note;** Invigilators are not authorized to correct any errors in any question to an individual candidate but all candidates' attention shall be sought before any correction is made.

Before the end of the examinations, candidates will not disclose any part of the examination content to a third party.

Collusion, any form of malpractice or unsatisfactory behavior will not be accepted. Council reserves the right to expel any candidate during examination if it can be reasonably concluded that the candidate is guilty of unsatisfactory behavior. In case of clear evidence of malpractice (e.g. Use of concealed notes) the candidate will be asked to leave the exam room immediately and sitting be null.

All personal items including mobile phones, bags, briefcases, papers, wallets or purses will be left at the front of the exam room at candidate's own risk. Council cannot take responsibility for any loss of item.

All candidates should come with all the necessary items like rulers, calculators required for the examinations. Candidates will not be allowed to share these items during the examination.



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During oral examinations, all candidates will be required to wait in a designated location. The candidates will not be allowed to communicate with those who have completed the oral exam.

4.3 Reasonable adjustments for specific needs

The purpose of reasonable adjustment is to ensure that a candidate is not disadvantaged by a temporary or permanent specific need. Reasonable adjustment cannot alter the standard of the exam or undermine its purpose.

A candidate who wishes to express his/her need should write to the secretary PSU expressing the special need and supporting documents from a doctor or any other authority in the field that could have led to the special need for adjustments.

4.4 Withdraw from the examination

A candidate may withdraw from exam sitting for which they have been entered at any time up to the start of the examination. A candidate should not sit the exam if they consider that their performance is likely to be adversely affected by illness or other circumstances.

A candidate who decides not to take the exam before the day of exam sitting for which they have been entered must inform the secretary PSU in writing.

Examination fees will not be refunded to candidates who withdraw from an examination without a written notice to the secretary. Where a candidate has notified the secretary in writing, the fee will be transferred to their next attempt.

5.0 Examination malpractice

The council reserves the right to withhold notification of examination results of a candidate in cases of malpractice by the candidate in the examination, or pertaining to the examination.

Cases of malpractice will be heard by a panel set up by the council.

Cases will be judged on the balance of probabilities.

If it is concluded that malpractice has taken place, the candidate may be deemed to have failed that sitting of the examination, irrespective of the marks they obtained. If a candidate is failed as a result of malpractice, their marks will not be released.

Appeal against outcomes of hearing of malpractice will be made to the secretary.

Examples of malpractices include but not limited to;

- Attempting to cheat, for example attempting to see and / copy answers written by other candidates
- Disturbing other candidates with inappropriate behavior



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- Writing on papers other than those provided by the invigilators or writing answers on body parts like palms.
- Sharing answers with other candidates
- Bringing banned items to the examination table such as notes, bags, and mobile phones.
- Removing question(s) or question paper(s) from an examination room
- Allowing oneself to be misrepresented during a sitting
- Failure to follow instructions
- Any other deemed by the invigilator (s)

6.0 Redress/ Appeals

A candidate who wishes to appeal against a failure of an examination attempt, charge of examination malpractice or any other matter relating to examinations may do so in writing to the secretary within **10 working** days after release of results. Appeals submitted after the specified days will not be heard.

The appeal shall be deemed incomplete until a prescribed appeal fees has been paid.

Grounds of appeal shall be procedural ground or exceptional circumstances as highlighted in reasonable adjustments above.

For appeals requesting for remark, the remark will be performed by an external examiner (s) who will be appointed by the council from time to time. The final mark obtained by the candidate will be the average of the marks of the internal and external examiners. In the event of significant variation of more than 20% between internal and external examiners, the council will appoint an arbitrator to investigate and harmonize the variation.

7.0 Release and validity of results

Notification of pass or fail will be within four (4) weeks of the date of examination. Results will not be given out over the phone or by email. Results will not be given out to anyone other than the candidate. Council reserves the right to announce results.

Unsuccessful candidate may apply to re-sit the examinations when next offered up to the 3rd time only.

Marks from one sitting cannot be carried forward to another sitting.

A successful candidate who fails to join internship after 24 months will be required to re-sit the pre-internship examination.

8.0 Dates of examinations



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The exact dates of sitting will be announced by the council at least four (4) weeks to the examination.

8.1 Pre-internship

This examination will be conducted twice a calendar year in the months of January and July.

8.2 Pre-registration.

The examination will be held twice each calendar year in the months of February and August.

Appendices

Appendix 1: Form 1: Application form for pre-internship examinations

Appendix 2: Form 2: Application form for pre-registration examinations



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The test was conducted on 1952 and the date of the test was 1952.

The test was conducted on 1952 and the date of the test was 1952.

1952

