Educational Policies of the College of Nursing – Al Mustaqbal University

The College adopts a mission-driven policy to graduate highly competent and skilled nurses, based on the following key policies:

1. Admission Policies:

Procedures:

- Admission policies align with the general policy of the Ministry of Higher Education and Scientific Research / Private Education / Directorate of Studies, Planning, and Follow-up.
- Policies are consistent with the college's mission, vision, and goals.
- Prepared by the College Council.
- Reviewed annually.
- Approved amendments are applied to the incoming student cohort.

Transparency in Admission Process:

- Admission and student distribution policies are published in the Student Guide and on the college website.
- Displayed on bulletin boards within the college.
- Orientation programs are organized for new students by the Vice Dean for Student Affairs in coordination with the Student Affairs Office and the Student Union.
- An information desk is available at the college entrance to assist new students.

Admission Requirements (Male/Female):

1. Must have a high school certificate (scientific or biological stream).
2. Minimum admission score: 70%.
3. Nursing high school graduates may apply for evening studies with a minimum of 60%.

4. Students must appear in person to submit the application form, which has a non-refundable fee.
5. Students must fill an online application form.

2. Transfer Policies Between Universities:

- Students may transfer to equivalent programs at other universities with the original university's approval.
- Transfers are not allowed in the first or final academic year.
- The student must have passed to be eligible.
- The receiving college must have available capacity.

Transfer from Morning to Evening Study:

- Requires a formal request to the Dean; upon approval by the College Council, a transfer order is issued.

Transfer from Private to Public Universities:

1. Only the top-ranked student (first place) from the morning private study program who has passed from the first to the second year with a "Very Good" grade may transfer.
2. Students from morning/evening private programs may transfer to equivalent public evening programs with the same grade condition, passing from the first to the second year in the first attempt, without failure, and must undergo academic equivalency.
3. Transfers occur through the Ministry's Directorate of Studies, Planning, and Follow-up.

Transfer from Public to Private Universities:

- Allowed for students who passed from first to second year in the first attempt, with no academic failure or dismissal, for both morning and evening programs.

3. Summer Training Policy for Iraqi University Students:

Managed through:

A. The Training and Continuing Education Unit at the College:

- Managed by a faculty member with administrative staff support.
- Responsibilities include:
    - Approving final training curriculum from departments.
    - Contacting training sites.
    - Issuing student distribution orders and assigning scientific supervisors.
    - Supervising departmental training committees.

o   Preparing final college report.

B. Departmental Training Committee:

- Headed by the department head or a representative.
- Includes faculty members based on the number of trainees (max. 5).
- Responsibilities:
    - o   Appointing scientific supervisors and informing the training unit.
    - o   Listing eligible students by academic level.
    - o   Preparing training schedules (number, specialty, location, training body).
    - o   Supervising training process.
    - o   Monitoring implementation of the approved training curriculum.
    - o   Standardizing student evaluation forms and recording data.

Training Evaluation:

1. Based on a standard form:
    - o   Field supervisor: 30%
    - o   Scientific supervisor: 30%
    - o   Final report evaluation: 40%
2. Pass mark: minimum 50% of the total score.
3. Failing students must repeat training the following year per exam regulations.

Geographic Distribution:

- Based on student residence where feasible, aligned with specialization.
- Arab students must complete training within Iraq for direct supervision.

Supervision Standards:

- Faculty members primarily supervise, with experienced technicians allowed if needed.
- Supervisors may be replaced during training.
- Supervisors reimbursed for travel if no college transport is provided.
- Absence exceeding 10% of training duration results in failure.
- Committees determine number of training sites per supervisor.
- Weekly site visits are required.
- Departments prepare and submit training reports to the training unit.

Types of Summer Training:

- Internal Training
- External Training

Importance:

- Provides practical experience and direct application of theoretical knowledge.
- Serves as a vital link between academic education and professional practice.

4. Academic Program Policy:

Procedures:

- The college offers a single program leading to a Bachelor of Science in Nursing over 4 academic years.
- Each year includes two semesters of 15 weeks each (total 30 weeks).
- Curriculum includes core nursing, medical, and supporting courses.
- The program is aligned with the college's mission and strategic objectives.
- Course and program descriptions are periodically reviewed to ensure alignment with learning outcomes.
- Program meets community needs and job market demands.
- Designed with flexibility to respond to development plans.
- Includes general, cognitive, and professional skills like critical thinking, innovation, communication, teamwork, and maintenance.
- Program and course documentation is maintained.
- Student feedback on courses is collected and compared across years to identify trends and areas for improvement.

Final Grade Calculation:

- Cumulative GPA across all years determines degree classification and graduation rank.

Assessment and Examination Policy:

- Multiple assessment methods are used.
- Regular quizzes and a final exam are conducted.
- Assessments include practical, oral, and written exams.
- Exams may include MCQs, case studies, and essays.
- All learning outcomes must be met.
- Observation checklists used for skill assessments.
- External examiners involved to ensure fairness.
- Examination boards held per regulations.
- Timetables are published in advance on noticeboards and the college website.
- Appeals submitted via the Student Affairs Deputy.
- Students notified of appeal outcomes.
- Exam results analyzed to improve performance.

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5. Student Support Policy:

To enhance performance, sustain excellence, and support struggling students:

1. Financial Support:

- Free scholarships available.
- Top-ranked student gets full tuition waiver, second pays 50%, third pays 25%.

2. Support for Underperforming Students:

- Identified via periodic tests and coursework scores in weeks 5–6.
- Root causes are investigated.
- Meetings held to identify needs.
- Support provided through skills revision, language support, or re-teaching theory.
- Students re-evaluated.
- Results submitted to the Vice Dean for Academic Affairs.

3. Support for Outstanding Students

- [Content expected in Arabic not included above.]

4. Health Support:

- Student submits request for health referral.
- Medical institution grants required leave.
- Student submits leave to Student Affairs Office.

5. Academic and Advisory Support:

- Students involved in extracurricular activities are honored.
- Activities help build leadership, teamwork, and responsibility.
- Benefits include:
  - Respecting regulations derived from Islamic law.
  - Achieving educational objectives.
  - Mental refreshment and learning via realistic contexts.
  - Developing hobbies and expanding knowledge.
  - Discovering and refining talents.
  - Enhancing scientific and language skills.
  - Preparing students for life and careers.
  - Providing career information.
  - Supporting well-rounded personality development.

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6. Student-Community Interaction Policy:

Procedures:

1. Community service plan is available.
2. Continuous engagement with stakeholders.
3. Students participate in community service courses.
4. Participation in medical teams.

5. Participation in conferences, workshops, and seminars.
6. Equal opportunities for all students in community engagement.
7. Students organize awareness events within and beyond the college.
8. Posters about college activities created by students.
9. A student committee under the Quality Unit coordinates community service efforts.

7. Library Policy:

1. Library space proportional to student number.
2. Expansion areas are available.
3. Extended hours beyond class time to reduce overcrowding.
4. Faculty assist students in the library.
5. Office hours for faculty members are posted.
6. Student complaints about the library are accepted.
7. Sufficient number of library staff.
8. Daily visitor logs are maintained.
9. Surveys measure user satisfaction.
10. College management attends book fairs to update resources.
11. Practical skills are available on CDs.
12. Internet and IT access available.
13. Scientific theses accessible for research.
14. Photocopy machine available at affordable prices.
15. Past exam papers provided to help new students.

8. Alumni Services Policy:

Procedures:

1. Nomination list for new teaching assistants submitted to University President.
2. Upon approval, hiring procedures begin.
3. When Ministry of Health issues employment orders, graduate files are forwarded to the relevant entities.
4. Alumni database maintained.
5. Educational and technological programs available to prepare students for employment.
6. Alumni handbook includes employment procedures, available courses, workplaces, job descriptions, and postgraduate opportunities.

9. Complaints and Suggestions Policy:

Procedures for Individual Complaints:

1. Submitted respectfully, clearly stating the issue or suggestion.
2. Placed in the complaint box.
3. Box opened weekly.
4. Reviewed bi-monthly by a committee headed by the Administrative Vice Dean.
5. Academic advisor meets students monthly to discuss concerns.

Procedures for Group Complaints:

1. Submitted respectfully.
2. Placed in the complaint box.
3. Committee meeting held the same week to address concerns.

Exam Result Complaints:

1. Appeal submitted to the Dean to request grade re-evaluation.
2. A tripartite committee is formed to re-aggregate the grades.