



Ministry of Higher  
Education and Scientific  
Research  
University of Warith Al-  
Anbiyaa  
College of Nursing



**Academic, Administrative, and Technical Policies  
of the College of Nursing**

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# **Policies of the College of Nursing at University of Warith Al-Anbiyaa**

## **Introduction:**

The College of Nursing at the University of Warith Al-Anbiyaa is considered an academic institution that strives for excellence in preparing qualified nursing personnel capable of meeting the healthcare needs of society with competence and professionalism. Believing in the importance of providing a motivating and supportive educational and professional environment, the College adopts an integrated set of academic, administrative, and technical policies. These policies aim to regulate the various operations within the College, ensure the quality of educational outcomes, promote a positive and effective work environment, and contribute to achieving the vision and mission of both the University and the College.

The establishment and periodic updating of these policies reflect the College's firm commitment to continuous development and improving performance standards in all areas.

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## **Objectives:**

The academic, administrative, and technical policies of the College of Nursing at the University of Warith Al-Anbiyaa aim to achieve several key objectives, including the following:

### **First: Academic Objectives:**

- Ensuring the quality of educational programs by continuously developing and updating curricula to align with the latest advancements in nursing sciences and local and international academic standards.
- Promoting excellence in teaching and learning by providing an interactive and stimulating educational environment and encouraging innovative and effective teaching methods.
- Developing students' skills and abilities by equipping them with the knowledge and practical skills necessary for competent and professional nursing practice.
- Encouraging scientific research and innovation by supporting faculty members and students in conducting research and contributing to nursing knowledge.
- Ensuring academic integrity by establishing clear mechanisms to guarantee transparency and fairness in assessment and examinations and combating cheating and plagiarism.
- Enhancing partnerships with healthcare institutions by building collaborative relationships with hospitals and healthcare centers to provide distinguished practical training opportunities for students.
- Developing faculty members' skills by providing opportunities for professional development and continuous training to improve teaching and research competencies.

### **Second: Administrative Objectives:**

- Improving the efficiency of administrative processes by simplifying procedures and implementing an effective management system that ensures smooth workflow and rapid completion of tasks.
- Enhancing transparency and accountability by establishing clear accountability mechanisms and providing the necessary information to all concerned parties.
- Providing a positive and supportive work environment characterized by respect, cooperation, participation, and constructive suggestions.
- Developing the organizational structure to ensure a clear and effective structure that supports the achievement of the College's goals.
- Managing resources efficiently and effectively by optimizing the use of available financial, human, and material resources.
- Promoting effective communication by ensuring clear and open communication channels among all components of the College.
- Applying principles of good governance by adhering to governance standards in decision-making and implementation.

### **Third: Technical Objectives:**

- Providing advanced technological infrastructure, including modern equipment, laboratories, and technical resources that support educational and research processes.
- Developing and utilizing modern educational technologies by integrating advanced technologies into teaching and learning to enhance interaction and improve educational quality.
- Ensuring maintenance and updating of equipment and devices through periodic maintenance and upgrade plans.
- Providing necessary technical support to faculty members, students, and staff to ensure optimal use of technical resources.
- Securing data and information through policies and procedures designed to protect College data and information.
- Developing the technical capacities of staff through appropriate training programs.

Achieving these objectives requires the combined efforts of all College personnel and adherence to approved policies and procedures, contributing to the realization of the College's vision of becoming a leader in nursing education and community service.

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## **First: Policy of College Council Meetings**

Believing in the importance of the College Council as a fundamental body responsible for managing the scientific, administrative, and educational affairs of the College, and in an effort to organize its meetings in a manner that ensures effectiveness and efficiency with transparency, this policy establishes the framework and procedures governing College Council meetings. It aims to provide a clear and organized mechanism for conducting meetings and making decisions in the best interest of the College and the University.

## **1. Objectives:**

1. Organizing the conduct of College Council meetings through a clear and structured framework.
2. Ensuring effective discussions and decision-making by creating an ideal environment for exchanging opinions and making informed decisions.
3. Enhancing transparency and accountability by systematically documenting deliberations and decisions.
4. Improving communication and coordination among Council members and ensuring efficient information exchange.
5. Ensuring compliance with laws, regulations, and relevant instructions.

## **2. Procedures of College Council Meetings:**

### **1. Meeting Invitation:**

1. The Dean of the College, or an authorized representative, is responsible for calling College Council meetings.
2. Invitations shall be sent to all Council members at least three days before the meeting and shall include the agenda, location, date, and time.
3. In emergency situations, an urgent meeting may be called with shorter notice.

### **2. Agenda:**

1. The agenda shall be prepared by the Dean of the College or based on proposals submitted by Council members before a specified period.
2. The agenda shall accompany the meeting invitation.
3. New items may be added to the agenda at the beginning of the meeting upon approval by the majority of attending members.

### **3. Conduct of the Meeting:**

1. The Dean of the College, or their deputy, shall chair the meeting.
2. The meeting begins by verifying the legal quorum (usually the majority of members). If quorum is not met, the meeting shall be postponed.
3. Agenda items shall be discussed sequentially.
4. Members shall be given sufficient time to express their opinions and discuss topics.
5. The Chairperson has the authority to regulate discussions and manage time.

### **4. Decision-Making:**

1. Decisions shall be made through open or secret voting, depending on the nature of the issue and upon proposal and majority approval.
2. Each member has one vote.
3. Decisions are adopted by the majority vote of attending members unless otherwise stipulated by laws or regulations.
4. In case of a tie, the Chairperson has the casting vote.

## **5. Meeting Minutes:**

1. The Council Secretary, or a person assigned by the Dean, shall record the minutes.
2. Minutes must include the meeting date, time, and location, names of attendees and absentees, agenda items, summaries of key discussions, decisions taken, and voting results if applicable.
3. Minutes shall be presented for approval at the following meeting and then archived officially.

## **6. Follow-Up of Decisions:**

1. Relevant College bodies are responsible for implementing Council decisions.
2. The Council may follow up on implementation in subsequent meetings.

## **7. General Provisions:**

1. Meetings shall comply with regulations and instructions issued by the Ministry of Higher Education and Scientific Research and the University.
2. The Council may form subcommittees to study specific issues and provide recommendations.
3. Meeting minutes and related documents shall be securely archived and made accessible when needed.

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# **Second: Student Activities Unit Policy**

## **1. Vision:**

Enhancing students' personalities and developing their social and leadership skills through active participation in extracurricular activities.

## **2. Mission:**

Providing a supportive educational environment that encourages creativity and talents while promoting educational and national values through diverse and inclusive activities.

## **3. Objectives:**

- Developing students' intellectual, cultural, social, and athletic skills.
- Discovering, refining, and supporting student talents.
- Promoting positive values, cooperation, and belonging.
- Encouraging active participation in community and volunteer activities.
- Developing leadership and teamwork skills.

## **4. Areas of Activity:**

- Cultural Activities: literary competitions, recitation, reading, libraries.
- Sports Activities: sports teams, tournaments, fitness exercises.
- Artistic Activities: drawing, handicrafts, music.
- Social Activities: trips, awareness campaigns, community service.
- Technical and Professional Activities: technical workshops, programming, maintenance.
- Volunteer Activities: community initiatives, donations, student services.

## **5. Working Mechanism:**

- Preparing semester and annual activity plans.
- Forming student committees to assist in organization.
- Coordinating with other departments for integrated efforts.
- Providing resources and logistical support.
- Submitting periodic reports on achievements and challenges.

## **6. Participation Mechanism:**

- Registration for activities shall be open through electronic or paper forms.
- Participation is voluntary for all students.
- Diversity and inclusion in participation shall be considered.

## **7. Evaluation and Follow-Up:**

- Periodic evaluation of activities in terms of impact and participation.
- Collecting student feedback for program development.
- Submitting reports containing results and recommendations.

## **8. General Regulations:**

- Compliance with institutional conduct regulations.
- Preserving public property.
- Respecting diversity and collective cooperation.
- Prohibiting the use of activities for political or sectarian purposes.

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## **Third: Student Complaints Policy**

Believing in the student's right to express opinions and submit complaints through official and accessible channels, and seeking to provide a positive and supportive educational environment characterized by justice and transparency, the College has established this policy to regulate the receipt and handling of student complaints effectively and fairly.

## **1. Objectives:**

1. Providing an official and clear communication channel.
2. Ensuring fairness and integrity in handling complaints.
3. Protecting students' rights.
4. Improving educational quality and services.
5. Enhancing trust and communication.
6. Solving problems efficiently.
7. Providing a supportive educational environment.

## **2. Procedures:**

### **1. Submission of Complaints:**

- Complaints must be submitted in writing using the official form available from the Student Affairs Department or the College website.
- The form must include the student's name, ID number, academic program, complaint details, date of incident, supporting documents, signature, and submission date.
- Complaints may be submitted to:
  - Educational Guidance Committee.
  - Relevant Department Head.
  - Student Affairs Department.
  - Dean of the College.
  - Complaint Box.
  - Official complaints email.

### **2. Receipt and Registration:**

- Complaints shall be recorded in a special register.
- Students shall receive acknowledgment of receipt.

### **3. Investigation:**

- The concerned body shall investigate objectively and confidentially within a reasonable timeframe.
- Complex complaints may require a special committee.

### **4. Decision and Notification:**

- The responsible authority shall issue a decision and notify the student officially.

### **5. Right to Appeal:**

- Students may appeal decisions within a specified period.

### **6. Record Keeping:**

- All records shall be securely and confidentially archived.

## **Guarantees:**

- Confidentiality.
  - Neutrality and objectivity.
  - Timely response.
  - Continuous follow-up and evaluation.
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# **Fourth: Student Appeals Policy**

Believing in students' rights and the importance of providing a fair and transparent academic environment in accordance with Iraqi Ministry of Higher Education and Scientific Research regulations, the College establishes this policy to regulate appeal procedures related to academic and disciplinary decisions.

## **Objectives:**

1. Guaranteeing students' right to appeal.
2. Providing a clear and transparent mechanism.
3. Ensuring justice and objectivity.
4. Improving the quality of academic and disciplinary decisions.
5. Enhancing trust between students and the College.

## **Areas of Appeal and Procedures:**

### **First: Appeals Against Examination Results**

- Students may appeal final examination results within three days of announcement.
- Appeals must be submitted in writing to the Appeals Committee.
- The Committee reviews answer sheets and grading procedures.
- Students shall be notified officially of the result.

### **Second: Appeals Against Dismissal Decisions**

- Students may appeal temporary or permanent dismissal decisions within three days.
- Appeals shall be submitted to the Disciplinary Committee with supporting evidence.
- The Committee reviews the case according to disciplinary regulations.

### **Third: Appeals Against Other Disciplinary Penalties**

- Students may appeal warnings or other sanctions within the specified timeframe.

## **Appeals Committees:**

- Examination appeals shall be reviewed by specialized faculty committees.
- Disciplinary appeals shall be reviewed by the Student Discipline Committee.

## **Timeframes:**

- Appeals and responses must be completed within three days unless ministry regulations specify otherwise.

## **General Provisions:**

- Appeals must be written and signed.
  - Appeals must clearly state reasons and supporting evidence.
  - Ministry regulations remain the primary reference in case of conflict.
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# **Fifth: Student Results Distribution Policy**

Believing in students' right to obtain academic results transparently and promptly while ensuring confidentiality and accuracy, the College adopts this policy to regulate the distribution of examination and assessment results.

## **Objectives:**

1. Ensuring transparency.
2. Maintaining confidentiality.
3. Providing results promptly.
4. Ensuring accuracy.
5. Providing inquiry and grievance channels.
6. Using secure and effective distribution methods.

## **Scope:**

This policy applies to:

- Final examination results.
- Midterm results.
- Quizzes.
- Practical and clinical assessments.
- Projects and research evaluations.
- Other approved assessment results.

## **Procedures:**

1. Announcing result dates clearly.
2. Distribution methods:
  - Student Information System (SIS).
  - Official notice boards.
  - Official student email in special cases.
  - Results shall not be distributed via phone or unofficial social media.
3. Results presentation format.
4. Issuing official transcripts.
5. Inquiry and grievance mechanisms.

## **Responsibilities:**

### **Faculty Members:**

- Accurate grading and submission of results.
- Responding to student inquiries.

### **Department Heads:**

- Supervising grading and result verification.

### **Registration and Student Affairs:**

- Entering results into SIS confidentially.
- Issuing official transcripts.

### **Information Technology Unit:**

- Ensuring system security and technical support.

## **Confidentiality and Security:**

- Access through password-protected accounts.
- Preventing unauthorized access.
- Protecting paper and electronic records.

## **Review and Development:**

This policy shall be reviewed annually.

## **Policy Approval:**

Approved by the College Council of the College of Nursing at the University of Warith Al-Anbiyaa.

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## **Sixth: Policy on Student Representatives’ Participation in Decision-Making**

Believing in the importance of students as active partners in developing the educational process and university life, the College adopts this policy to involve elected student representatives in decision-making.

### **Objectives:**

1. Enhancing student participation.
2. Improving decision quality.
3. Increasing transparency and accountability.
4. Developing leadership and responsibility skills.
5. Building trust and communication.

### **Participation Mechanisms:**

- Representation in College councils and committees.
- Periodic meetings with the Dean and department heads.
- Surveys and questionnaires.
- Student advisory committees.
- Open communication channels.

### **Responsibilities of Student Representatives:**

- Honest representation of students.
- Active participation.
- Communication with peers.
- Ethical conduct.
- Prioritizing public interest.

### **Implementation and Review:**

- Formation of an implementation committee.
- Awareness campaigns.
- Leadership training.
- Annual review of the policy.

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## **Seventh: Student Graduation Policy**

The College of Nursing at the University of Warith Al-Anbiyaa, established in 2017 under the patronage of the Holy Al-Hussaini Shrine, is committed to preparing highly competent nursing graduates equipped with theoretical knowledge and clinical skills.

## **Objectives:**

1. Defining academic and clinical graduation requirements.
2. Compliance with Iraqi Ministry regulations.
3. Enhancing professional readiness.
4. Supporting academic excellence.

## **Graduation Requirements:**

### **A. Academic Requirements:**

1. Completion of all courses and credit hours over four academic years.
2. Achieving at least 50% in each course.
3. Passing all core and elective courses.
4. Completing summer clinical training.
5. Submitting a graduation research project.
6. Passing ministerial evaluative examinations.

### **B. Administrative Requirements:**

- Clearance from:
  - Library.
  - Clinical training sites.
  - Financial Affairs.
- Submission of:
  - Summer training confirmation.
  - Graduation clearance form.
  - Recent passport-size photographs.

### **C. Final GPA Calculation:**

- First year: 10%
- Second year: 20%
- Third year: 30%
- Fourth year: 40%

### **Grade Classification:**

- Excellent: 90–100%
- Very Good: 80–89%
- Good: 70–79%
- Average: 60–69%
- Pass: 50–59%

- Fail: Below 50%

#### **D. Graduation Delay:**

Students may receive up to four additional semesters to complete graduation requirements.

#### **Roles and Responsibilities:**

- Students monitor academic progress.
- Academic advisors provide guidance.
- Faculty verify academic and clinical requirements.
- Registration Department manages graduation procedures.

#### **Review and Amendment:**

The Academic Committee shall review this policy periodically.

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## **Eighth: Policy for Monitoring Students' Academic Performance**

To ensure educational quality and academic excellence, the College adopts a systematic policy for monitoring students' academic progress.

#### **Objectives:**

1. Periodic evaluation of academic performance.
2. Identifying academically struggling students.
3. Enhancing faculty-student interaction.
4. Ensuring professional standards.
5. Analyzing academic data.

#### **Executive Procedures:**

1. Periodic assessment systems.
2. Identification of struggling students.
3. Academic support programs.
4. Clinical skills evaluation (OSCE).
5. Data analysis and decision-making.
6. Incentives and corrective measures.

This policy ensures comprehensive monitoring of academic performance and contributes to producing qualified nursing graduates.

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## **Ninth: Curriculum Update Policy**

Updating nursing curricula is essential for keeping pace with global developments in healthcare and nursing education.

### **Objectives:**

1. Keeping pace with international standards (WHO and ICN).
2. Enhancing academic quality.
3. Integrating theory and practice.
4. Responding to community needs.
5. Integrating technology and innovation.

### **Update Mechanisms:**

1. Periodic curriculum evaluation every 3–5 years.
2. Involvement of stakeholders.
3. Flexible curriculum design.
4. Continuous faculty development.

### **Implementation and Follow-Up:**

- Developing a clear implementation timeline.
- Providing financial and technical support.
- Evaluating the impact of updated curricula on graduates' performance.

Updating nursing curricula in Iraq is a vital step toward improving nursing education quality and ensuring high-quality healthcare services for society.

## **Tenth: Policy for the Selection of Faculty Members**

This policy aims to regulate the process of selecting faculty members at the College of Nursing at University of **وارث الأنبياء** in a manner that ensures the recruitment of distinguished scientific and professional competencies capable of contributing to the achievement of the university's mission in education, scientific research, and community service, in accordance with Islamic teachings, the values of justice and transparency, and the instructions of the Iraqi Ministry of Higher Education and Scientific Research.

### **Objectives:**

1. Attract academically, ethically, and professionally qualified faculty members.
2. Achieve a balance between academic competence and practical experience in the nursing field.

3. Support the scientific and humanitarian identity of the university and contribute to providing high-quality education.
4. Activate the role of faculty members in scientific research and community service.

### **General Conditions for Appointment:**

- The applicant must not be employed in any other position and must sign a pledge confirming this. (If employed, the applicant must provide a letter of no objection from the employing institution.)

#### **1. Academic Qualifications**

- The applicant must hold a Master's or PhD degree in Nursing or one of its subspecialties from a recognized university inside or outside Iraq.
- The applicant must hold a Bachelor's degree in Nursing from a recognized university.
- The applicant must possess a certificate approved by the Ministry of Higher Education in Teaching Methods and Teaching صلاحية Examination.

#### **2. Professional Experience**

- A minimum of three years of experience in accredited healthcare or educational institutions.
- Preference is given to applicants with prior university teaching experience in nursing colleges.
- Experience in supervising practical and clinical training.

#### **3. Ethical and Behavioral Competence**

- Commitment to Islamic values and university ethics.
- Good conduct and reputation.
- The applicant must not have any criminal conviction.
- Cooperation and respect toward colleagues and students.

#### **4. Required Skills**

- Proficiency in using modern teaching methods and digital technologies.
- Knowledge of the English language, especially nursing terminology.
- Ability to provide academic and educational supervision.

### **Appointment Mechanism and Procedures:**

1. The college initially submits its annual need for faculty members, specifying the required qualifications and specializations, to the university presidency.
2. Vacancies are announced through the official university website and media platforms, specifying the required specializations, qualifications, required documents, and application deadlines.
3. The Faculty Affairs Committee receives applications electronically or in paper form and reviews all documents and information.

4. Applicants who meet the requirements are invited to attend a scientific interview before a specialized committee from the college to assess their teaching, academic, and ethical qualifications and competencies.
5. Evaluation results are submitted to the College Council and then to the University Council for approval in accordance with the regulations of the Ministry of Higher Education and Scientific Research.
6. Following approval, contracts are signed according to the university's financial and administrative regulations, and appointed faculty members commence work according to lecture schedules and study plans.

### **Criteria for Preference Among Applicants:**

1. Higher academic qualification (PhD preferred over Master's degree).
2. Years of teaching or clinical experience.
3. Additional certificates and training courses.
4. Research papers published in reputable scientific journals.
5. Ethical commitment and professional discipline.

### **General Provisions:**

1. Contracted faculty members shall be re-evaluated annually based on academic performance reports.
2. This policy shall be reviewed and updated every three (3) years or whenever necessary.

### **Legal References:**

This policy is based on:

1. The Iraqi Private Higher Education Law.
2. Instructions of the Ministry of Higher Education and Scientific Research.
3. Faculty Affairs Regulations at the University of Warith Al-Anbiyaa.
4. Principles of transparency and institutional integrity.

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## **Eleventh: Policy for the Establishment and Organization of Scientific Branches**

In line with the strategic vision of the Iraqi Ministry of Higher Education and Scientific Research, and with the mission of nursing colleges to provide high-quality specialized education, the establishment of scientific branches (academic departments) within the College of Nursing is considered essential for enhancing knowledge, developing academic specialization, and supporting the professional development of faculty members and students.

Scientific branches constitute the core academic and administrative units responsible for curriculum development, promotion of scientific research, and delivery of specialized nursing education. This

policy outlines the fundamental principles and organizational framework for the establishment and evaluation of scientific branches within nursing colleges in Iraq.

### **Objectives:**

1. Establish a formal and unified framework for creating and managing scientific branches within the College of Nursing.
2. Enhance academic specialization in the core nursing fields, including: Basic Sciences, Fundamentals of Nursing, Adult Nursing, Pediatric Nursing, Maternal and Neonatal Health Nursing, Psychiatric and Mental Health Nursing, and Community Health Nursing.
3. Define the roles and responsibilities of each scientific branch in curriculum development, education, scientific research, and community service.
4. Improve the quality of nursing education and clinical training through targeted academic leadership and specialized expertise.
5. Ensure alignment between departmental goals, national accreditation standards, university policies, and the needs of the Iraqi healthcare system.
6. Provide guidelines related to recruitment, evaluation, and resource allocation among scientific branches.
7. Encourage interdisciplinary collaboration and integration in nursing education and research.

### **Criteria for Establishing New Scientific Branches**

The establishment of a new scientific branch within the College of Nursing must be based on academic necessity and institutional capability. The criteria include:

#### **1. Academic and Strategic Foundations**

- A. The proposed branch must address a gap or area in nursing curricula, scientific research, or healthcare services.
- B. There must be a clear alignment between the proposed branch and the college's academic strategy and national healthcare priorities.
- C. The establishment must contribute to the diversification and development of nursing education in the following areas:

1. Basic Sciences
2. Fundamentals of Nursing
3. Adult Nursing
4. Pediatric Nursing
5. Maternal and Neonatal Nursing
6. Community Health Nursing
7. Psychiatric and Mental Health Nursing

#### **2. Human and Academic Resources**

- A. A minimum number of qualified faculty members must be available (usually three permanent faculty members holding Master's or PhD degrees in the relevant specialization).
- B. At least one member must hold a PhD degree with teaching and research experience in the relevant field.

C. Clear plans must be available for recruiting and developing academic staff to support the branch's growth.

### **3. Infrastructure and Resources**

- A. Appropriate facilities must be available, such as offices, laboratories, simulation units, classrooms, and clinical training sites.
- B. Access to educational resources such as books, digital databases, research tools, and modern technologies must be ensured.
- C. Administrative and financial support for the establishment phase must be secured by the college.

### **4. Curricular Framework**

- A. A proposed curriculum must be submitted in accordance with national academic standards and approved by the University Council and the Ministry of Higher Education and Scientific Research.
- B. The curriculum must include clear learning outcomes, course descriptions, clinical training hours, and assessment strategies.

### **5. Scientific Research and Community Service**

- A. The proposed branch must include a clear plan for engagement in nursing research and community health initiatives.
- B. Interdisciplinary collaboration and partnerships with healthcare institutions are encouraged.

### **6. Approvals and Accreditation Compliance**

- A. All proposals are subject to formal review at the department, college, and university levels.
- B. Final approval must be obtained from the Ministry of Higher Education and Scientific Research.
- C. The branch must comply with national accreditation and quality assurance standards.

## **Fourth: Duties and Responsibilities of Heads of Scientific Branches**

The Head of the Scientific Branch in the College of Nursing serves as the academic and administrative leader of the department and is appointed according to university regulations. The Head is responsible for implementing the college's mission, academic programs, and strategic goals.

### **1. Academic Leadership**

- A. Supervise the planning, development, and improvement of curricula and academic programs in coordination with the College Council.
- B. Ensure alignment of educational content with national nursing standards, accreditation requirements, and scientific advancements.
- C. Supervise the organization of lectures, practical sessions, and clinical training.
- D. Promote innovative teaching methods and evidence-based practices.

### **2. Administrative and Organizational Duties**

- A. Manage the daily operations of the department, including schedules, examinations, student advising, and task distribution.
- B. Document departmental activities, including meeting minutes, academic records, and evaluation reports.
- C. Coordinate with the Dean's Office and other departments to ensure smooth academic operations and resource sharing.
- D. Monitor faculty workloads and distribute them fairly and efficiently.

### **3. Faculty Development and Evaluation**

- A. Provide academic guidance and professional development opportunities for faculty members.
- B. Conduct annual evaluations of faculty performance according to university regulations.
- C. Nominate faculty members for workshops, conferences, and postgraduate programs.

### **4. Scientific Research and Scholarly Activities**

- A. Encourage faculty members and students to engage in scientific research and community projects.
- B. Coordinate research initiatives and seek internal and external funding opportunities.
- C. Facilitate publication in reputable scientific journals and participation in conferences.

### **5. Student Affairs and Academic Support**

- A. Monitor students' academic progress and ensure the availability of advising services.
- B. Address student issues related to courses, training, or faculty members.
- C. Promote ethical conduct, academic integrity, and professional values.

### **6. Quality Assurance and Accreditation**

- A. Participate in internal and external quality assurance processes.
- B. Ensure compliance of the department with national accreditation standards and Ministry requirements.
- C. Contribute to academic program reviews and self-evaluation reports.

### **7. Strategic Planning and Policy Development**

- A. Contribute to the formulation of the college's strategic plan and represent the department in decision-making processes.
- B. Propose policies, procedures, and initiatives that enhance academic excellence.

### **8. Collaboration and External Engagement**

- A. Strengthen partnerships with clinical training sites, healthcare institutions, and academic bodies.
- B. Represent the department in university councils, scientific committees, and external professional forums.

# Twelfth: Teaching and Learning Policy in the College

The College of Nursing at the University of Warith Al-Anbiyaa seeks to provide distinguished education that integrates academic instruction with practical application, aiming to prepare qualified nursing personnel capable of delivering high-quality healthcare.

The College of Nursing at the University of Warith Al-Anbiyaa was established in 2017 and bears the responsibility of preparing a generation of university-qualified nurses capable of contributing to the development of the nursing profession in healthcare institutions through advanced academic and training programs.

## 1. Objectives:

- Develop nursing education according to the latest scientific curricula.
- Prepare nursing personnel with the skills and knowledge necessary for competent professional practice.
- Promote scientific research in nursing to improve healthcare quality.
- Participate in community service through the provision of distinguished healthcare services.

## 2. Policy Procedures:

The procedures of the Teaching and Learning Policy at the College of Nursing, University of Warith Al-Anbiyaa, aim to ensure educational quality and develop students' skills according to the latest academic standards through:

### 1. Curriculum Development:

- Periodic updating of curricula to keep pace with scientific developments in nursing.
- Integrating theoretical education with practical training to ensure acquisition of essential skills.
- Implementing advanced curricula that enable students to provide comprehensive and specialized patient care.

### 2. Stimulating Educational Environment:

- Providing laboratories equipped with the latest medical technologies.
- Enhancing e-learning through modern educational platforms.
- Providing an exemplary educational environment that encourages innovation and scientific research.
- Enhancing communication and decision-making skills in complex healthcare environments.

### 3. Practical and Clinical Training:

- Engaging students in training programs within hospitals and healthcare centers.
- Organizing workshops to strengthen clinical skills and effective patient communication.

- Integrating practical training with academic education to ensure acquisition of required competencies.

#### **4. Scientific Research and Development:**

- Supporting scientific research projects in nursing.
- Encouraging students to participate in scientific conferences and publish research papers.

#### **5. Evaluation and Follow-up:**

- Implementing a periodic evaluation system to monitor student performance and improve educational quality.
- Providing counseling programs to assist students in achieving their academic and professional goals.

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## **Thirteenth: Evaluation and Assessment Policy in the College**

As part of the College of Nursing at the University of Warith Al-Anbiyaa's pursuit of ensuring and enhancing the quality of the educational process in accordance with nationally and internationally recognized academic standards, the Evaluation and Assessment Policy has been prepared as a systematic tool for improving academic and administrative performance and ensuring effective educational outcomes. This policy aims to regulate evaluation and assessment processes for all academic and administrative components in a manner that contributes to achieving the strategic objectives of both the college and the university.

### **1. Objectives:**

- Achieve fairness and transparency in evaluating the performance of students and faculty members.
- Improve the quality of education through periodic review of courses and academic programs.
- Measure the extent to which learning outcomes are achieved according to approved course and program objectives.
- Promote the professional development of faculty members through continuous performance evaluation.
- Provide quantitative and qualitative data that contribute to effective developmental decision-making.
- Encourage the use of feedback from students and stakeholders to improve institutional performance.

### **2. Procedures:**

#### **1. Student Evaluation:**

Student evaluation is based on a set of tools including theoretical and practical examinations, reports, presentations, classroom participation, and clinical training. Evaluation results are announced transparently, with students being granted the opportunity to submit grade review requests within a specified period.

## **2. Curriculum Assessment:**

Academic curricula are subject to periodic review by specialized scientific committees to ensure alignment with academic standards, scientific developments, and labor market needs.

## **3. Faculty Performance Evaluation:**

Faculty performance is evaluated based on confidential questionnaires completed by students at the end of each academic semester, in addition to performance reports and administrative observations. Evaluation reports are submitted to the College Council to take appropriate actions.

## **4. Institutional Self-Assessment:**

The college conducts periodic self-assessments covering academic and administrative aspects using the tools and standards of the Ministry of Higher Education and Scientific Research. Results are submitted to higher authorities for approval and use in policy and plan development.

## **5. Continuous Improvement:**

The college adopts the principle of continuous improvement by utilizing results from various evaluations to develop and implement improvement plans and monitor their implementation through specialized committees to ensure the achievement of the intended outcomes.

### **Twenty-First: Policy for Maintenance of Equipment and Devices in the College:**

Recognizing the importance of medical and scientific equipment and devices in providing a high-quality educational and training environment for students of the College of Nursing, and in order to ensure their safety, efficiency, and sustainability, the College adopts this comprehensive policy for the maintenance of all equipment and devices located in its various laboratories and units. This policy aims to establish a clear and organized framework for preventive and corrective maintenance operations, define responsibilities, and ensure the optimal use of available resources.

#### **Objectives:**

1. Ensuring Safety: To ensure that all equipment and devices operate safely and efficiently.
2. Maintaining Performance: To ensure the optimal performance of equipment and devices in serving the educational, training, and research objectives of the College.
3. Extending Lifespan: To implement preventive maintenance procedures to reduce damage and prolong the operational lifespan of equipment and devices.
4. Reducing Breakdowns and Costs: To detect potential problems early and repair them in a timely manner to avoid major breakdowns and excessive costs.

This policy covers all equipment and devices located in the College of Nursing building and scientific laboratories, including:

- Medical and laboratory devices (such as simulation devices, analytical devices, and microscopes).
- Educational equipment (such as projectors, computers, and smart boards).
- Furniture and fixed installations (such as hospital beds, cabinets, and chairs).
- Air conditioning, ventilation, and lighting systems.

### **Policy Procedures:**

#### **1. Preventive Maintenance:**

- Establishing a periodic maintenance schedule for each type of equipment and device based on the manufacturer's recommendations and the nature of use.
- Preventive maintenance includes cleaning, inspection, calibration, lubrication, and minor adjustments.
- All preventive maintenance procedures shall be documented in dedicated records.

#### **2. Corrective (Emergency) Maintenance:**

- Establishing a clear mechanism for reporting emergency breakdowns (maintenance request forms and designated communication channels).
- Prompt response to emergency maintenance requests and assessment of damages.
- Carrying out necessary repairs as quickly as possible to minimize downtime.
- Documenting all corrective maintenance procedures and their costs.

#### **3. Spare Parts Management:**

- Identifying essential and frequently used spare parts and maintaining an appropriate inventory.
- Establishing a system to track used spare parts and reorder them when necessary.

#### **4. Training and Awareness:**

- Conducting training programs for users on the proper use of equipment and devices and simple preventive maintenance procedures.
- Raising users' awareness about the importance of reporting any problems related to equipment and devices.

#### **5. Disposal of Old and Damaged Equipment:**

- Establishing a mechanism to assess the condition of equipment and identify items that have exceeded their useful life or are beyond repair.
- Following appropriate procedures for the safe and proper disposal of old and damaged equipment in accordance with environmental and safety regulations.

### **Documentation and Records:**

1. Equipment and Device Inventory Record: Maintaining a comprehensive inventory of all equipment and devices in the College, including information such as device name, serial number, purchase date, location of use, and date of last maintenance.
  2. Preventive Maintenance Records: Recording all preventive maintenance procedures performed, including dates and responsible parties.
  3. Corrective Maintenance Records: Recording details of malfunctions, repairs carried out, dates, costs, and responsible repair parties.
  4. Maintenance Request Forms: Using standardized forms for submitting maintenance requests.
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### **Twenty-Second: Academic Advising Policy of the College:**

The academic advising policy at the College of Nursing at Warith Al-Anbiyaa University is considered an essential part of our educational strategies. It aims to provide comprehensive academic support to students, guide them in selecting the most suitable academic pathways that match their interests and abilities, and assist them in overcoming academic challenges and achieving their professional ambitions in the field of nursing.

#### **Objectives of Academic Advising:**

**Guiding Students:** Providing academic guidance to help students choose suitable specializations and educational pathways according to their academic interests and professional needs.

**Assistance in Academic Planning:** Guiding students in organizing their courses and determining suitable times for course enrollment to ensure proper study planning.

**Achieving Academic Excellence:** Providing consultation and assistance to students in improving their academic performance and overcoming educational difficulties they may face.

**Personal and Future Development:** Supporting students in developing their personal and professional skills to enable them to succeed in nursing careers after graduation.

**Monitoring and Follow-up:** Continuously monitoring students' academic progress and ensuring they receive the required support whenever academic challenges arise.

#### **Role of the Academic Advisor:**

**Individual Guidance:** Providing individual academic counseling to help students make informed decisions regarding their academic choices.

**Regular Follow-up:** Holding regular meetings with students to monitor their academic progress and discuss any issues they may encounter.

**Decision-Making Support:** Assisting students in determining academic pathways aligned with their personal and professional goals.

**Cooperation with Academic Departments:** Coordinating with various academic departments to ensure appropriate support and guidance for students.

**Role of Students in Academic Advising:**

**Commitment to Attendance:** Actively participating in advising sessions and arranging suitable appointments with the academic advisor.

**Preparation:** Preparing well for meetings with the academic advisor by clarifying academic challenges or career pathways they wish to discuss.

**Continuous Communication:** Maintaining communication channels with the academic advisor in case of academic problems or changes in the study plan.

**Implementation Mechanism:**

**Assigning an Academic Advisor to Each Student:** Each student shall be assigned an academic advisor from the beginning of their studies at the College of Nursing to follow up on their academic status throughout the study period.

**Regular Advising Sessions:** Conducting regular advising sessions at the beginning of each semester, in addition to follow-up sessions based on the student's needs.

**Workshops and Training Courses:** Organizing workshops and training seminars on academic planning, study skills, and professional development in nursing.

**Continuous Evaluation:** Conducting periodic evaluations of the effectiveness of academic advising through student surveys and review of academic performance results.

**Types of Academic Advising:**

Academic advising is characterized by several types that differ in nature and objectives, all contributing to the development of the student's academic and professional experience. At the College of Nursing at Warith Al-Anbiyaa University, several types of academic advising are provided to ensure suitable support for every student according to their needs.

**General Academic Advising:**

**Objective:** Assisting students in general academic guidance, including selecting majors, courses, and long-term academic planning.

**Content:** This type includes advising on course sequencing, assistance during course registration, and helping students determine academic priorities.

**Benefit:** Ensuring that students follow the correct academic pathway from the beginning of their studies until graduation.

**Individual (Personal) Academic Advising:**

**Objective:** Providing individual support for students facing academic or personal challenges that may affect their academic performance.

**Content:** Includes individual consultations with the academic advisor to discuss personal or academic difficulties (such as poor academic performance, balancing study and personal life, or concerns about graduation).

Benefit: Providing suitable solutions to challenges students may face in their academic journey.

**Career Advising:**

Objective: Supporting students in developing their professional pathways in nursing, from the academic stage to employment after graduation.

Content: Includes advising on available career opportunities in nursing, such as various specialties (emergency nursing, internal medicine nursing, community nursing), and the best methods for developing skills required for the labor market.

Benefit: Assisting students in identifying their career goals and planning for their professional future after graduation.

**Specialized Academic Advising:**

Objective: Providing specialized guidance to students in specific nursing specialties.

Content: Includes guiding students in selecting specialized tracks such as surgical nursing, pediatric nursing, or psychiatric nursing, as well as courses that enhance their skills in these specialties.

Benefit: Helps students identify the specialty that matches their academic and professional interests and enhances their opportunities for academic and professional excellence in their chosen field.

**Group Academic Advising:**

Objective: Providing guidance to groups of students facing similar challenges, such as first-year students or students experiencing difficulties adapting to academic requirements.

Content: Includes workshops and group seminars on academic topics such as time management, improving study skills, academic success strategies, and adapting to university life.

Benefit: Provides a supportive environment that motivates students to develop their academic and teamwork skills.

**Academic Advising for Skills Development:**

Objective: Advising students on how to improve their personal and academic skills that affect their academic performance.

Content: Includes training students in skills such as time management, academic writing skills, exam preparation, and effective communication.

Benefit: Helps students develop the skills necessary for academic excellence and facilitates the learning process.

Academic advising in the College represents an important factor in improving students' academic experience and aims to empower them to excel academically and professionally. Through continuous guidance and accurate follow-up, the College seeks to prepare distinguished nursing graduates capable of dealing effectively and efficiently with academic and professional challenges.

## **Twenty-Third: Psychological Counseling and Educational Guidance Policy:**

### **First: Vision**

The College of Nursing seeks to provide a supportive university environment that enhances students' psychological, social, and academic growth, preparing them to become nurses who possess psychological stability, professional competence, and humanitarian values.

### **Second: Mission**

Providing specialized counseling services aimed at supporting students psychologically and educationally and enabling them to overcome challenges they may face during their educational journey, which positively reflects on their academic achievement and future professional performance.

### **Third: Objectives**

1. Promoting the mental health of nursing students and helping them adapt to university life requirements.
2. Providing support in dealing with academic and professional pressures related to the nursing specialization.
3. Guiding students toward proper planning of their academic and professional pathways.
4. Promoting a culture of psychological and educational awareness among students and faculty members.
5. Creating an environment of effective communication between counselors, students, and parents when necessary.

### **Fourth: Areas of Counseling**

1. Psychological Counseling: Supporting students in cases of anxiety, stress, depression, and adaptation difficulties.
2. Academic Guidance: Assisting students in developing effective study plans and overcoming academic difficulties.
3. Social and Behavioral Counseling: Addressing undesirable behaviors and promoting positive interaction within the university community.
4. Career Counseling: Supporting students in determining their post-graduation directions and preparing for professional life in the healthcare field.

### **Fifth: Implementation Mechanisms**

1. Organizing individual and group counseling sessions as needed.
2. Preparing awareness programs and psychological and academic workshops.
3. Conducting studies to identify the most common problems among students.
4. Cooperating with teaching and administrative staff to facilitate counseling services.
5. Encouraging students to communicate effectively with the university counseling unit.
6. Maintaining the privacy and confidentiality of student information in accordance with professional ethics.

### **Sixth: Confidentiality and Privacy**

The Psychological and Educational Counseling Unit at the College of Nursing – Warith Al-Anbiyaa

University is fully committed to maintaining the confidentiality of students' personal information and not disclosing it except with written permission or in cases of extreme necessity that threaten the safety of the student or others, in accordance with ethical and professional standards.

### **Seventh: Responsibilities of Concerned Parties**

#### **University Administration:**

1. Providing financial and administrative support for the Psychological Counseling and Educational Guidance Unit.
2. Ensuring regular training and qualification of psychological and educational counselors.
3. Promoting a culture of psychological and educational support within the university campus.

#### **Psychological Counseling and Educational Guidance Unit:**

1. Providing individual and group psychological counseling services to students.
2. Developing and implementing training programs and workshops related to mental health and academic matters.
3. Providing a safe and respectful environment for students to express their feelings and problems.
4. Cooperating with academic departments to identify students suffering from academic difficulties.
5. Submitting periodic reports to university administration regarding the unit's performance and ongoing needs.

#### **Faculty Members:**

1. Observing students who may suffer from psychological, academic, or behavioral problems.
2. Referring students to the Psychological Counseling and Educational Guidance Unit when needed.
3. Cooperating with psychological counseling services to improve the learning environment and support students.
4. Participating in awareness programs organized by the counseling office.

#### **Students:**

1. Engaging with psychological counseling and educational guidance programs and seeking support when needed.
2. Respecting the confidentiality of information related to counseling sessions.
3. Participating in activities and workshops organized by the unit to develop their academic and social skills.
4. Adhering to academic and ethical values that enhance their psychological and social well-being.

#### **Parents:**

1. Cooperating with university administration and the counseling unit when psychological or academic challenges arise for the student.

2. Providing emotional and psychological support to their children during their studies.
3. Participating in guidance and counseling sessions when needed.

### **Eighth: Psychological Counseling and Educational Guidance Services**

**Individual Psychological Sessions:** Providing emotional and psychological support to students suffering from anxiety, depression, stress, or other psychological difficulties.

**Group Psychological Sessions:** Aiming to help groups of students face common challenges such as study pressure or social adaptation.

**Crisis Support:** Providing urgent support to students facing severe psychological problems or sudden life crises.

**Mental Health Improvement Assistance:** Developing programs aimed at improving students' mental health through activities such as meditation, breathing exercises, and stress management strategies.

#### **Educational Guidance Services:**

**Academic Guidance:** Assisting students in organizing their study schedules, determining academic priorities, improving study techniques, and preparing for examinations.

**Career Planning:** Providing specialized consultations regarding nursing career pathways and helping students choose specialties that match their interests and abilities.

**Guidance in Choosing Postgraduate Studies:** Assisting students in making decisions regarding postgraduate programs and identifying future specialization areas.

**Guidance in Learning Difficulties:** Providing support for students suffering from learning difficulties or requiring enhancement of their study skills.

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### **Twenty-Fourth: Policy for Receiving and Distributing Official Mail in the College:**

The process of receiving and distributing official mail at the College of Nursing at Warith Al-Anbiyaa University is considered vital for ensuring efficient and effective administrative and academic operations. This policy aims to establish a clear and unified organizational framework for regulating this process, ensuring that official correspondence reaches the concerned parties in a timely, secure, and confidential manner.

#### **Objectives:**

1. Ensuring the receipt of official mail and verifying that all incoming official correspondence to the College is accurately recorded.
2. Effective and rapid distribution to ensure that official mail reaches the concerned units and individuals within the College as quickly as possible.

3. Ensuring the confidentiality and security of information contained in official mail and protecting it from loss, damage, or unauthorized access.
4. Documenting the receiving and distribution process by creating accurate and updated records for accountability and follow-up.
5. Improving administrative efficiency through simplifying and standardizing official mail receiving and distribution procedures.

**Procedures:**

The process of receiving and distributing official mail at the College of Nursing at Warith Al-Anbiyaa University is based on the following procedures:

1. **Central Receiving Point:** A central administrative office or unit in the College (such as the Dean's Office or Administrative Affairs Unit) shall be designated as the main receiving point for all official correspondence arriving at the College from داخل and outside the University.
2. **Receiving and Recording Mail:**
  - o The responsible employee at the central receiving point shall receive official mail and verify the integrity of envelopes.
  - o Envelopes shall be opened (except those personally addressed and sealed), stamped with the College seal, and marked with the date of receipt.
  - o All incoming correspondence shall be recorded in a designated register (paper-based or electronic) including the following information:
    - Date of receipt.
    - Outgoing number (if available).
    - Sending entity.
    - Department/person addressed within the College.
    - Subject of the letter (briefly).
    - Name and signature of the employee receiving the mail.
3. **Classification and Direction of Mail:**
  - o The responsible employee shall classify incoming mail according to the unit, department, or person addressed.
  - o The name of the concerned unit, department, or person shall be clearly written on the correspondence.
4. **Internal Mail Distribution:**
  - o Internal mail shall be distributed to various units and departments through appropriate means (such as hand delivery or designated mailboxes for each unit).
  - o The recipient (or authorized representative) shall sign the internal distribution register, which includes:
    - Date of delivery.
    - Name of the receiving unit/department/person.
    - Recipient's signature.
    - Name of the employee responsible for delivery.
5. **Urgent and Confidential Mail:**
  - o Urgent and confidential mail shall receive special priority and be delivered by hand to the concerned person with confirmation of receipt and signature in the register.
  - o Necessary procedures shall be taken to ensure the confidentiality of this type of mail and restrict تداولها to authorized individuals only.

**6. Outgoing Mail:**

o Outgoing mail from various units and departments shall be collected at a central point for dispatch.

o Outgoing mail shall be recorded in a designated register including:

- Date of dispatch.
- Outgoing number (assigned sequentially).
- Recipient entity.
- Subject of the letter (briefly).
- Method of dispatch (regular, registered, express mail, etc.).
- Name of the employee responsible for dispatch.

o Outgoing mail shall be sent through approved university channels.

**7. Responsibilities:**

o The employee responsible at the central receiving point shall be responsible for receiving, recording, classifying, and distributing incoming mail.

o Heads of units and departments shall ensure that their employees receive the mail addressed to them and sign for receipt.

o Employees shall be responsible for receiving mail addressed to them and handling it according to instructions.

**8. Review and Development:** This policy shall be reviewed periodically, its effectiveness evaluated, and necessary amendments introduced to improve the process of receiving and distributing official mail in the College.

The College of Nursing at Warith Al-Anbiyaa University is committed to implementing this policy to ensure an effective and smooth process for receiving and distributing official mail, contributing to achieving the College's objectives efficiently and effectively.

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**Twenty-Fifth: Research Registration Policy:**

Scientific research produced by faculty members in the College constitutes a fundamental pillar for achieving academic excellence and building a reputable institutional standing locally and internationally. In line with the College's commitment to strengthening its role as an environment that fosters intellectual and scientific creativity, this Research Registration Policy serves as an institutional mechanism aimed at organizing the research process, ensuring its quality, and linking it to the College's strategic vision and developmental objectives.

This policy aims to transform the individual efforts of faculty members into organized and documented research projects that contribute to enriching scientific knowledge, addressing societal challenges, and enhancing interdisciplinary collaboration. It also serves as a comprehensive framework to ensure compliance of all research with ethical standards, intellectual property rights, and transparency in the management of research resources.

**Objectives:**

1. Organizing Scientific Research: Ensuring the documentation of all scientific research conducted by faculty members in accordance with academic and ethical standards.
2. Enhancing Quality: Improving research quality through methodological review and evaluation before publication or conference submission.

3. **Transparency and Follow-up:** Providing a central database to track research progress and evaluate its impact on the academic reputation of the College.
4. **Supporting Collaboration:** Facilitating collaboration among researchers within and outside the College by identifying common research fields.
5. **Commitment to Ethical Standards:** Ensuring compliance with ethical regulations (such as participants' rights, data confidentiality, and prevention of plagiarism).
6. **Supporting Institutional Vision:** Utilizing registered research to support the College's local and international rankings.

## **Responsibilities and Duties:**

### **Researchers / Faculty Members**

- Submitting research proposals according to approved forms.
- Adhering to timelines and quality standards.
- Informing the College of any external collaboration or major changes in the research.
- Publishing results in peer-reviewed academic channels.

### **Scientific Research Committee**

- Reviewing proposals and granting preliminary approvals.
- Providing technical and logistical support for researchers.
- Monitoring progress and evaluating research performance.

### **College Administration**

- Providing infrastructure and necessary funding.
- Strengthening research partnerships with local and international institutions.
- Publishing annual reports on scientific research achievements.

### **Quality Assurance Unit**

- Reviewing and periodically improving the registration mechanism.
- Ensuring research compliance with academic accreditation standards.

## **Research Registration Mechanism:**

1. **Receiving Research:**
  - Faculty members shall submit a complete copy of their research with all required details for registration in the scientific branch.
  - These details may include (research title, abstract, keywords, publication or presentation details).
  - The scientific branch must verify the accuracy of entered data and review it before approval and inclusion within the College's scientific plan.
2. **Research Preservation:**
  - Research must be stored in an electronic system that allows secure file storage.
  - Paper Archive: Research shall also be maintained in a paper archive.
3. **Research Publication:** The College encourages faculty members to publish their research in recognized scientific journals.
4. **Recognition and Rewards:**
  - Special rewards or recognitions shall be granted to researchers who submit distinguished research.

The Research Registration Policy constitutes a cornerstone in promoting a systematic scientific approach and establishing a culture of quality and transparency in the research process. Through this mechanism, the College affirms its commitment to supporting academic creativity and transforming individual ideas into institutional projects that contribute to enriching knowledge and serving society.

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### **Twenty-Sixth: Policy for Selecting University Leadership in the College:**

The College of Nursing at Warith Al-Anbiyaa University believes that selecting competent and trustworthy university leaders is a fundamental pillar for advancing the College and achieving its academic, research, and community service goals. This policy aims to establish a clear and transparent framework for selecting administrative and academic leaders in the College, ensuring equal opportunities, justice, and integrity in the selection process, and promoting principles of good governance.

#### **Objectives:**

1. Selecting individuals who possess the scientific, administrative, and leadership competencies necessary for occupying various leadership positions in the College.
2. Establishing clear and publicly announced procedures for the selection process to ensure transparency, integrity, and equal opportunities for all candidates.
3. Providing opportunities for faculty members and employees to participate in the nomination process and express their opinions.
4. Striving to achieve diversity in university leadership in a way that reflects the diversity of the College and society.
5. Selecting leaders capable of ensuring institutional stability and sustainable development of the College.

#### **Procedures:**

The process of selecting university leadership in the College of Nursing at Warith Al-Anbiyaa University relies on the following procedures:

1. **Announcement of Vacancies:** Leadership positions vacant within the College shall be publicly and clearly announced to all faculty members and employees. The announcement shall include a detailed description of the position, its requirements, and nomination conditions.
2. **Opening the Nomination Process:** The nomination process for announced leadership positions shall remain open for a specified period, and all eligible faculty members and employees may apply.
3. **Submission of Nomination Applications:** Candidates shall submit nomination applications complete with all required documents, including a curriculum vitae and a statement outlining their vision for developing the unit they wish to lead.
4. **Formation of the Selection Committee:** A specialized and impartial selection committee shall be formed from experienced and competent faculty members, and may include representatives from university administration or related entities.
5. **Review and Evaluation of Applications:** The selection committee shall review and evaluate applications according to announced criteria, including academic qualifications,

administrative and leadership experience, previous achievements, and the candidate's future vision.

6. **Personal Interviews:** The selection committee may conduct interviews with shortlisted candidates to evaluate their leadership, communication skills, and vision for developing the College.
7. **Consultation:** The selection committee may consult faculty members and employees in the concerned unit to consider their opinions during the selection process.
8. **Submission of Recommendations:** The selection committee shall submit its recommendations to the Dean of the College, including the names of selected candidates and the justifications for selection.
9. **Approval of Appointment:** The Dean of the College shall submit recommendations to the University President for official approval of university leadership appointments in the College.
10. **Review and Development:** This policy shall be periodically reviewed and updated in accordance with best practices and approved standards for selecting university leaders.

The College of Nursing at Warith Al-Anbiyaa University is committed to implementing this policy with full transparency and fairness and emphasizes the importance of selecting university leaders capable of assuming responsibility and working collaboratively to achieve the College's mission and objectives.

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## **Twenty-Seventh: Withdrawal and Postponement Policy**

### **Introduction:**

Based on the College of Nursing at Warith Al-Anbiyaa University belief in students' rights and the emergency circumstances that may require withdrawal from study or postponement for a specified period, this policy has been established to regulate withdrawal and postponement procedures in a clear and fair manner that guarantees students' rights and preserves the educational process within the College. This policy aims to provide an organized framework for handling withdrawal and postponement requests while considering valid reasons and the academic and administrative regulations applied by the University and the College.

### **Objectives:**

This policy aims to achieve the following:

1. **Defining clear procedures:** Clarifying the steps and requirements necessary for submitting withdrawal and postponement requests.
2. **Ensuring justice and transparency:** Ensuring that all requests are handled fairly and according to specified standards.
3. **Protecting student rights:** Preserving students' academic and financial rights within established regulations.
4. **Organizing the academic process:** Ensuring that withdrawal and postponement cases do not negatively affect the educational process.
5. **Providing support and guidance:** Offering necessary support and counseling for students wishing to withdraw or postpone studies.

6. Maintaining accurate records: Ensuring accurate and organized maintenance of withdrawal and postponement records.

## **Procedures:**

### **First: Withdrawal from Study:**

1. **Submitting the Request:**
  - o A student wishing to withdraw from study must submit an official written request to the Student Affairs Department in the College.
  - o The request must include the student's name, university ID number, academic program, reasons for withdrawal (if the student wishes to mention them), proposed withdrawal date, and student signature.
  - o Withdrawal request forms may be obtained from the Student Affairs Department or the College website (if available).
2. **Approval:**
  - o The Student Affairs Department shall review the request and verify compliance with requirements.
  - o The request shall be presented to the Dean of the College or an authorized representative for approval or rejection, considering the provided reasons and university regulations.
  - o The student shall be informed of the decision in writing or through available means within a specified period.
3. **Academic Records:**
  - o Upon approval of withdrawal, the student's status shall be recorded in academic records as "Withdrawn."
  - o Courses in which the student was enrolled shall not be counted in the academic record for the semester in which withdrawal occurred if withdrawal took place before the deadline specified in the academic calendar. If withdrawal occurs after this period, a grade of "Withdrawn Pass" (WP) or "Withdrawn Fail" (WF) may be recorded according to university regulations.
4. **Tuition Fees:**
  - o Refunds of tuition fees shall be subject to the University's financial policies applicable in cases of withdrawal. Students must consult the Financial Affairs Department regarding details of fee refunds.
5. **Re-enrollment:**
  - o If a withdrawn student wishes to re-enroll in the College in the future, they must submit a re-enrollment request according to the University regulations in effect at that time and may be subject to new conditions and requirements.

### **Second: Postponement of Study:**

1. **Submitting the Request:**
  - o A student wishing to postpone study must submit an official written request to the Student Affairs Department before the beginning of the semester or within a period announced by the College.
  - o The request must include the student's name, university ID number, academic program, reasons for postponement, requested postponement duration (usually one semester or a maximum of two semesters), and student signature.

- o Supporting documents must be attached to justify the reasons for postponement (such as a medical report in cases of illness).
- 2. **Approval:**
  - o The Student Affairs Department shall review the request and attached documents to verify compliance with requirements.
  - o The request shall be presented to the Dean of the College or an authorized representative for approval or rejection, considering the provided reasons and university regulations.
  - o The student shall be informed of the decision in writing or through available means within a specified period.
- 3. **Academic Records:**
  - o Upon approval of postponement, the student's enrollment shall be frozen in academic records for the specified period.
  - o The postponement period shall not be counted ضمن the standard study duration.
- 4. **Tuition Fees:**
  - o Tuition fees are generally non-refundable in cases of postponement; however, they shall be transferred to the semester following the postponement period according to the University's financial policies. Students must consult the Financial Affairs Department regarding applicable procedures.
- 5. **Returning to Study after Postponement:**
  - o The student must submit a request to resume study to the Student Affairs Department before the end of the postponement period with sufficient time in advance.
  - o The student shall be re-enrolled in the College and resume studies from the point at which they stopped.
  - o The student may become subject to the curriculum approved in the semester of return if curriculum updates have occurred.
- 6. **Limits of Postponement:**
  - o Students are usually permitted to postpone study for a limited period (typically two consecutive or separate semesters during the study period).
  - o The College Council may consider exceptional postponement cases for longer periods based on compelling reasons and supporting documents.
  - o If the student exceeds the permitted postponement limit, their enrollment may be considered discontinued according to University regulations.

**Important Notes:**

- Students must adhere to deadlines for submitting withdrawal and postponement requests as announced in the University and College academic calendar.
- Some cases may require an interview with the academic advisor or a College official before making a decision regarding withdrawal or postponement requests.
- The College reserves the right to request additional documents to support withdrawal or postponement requests.
- This policy is subject to updates and amendments according to regulations and laws issued by the Iraqi Ministry of Higher Education and Scientific Research and Warith Al-Anbiyaa University.

## **Twenty-Eighth: Security and Safety Policy**

### **Introduction:**

The College of Nursing at Warith Al-Anbiyaa University places the highest importance on providing a safe and healthy environment for all its members, including students, faculty members, staff, and visitors. Recognizing the importance of safety in protecting lives and property and ensuring the efficient and effective continuation of the educational and research process, this policy has been established to define the procedures and responsibilities related to security and safety within the College buildings and facilities. The College is committed to implementing and periodically updating this policy to ensure the highest standards of security and safety and the prevention of accidents, injuries, and occupational diseases.

### **Objectives:**

This policy aims to achieve the following:

1. **Providing a Safe and Healthy Environment:** Ensuring a work and study environment that is as free from hazards as possible.
2. **Prevention of Accidents and Injuries:** Taking all necessary measures to prevent accidents and injuries among College members.
3. **Effective Emergency Response:** Establishing clear plans and procedures for dealing with various emergency situations (such as fires, medical incidents, and natural disasters).
4. **Awareness and Training of Members:** Raising awareness among all College members regarding safety hazards and prevention and safety procedures.
5. **Ensuring the Safety of Property and Resources:** Protecting the College's property and resources from damage and loss.
6. **Compliance with Regulations and Laws:** Adhering to all local and national laws and regulations related to security and safety.
7. **Promoting a Safety Culture:** Establishing a culture of safety as an essential part of the values of work and study in the College.

### **Procedures:**

#### **First: General Safety:**

1. **Maintenance of Buildings and Facilities:**
  - o Conducting periodic inspections of buildings and facilities to ensure their structural, electrical, and mechanical safety.
  - o Carrying out immediate maintenance for any faults or hazards that are discovered.
  - o Ensuring adequate lighting is available in all corridors, stairways, and exits.
  - o Providing proper ventilation in all classrooms, laboratories, and offices.
2. **Fire Safety:**
  - o Installing fire alarm systems and maintaining them periodically.
  - o Providing appropriate types of fire extinguishers in easily accessible locations and inspecting and maintaining them regularly.
  - o Establishing clear evacuation plans and training members on safe evacuation procedures during fire emergencies.
  - o Conducting periodic evacuation drills to ensure everyone's preparedness.
  - o Ensuring that all emergency exits are clearly marked and unobstructed.

3. **Electrical Safety:**
  - o Periodically inspecting electrical installations by qualified technicians.
  - o Ensuring the safety of electrical devices and their connections.
  - o Providing circuit breakers for protection against electrical overloads.
  - o Raising awareness about electrical hazards and safe handling procedures.
4. **Laboratory Safety:**
  - o Establishing specific safety protocols and procedures for each laboratory (such as anatomy laboratories, microbiology laboratories, and clinical skills laboratories).
  - o Providing appropriate Personal Protective Equipment (PPE) and requiring students and faculty members to use it (such as gloves, protective goggles, and laboratory coats).
  - o Providing safe and reliable tools and equipment for experiments and training activities.
  - o Establishing clear procedures for handling, storing, and safely disposing of hazardous chemical and biological materials.
  - o Providing first aid tools and equipment in laboratories.
  - o Training students and faculty members on laboratory-specific safety procedures and how to deal with emergency incidents.
5. **Radiation Safety (If Applicable):**
  - o In the presence of any radioactive devices or materials, strict policies and procedures must be established for their handling, storage, and disposal in accordance with the regulations of the competent authorities.
  - o Providing radiation measurement devices and periodically monitoring radiation levels.
  - o Training workers on radiation safety procedures.
6. **First Aid:**
  - o Providing first aid kits in easily accessible locations throughout the College.
  - o Training a sufficient number of employees and students in basic first aid.
  - o Establishing clear procedures for dealing with medical emergencies.
  - o Clearly displaying emergency telephone numbers.
7. **Security:**
  - o Providing qualified security personnel to secure College entrances and exits and maintain order.
  - o Installing surveillance cameras in vital areas.
  - o Establishing procedures for handling various security situations.
  - o Controlling the entry and exit of individuals and vehicles to and from the College.

## **Second: Responsibilities of Individuals:**

1. **Administration Responsibilities:**
  - o Providing the necessary resources for implementing the Security and Safety Policy.
  - o Monitoring the implementation of procedures and verifying their effectiveness.
  - o Forming a Security and Safety Committee responsible for developing, implementing, and reviewing the policy.
  - o Responding promptly to any reports of hazards or incidents.
2. **Responsibilities of Faculty Members and Employees:**
  - o Complying with approved security and safety procedures.
  - o Reporting any observed hazards or incidents.
  - o Ensuring students' safety during teaching and supervision of various activities.
  - o Cooperating with the Security and Safety Committee in implementing the policy.

### 3. **Responsibilities of Students:**

- o Adhering to approved security and safety procedures in all College facilities, especially in laboratories and during clinical training.
- o Properly using personal protective equipment when required.
- o Reporting any observed incidents or hazards to faculty members or College administration.
- o Attending training and awareness programs related to security and safety.

### 4. **Responsibilities of Visitors:**

- o Adhering to the announced security and safety instructions in the College.
- o Following the directions of security personnel and employees.

## **Third: Training and Awareness:**

### 1. **Training Programs:**

- o Providing mandatory training programs for new employees and students regarding basic security and safety procedures.
- o Providing specialized training for workers in laboratories and high-risk areas.
- o Conducting periodic refresher courses for all members to update their knowledge regarding safety procedures.

### 2. **Awareness Campaigns:**

- o Organizing periodic awareness campaigns on various safety topics (such as fire safety, electrical safety, laboratory safety, and first aid).
- o Publishing posters and instructional brochures regarding safety procedures in prominent places within the College.
- o Using electronic وسائل such as the website and social media platforms to disseminate awareness messages.

## **Fourth: Reporting and Investigating Incidents:**

### 1. **Reporting Procedures:**

- o Establishing clear and simple procedures for reporting any incidents, injuries, or hazards observed.
- o Providing incident reporting forms.
- o Encouraging all members to immediately report any incidents, regardless of how minor they may be.

### 2. **Incident Investigation:**

- o Forming a specialized team to investigate incidents in order to determine root causes and develop recommendations to prevent recurrence.
- o Documenting investigation results and actions taken.

## **Fifth: Review and Update:**

- The Security and Safety Policy must be reviewed periodically (at least annually) by the Security and Safety Committee and updated as needed to ensure its effectiveness and suitability to changes in the internal and external environment and emerging laws and regulations.

## **Important Notes:**

- This policy must be made available to all College members through the website, bulletin boards, and other means.
- The College must allocate sufficient resources to implement this policy and monitor its

application.

- Effective communication must exist between the Security and Safety Committee and all departments and units of the College to ensure cooperation and coordination in implementing safety procedures.
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## **Twenty-Ninth: Promotions and Rewards Policy**

### **Introduction:**

Believing in the importance of appreciating the efforts of its members and motivating them toward excellence and creativity in the fields of teaching, scientific research, and community service, the College of Nursing at Warith Al-Anbiyaa University has established this policy to regulate the procedures for academic promotions and rewards granted to faculty members and administrative staff in the College. This policy aims to establish clear, transparent, and fair standards for promotion and recognition, ensuring the enhancement of the College's overall performance and the achievement of its strategic objectives. Through this policy, the College seeks to create a motivating work environment that encourages professional development and effective contribution to fulfilling the mission of the University and the College.

### **Objectives:**

This policy aims to achieve the following:

1. Encouraging Excellence and Creativity: Motivating faculty members and employees to achieve high levels of performance in their areas of work.
2. Recognizing Outstanding Efforts: Acknowledging and appropriately appreciating the contributions and achievements of members.
3. Ensuring Fairness and Transparency: Providing clear and objective standards and procedures for promotions and rewards.
4. Developing Competencies: Supporting the professional growth of faculty members and employees and encouraging them to develop their skills and knowledge.
5. Improving Performance Standards: Contributing to improving the quality of teaching, scientific research, and administrative services in the College.
6. Retaining Talents: Creating an attractive work environment that helps retain distinguished competencies within the College.
7. Enhancing Institutional Belonging: Strengthening members' sense of belonging and loyalty to the College and the University.

### **Procedures:**

#### **First: Academic Promotions for Faculty Members:**

Promotions of faculty members in the College of Nursing are subject to the academic promotion regulations applied at Warith Al-Anbiyaa University and the applicable Iraqi laws. General procedures include the following:

1. **Submission of Application:**
  - o The faculty member submits a promotion application to the Head of the relevant Scientific Department, accompanied by all required documents proving fulfillment of promotion

criteria (such as curriculum vitae, copies of published or accepted research papers, certificates of conferences and workshops, teaching performance evaluation reports, evidence of community service, and others according to university regulations).

2. **Review of the Application by the Department:**
  - o The Scientific Department Council studies the application and attached documents and verifies that the applicant fulfills the initial promotion requirements.
3. **Referral to the College Promotions Committee:**
  - o If the initial requirements are met, the Head of Department refers the application to the Promotions Committee in the College of Nursing.
4. **Evaluation of Scientific Output:**
  - o The College Promotions Committee evaluates the applicant's scientific output according to approved university standards (such as the number and quality of research papers published in international or local journals with impact factors, books and publications, patents, and others).
5. **Evaluation of Teaching Performance and Other Services:**
  - o The committee evaluates the applicant's teaching performance (based on student evaluation reports, department head reports, and others) and contributions to university service, community service, and other activities.
6. **Consultative Opinion (External Evaluation):**
  - o Some academic ranks (such as Assistant Professor and Professor) may require evaluation by external experts specialized in the applicant's field.
7. **Decision of the College Promotions Committee:**
  - o Based on the evaluations, the College Promotions Committee makes its decision regarding the promotion recommendation.
8. **Approval by the College Council:**
  - o The recommendation of the Promotions Committee is submitted to the College of Nursing Council for approval.
9. **Approval by the University Council:**
  - o The recommendation of the College Council is submitted to the Council of Warith Al-Anbiyaa University for final ratification.
10. **Announcement of Promotion:**
  - o After ratification by the University Council, the promotion is officially announced.

## **Second: Rewards:**

Rewards aim to recognize outstanding achievements, creative initiatives, and exceptional efforts by faculty members and administrative staff. Rewards may be financial or moral and include the following (but are not limited to):

1. **Financial Rewards:**
  - o Financial Bonuses: Granted in recognition of outstanding performance in teaching, scientific research, administration, community service, or achievement of specific goals.
  - o Salary Increases or Allowances: Granted based on distinguished and continuous performance evaluations.
  - o Funding for Participation in Conferences and Workshops: To support professional development and scientific research.
  - o Support for Research Projects: To encourage distinguished scientific research.
2. **Moral Rewards:**
  - o Certificates of appreciation and shields.

- o Letters of thanks from the Dean of the College or the University President.
- o Honoring recipients during official College and University occasions.
- o Highlighting achievements through University and College media platforms.
- o Granting priority in certain opportunities (such as attending workshops or advanced training courses).
- o Providing leadership opportunities or additional responsibilities.

### **Procedures for Granting Rewards:**

1. **Nomination or Recommendation:**
  - o Heads of departments, unit directors, colleagues, or even students (in some teaching-related cases) may nominate faculty members or employees for rewards based on their distinguished performance or achievements.
  - o Members may also apply for rewards based on their achievements supported by documentation.
2. **Review of Nominations and Recommendations:**
  - o Nominations and recommendations shall be presented to the Rewards Committee in the College (if formed) or to the Dean of the College or their authorized representative.
3. **Evaluation of Performance and Achievements:**
  - o The committee or the Dean evaluates performance and achievements based on the criteria specified for each type of reward (such as teaching quality, number and quality of published research papers, effective participation in activities, innovation and creativity at work, community service, and administrative efficiency).
4. **Recommendation for Reward:**
  - o The committee or the Dean submits a recommendation regarding the granting of the reward, its type, and amount (in the case of financial rewards).
5. **Approval:**
  - o The recommendation is submitted to the authorized body responsible for approving rewards (such as the College Council or the University President depending on the type and significance of the reward).
6. **Granting the Reward:**
  - o The reward is officially granted and recorded in the member's official records.

### **General Criteria for Rewards (may vary according to the type of reward):**

- Outstanding Performance: Achieving results that exceed expectations in the field of work.
- Creativity and Innovation: Presenting new and innovative ideas or solutions that contribute to the development of the College.
- Cooperation and Teamwork: Effective contribution to teamwork and achieving common goals.
- Community Service: Active participation in activities that serve the local community.
- Commitment and Professional Ethics: Adherence to the values and ethics of the profession and the University.