



Faculty of Nursing  
Mansoura University



# Student Guide

The Faculty is accredited by the National  
Authority for Quality Assurance and  
Accreditation of Education in the 2014-2015

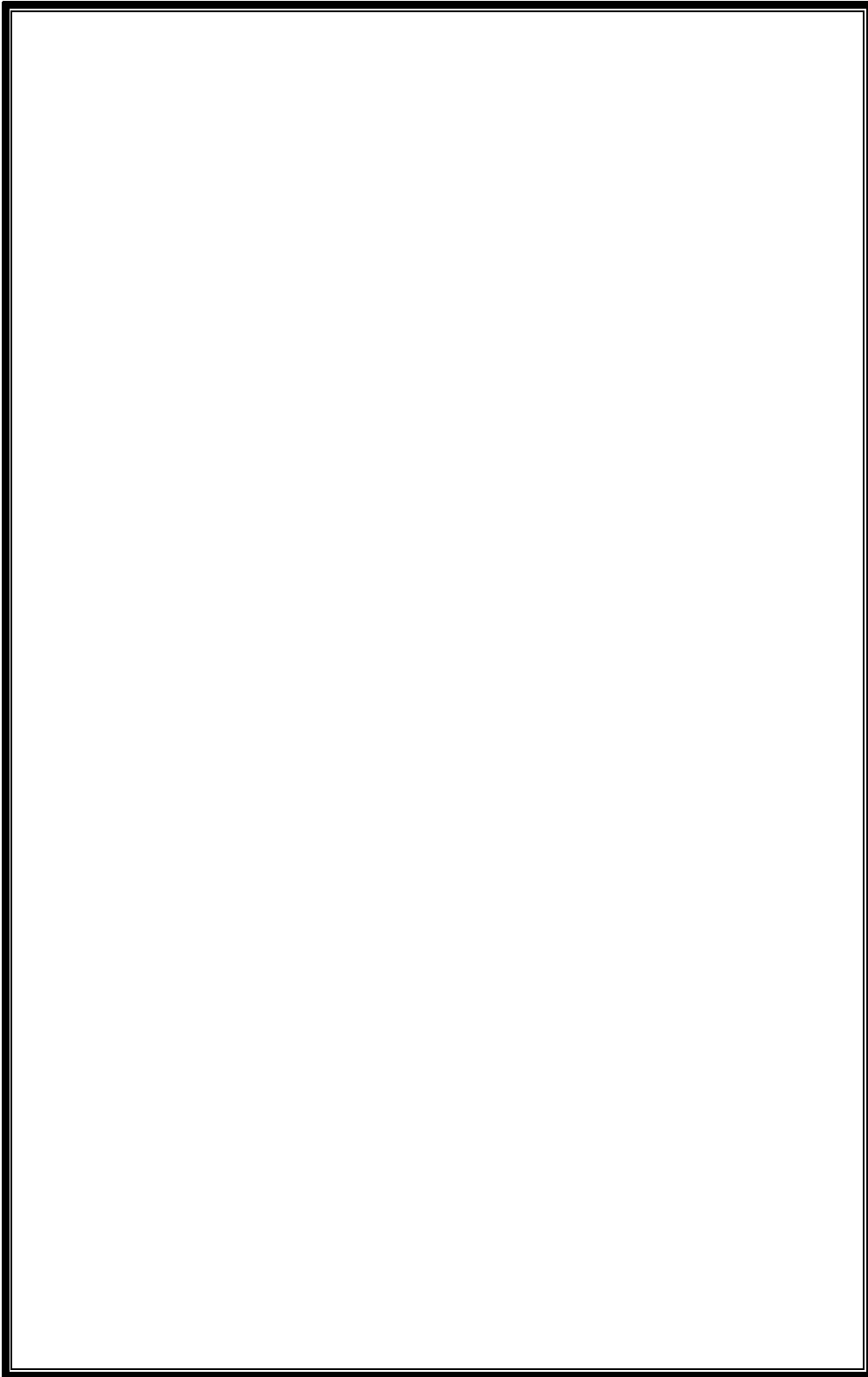
**Academic year and its accreditation was renewed on  
5-10-2020**

List of credit hours

**2023- 2024**

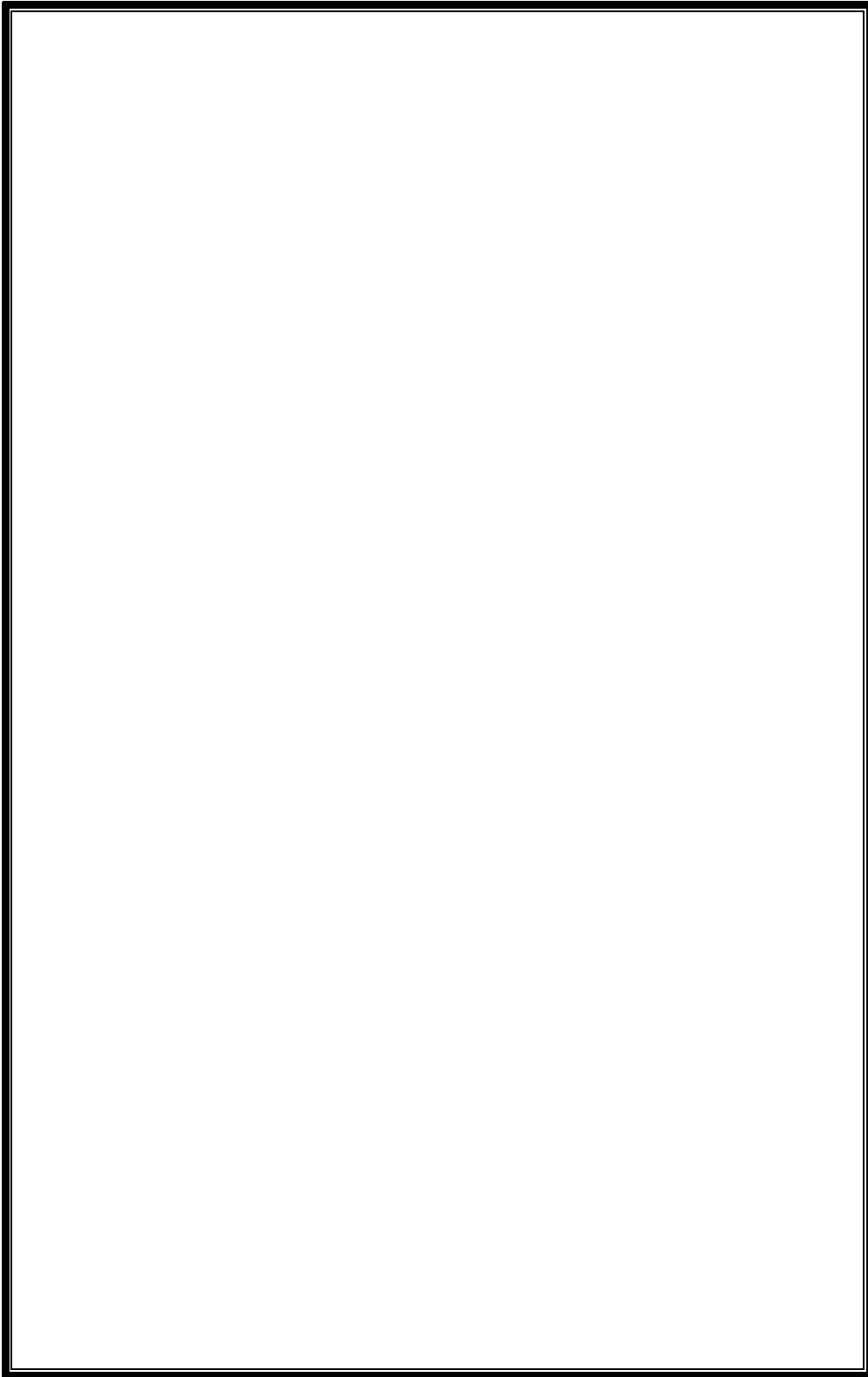


**Prof. Dr. Sharif Youssef Khater**  
**The President of Mansoura University**





**Prof. Dr. Mohamed Attia Al-Bayoumy**  
**Vice President for Education and Student Affairs**





### **Welcome word of the Dean of the Faculty**

**Prof. Dr. Amina Mohamed Rashad Al-Nemr  
Professor of Women Health and Midwifery Nursing**

**Peace, mercy, and blessings of God be upon you.....**

It gives me great pleasure to welcome you to the Faculty of Nursing - Mansoura University - through which you will find much information about various programs and activities of the Faculty.

I take this opportunity to extend my sincere congratulations to the students' faculty on the occasion of the new academic year, and when I extend these congratulations to them, I am at the same time express my appreciation for them and the specialization they chose to study in so that they graduate angels of mercy and become owners of a lofty humanitarian mission, and a profession that society has full appreciation and respect.

On that occasion, I would also like to point out that science and ethics are two sides of the same coin, and it is not permissible for a person to limit his efforts to one aspect without the other.

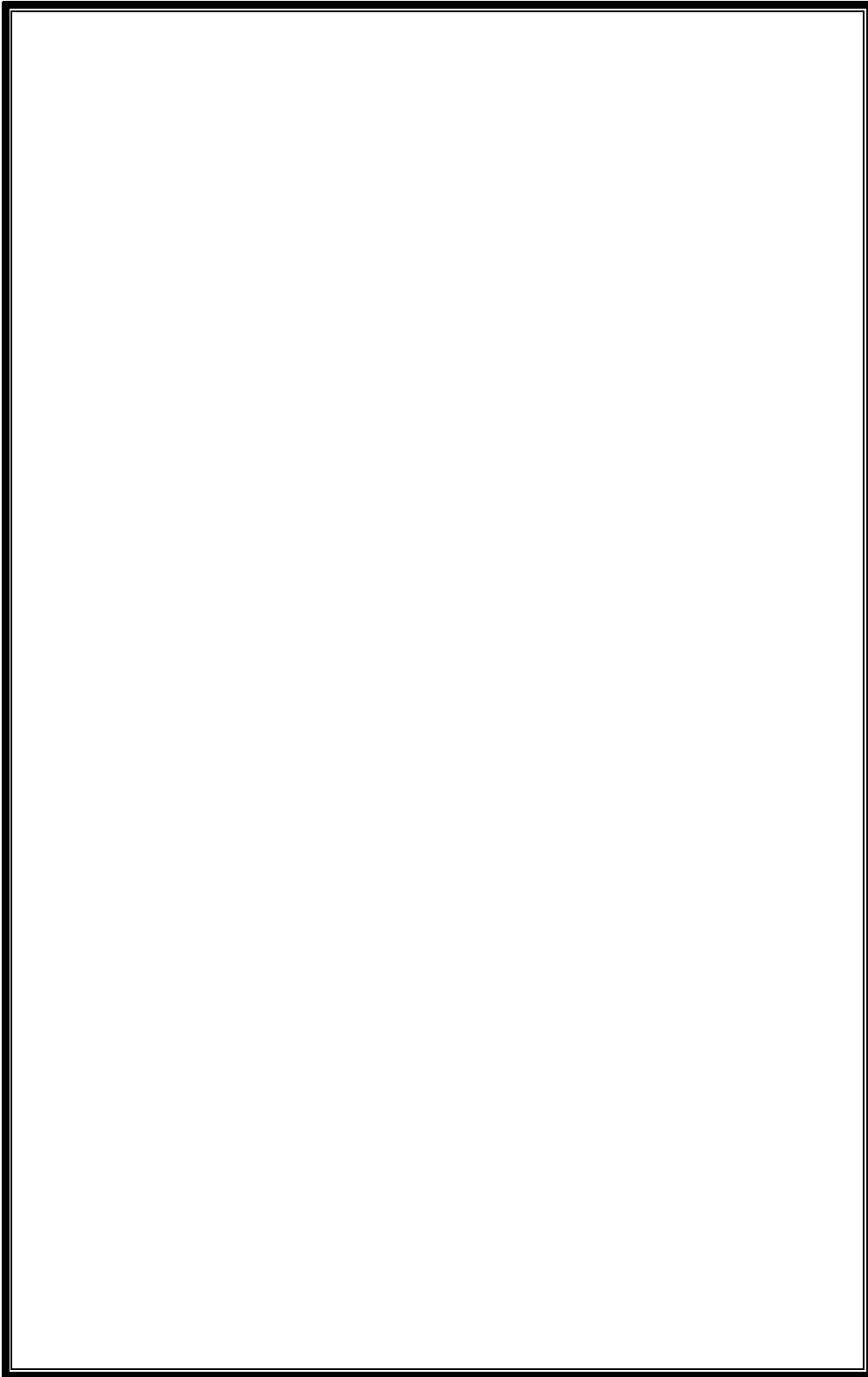
The college's strategy is to permanently upgrade its university system to be compatible with the most specialized programs in the health sector in order to graduate specialized cadres in the fields of nursing who have all the technical tools and high capabilities to provide health care to patients at a world-class level.

The tremendous developments that the nursing profession is currently witnessing require it to be constantly monitored in search of the desired outcome in the educational process in the college by reviewing the best international practices and then applying them in the curricula, which ensures the college achieves its full scientific and national goals.

We all know that the College of Nursing provides its students with curricula and studies that contribute to the development of scientific and practical skills in an outstanding manner to provide university hospitals with these cadres and to be nursing ambassadors inside and outside Egypt. The college also provides the labor market with highly qualified cadres of nursing specialists capable of competing at the local, regional and global levels in the era of globalization and the free market..

*God bless,*

**Prof. Amina Al-Nemr  
Dean of the Nursing  
Faculty**





**Welcome word of the Vice Dean for Education  
and Student Affairs**

Prof. Dr. Abeer Mohamed Zakaria

**Professor of Nursing Administration**

**Peace, mercy and blessings of God be upon you.....**

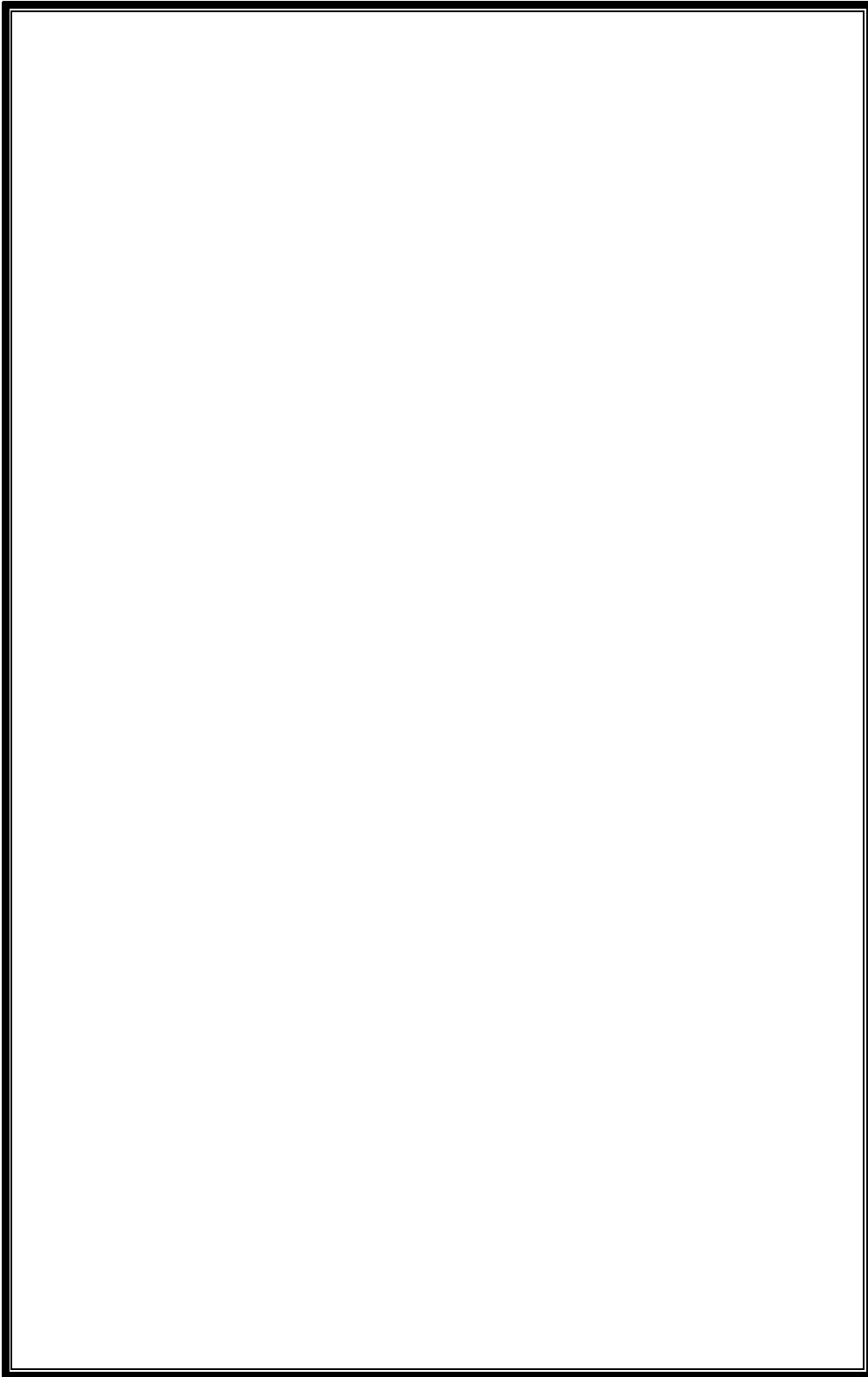
Within the framework of the university's strategy, including the faculty of Nursing, which enjoys the provision of all educational and student activities for dear students, we always strive, under the credit-hour education system, to provide the best methods of education and training depending on its educational potential as well as on its human resources represented by distinguished faculty members in All disciplines in order to keep pace with the rapid development and advance the principles and mechanisms of achieving the overall quality of the teaching and learning system. Therefore, we try hard to work with all our strength and effort to advance our ancient faculty and our beloved Egypt. We pray to God Almighty to help us in what we aspire to.

***God grants success.***

Vice Dean for Education and Student  
Affairs

Prof. Dr. Abeer Mohamed Zakaria







**Welcome word of the Vice Dean for Graduate  
Studies and Research Affairs  
Prof. Dr. Nahed Attia Qandil  
Professor of Critical and Emergency Care Nursing**

The development of scientific research is one of the most important goals of societies that aspire to develop their knowledge and scientific structures as well as to achieve prosperity and excellence in various aspects of life. Scientific research is the basis on which the progress and development of society are measured. That is why the Faculty of Nursing - at Mansoura University adopts Egypt's Vision 2030, emphasizing the importance of developing scientific research.

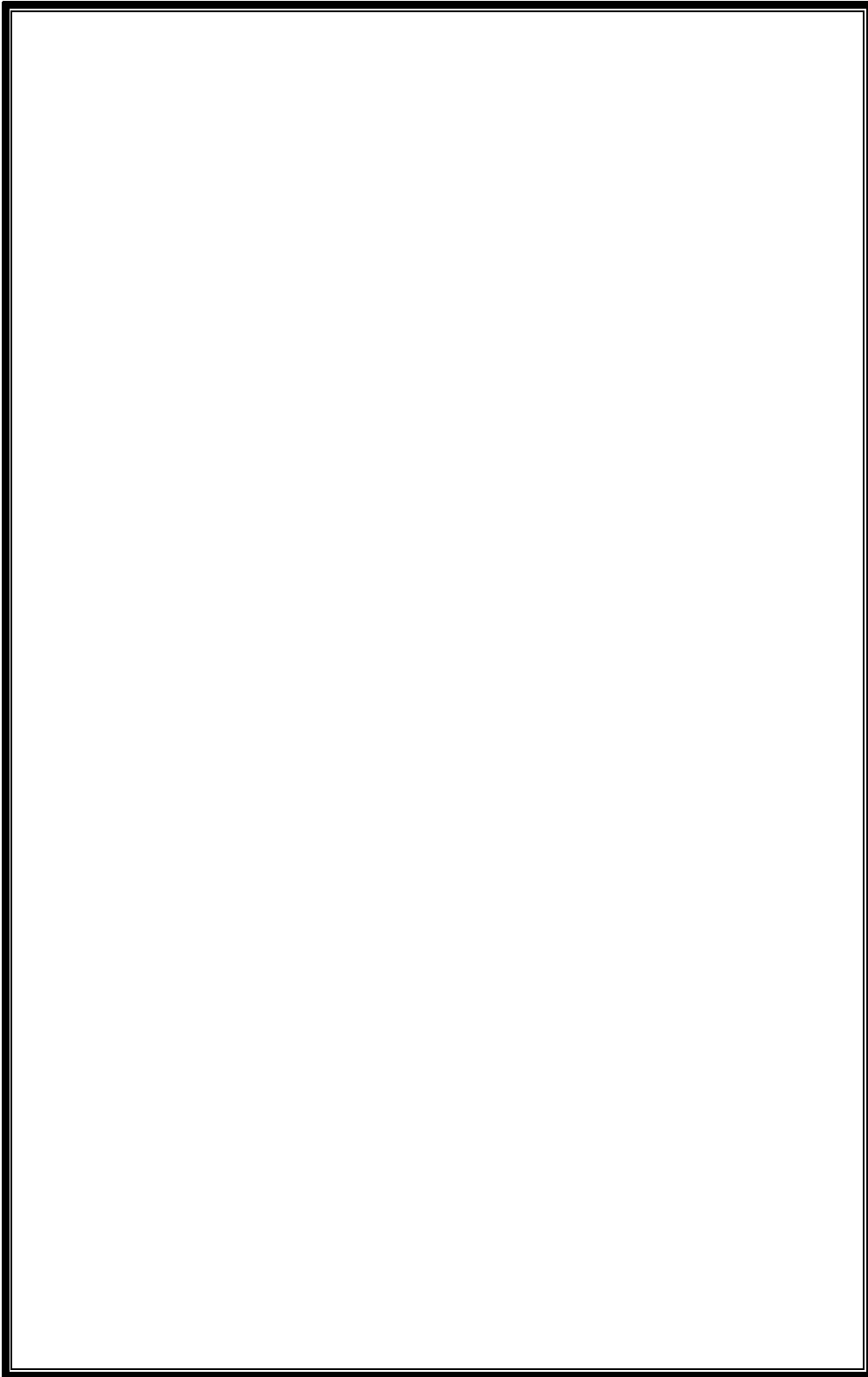
The faculty of Nursing seeks to prepare cadres of researchers who are able to carry out scientific research characterized by originality, and innovation, and correlate with the needs of society through distinguished postgraduate programs, providing a stimulating educational environment, holding various workshops, financing outstanding research and supporting the publication of research in international journals.

Scientific research in nursing aims to improve the quality of nursing care in various health institutions and meet patients' health needs. Therefore, scientific research is a science that benefits from it. Researchers from postgraduate students must show honesty, integrity, and work mastery when preparing a scientific thesis to please God Almighty as well as to achieve the desired goals of scientific research and improve the health system.

***May Allah guide all of us to what he loves and are pleased with.***

Vice Dean for Graduate Studies and Research  
Affairs

Prof. Dr. Nahed Attia Qandil





**Welcome word of the Vice Dean for Community  
Service and Environmental Development Affairs**  
Prof. Dr. Wafaa Fathi Selim  
Professor of Nursing Administration

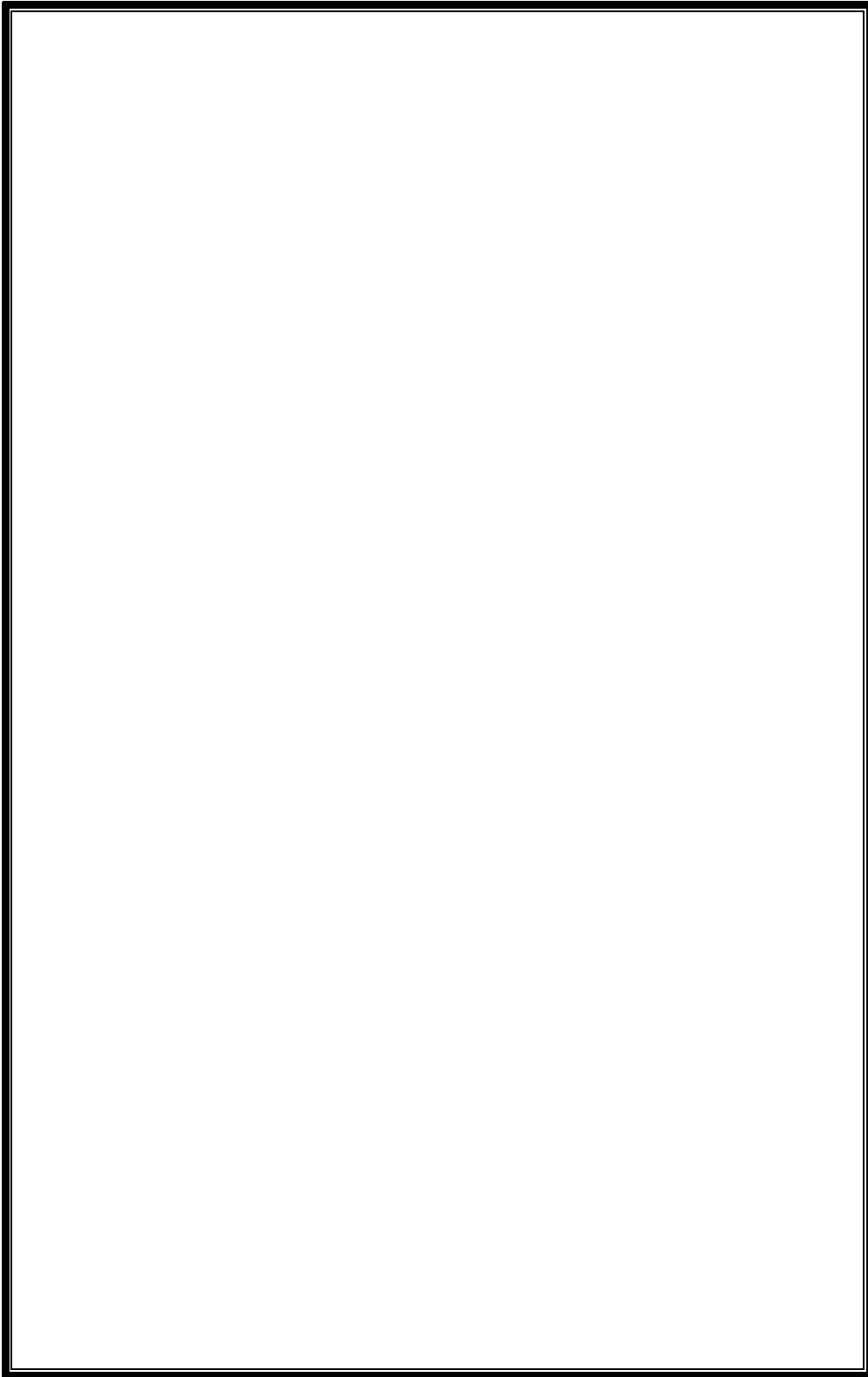
**In the name of God, the most gracious, the most merciful**

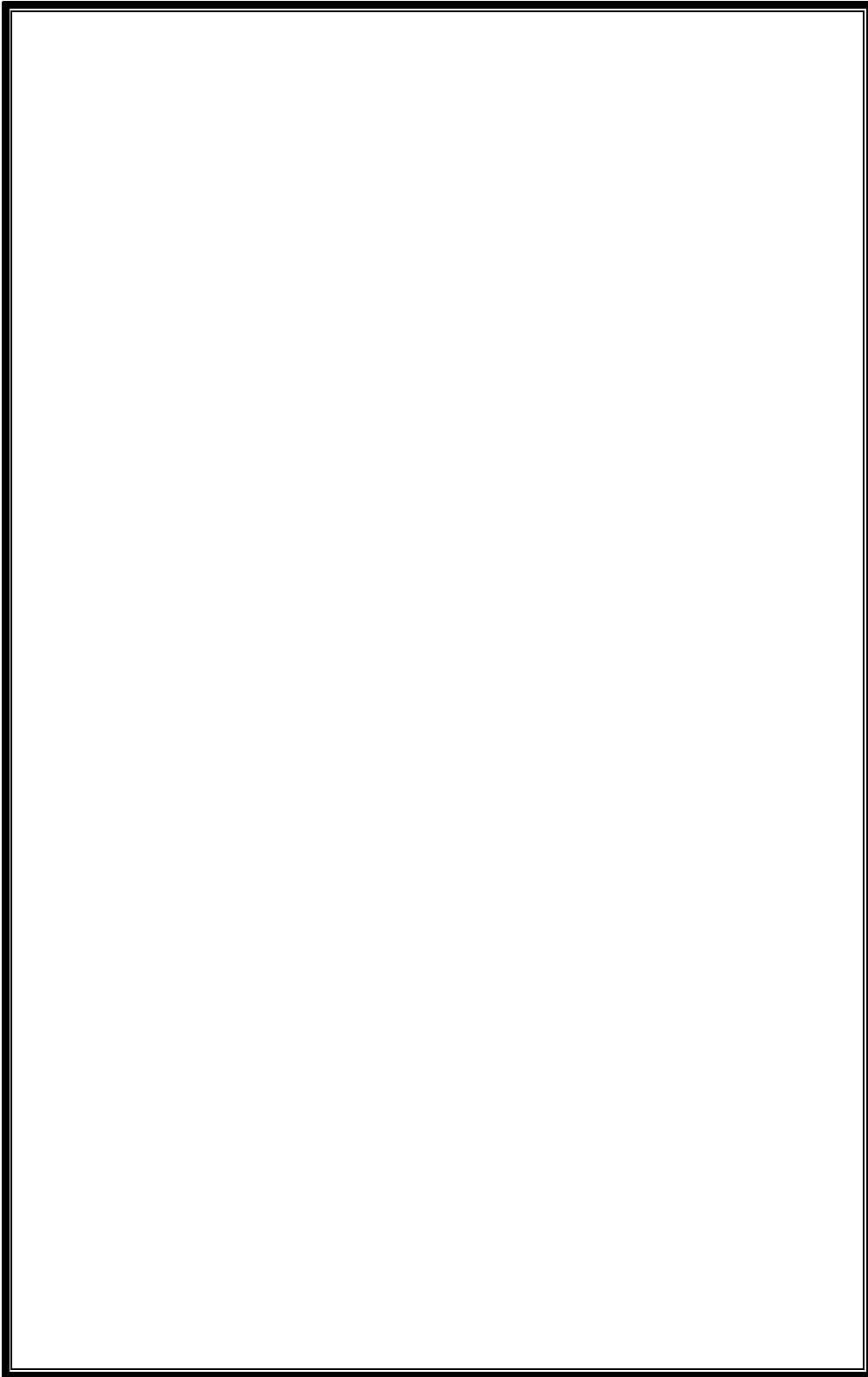
Dear students welcome to the Faculty of Nursing. Community service is one of the most important strategic objectives of the faculty through which the faculty can connect the academic community with civil society and coordinate and develop cooperation between the faculty and the various health and community sectors in order to activate the participation of faculty members and students in the appropriate manner and according to the needs of society and the labor market. In order to ensure raising the level of graduates and improve the profession of nursing.

Dear students, be careful to practice scientific, sports, and environmental activities and benefit from the services of the faculty to graduate in the form of honorable and sophisticated to serve your community and your beloved Egypt.

May God help us to serve our nation's precious and wish you success and our faculty and our university progress and prosperity.

Vice Dean for Community Service  
and Environmental Development  
Affairs  
Prof. Dr. Wafaa Fathi Selim





Administration of the Faculty of Nursing -  
Mansoura University

**Prof. Dr. Amina Mohamed Rashad Al-Nemr**  
Professor of Women Health and Midwifery Nursing  
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**Prof. Dr. Abeer Mohamed Zakaria**  
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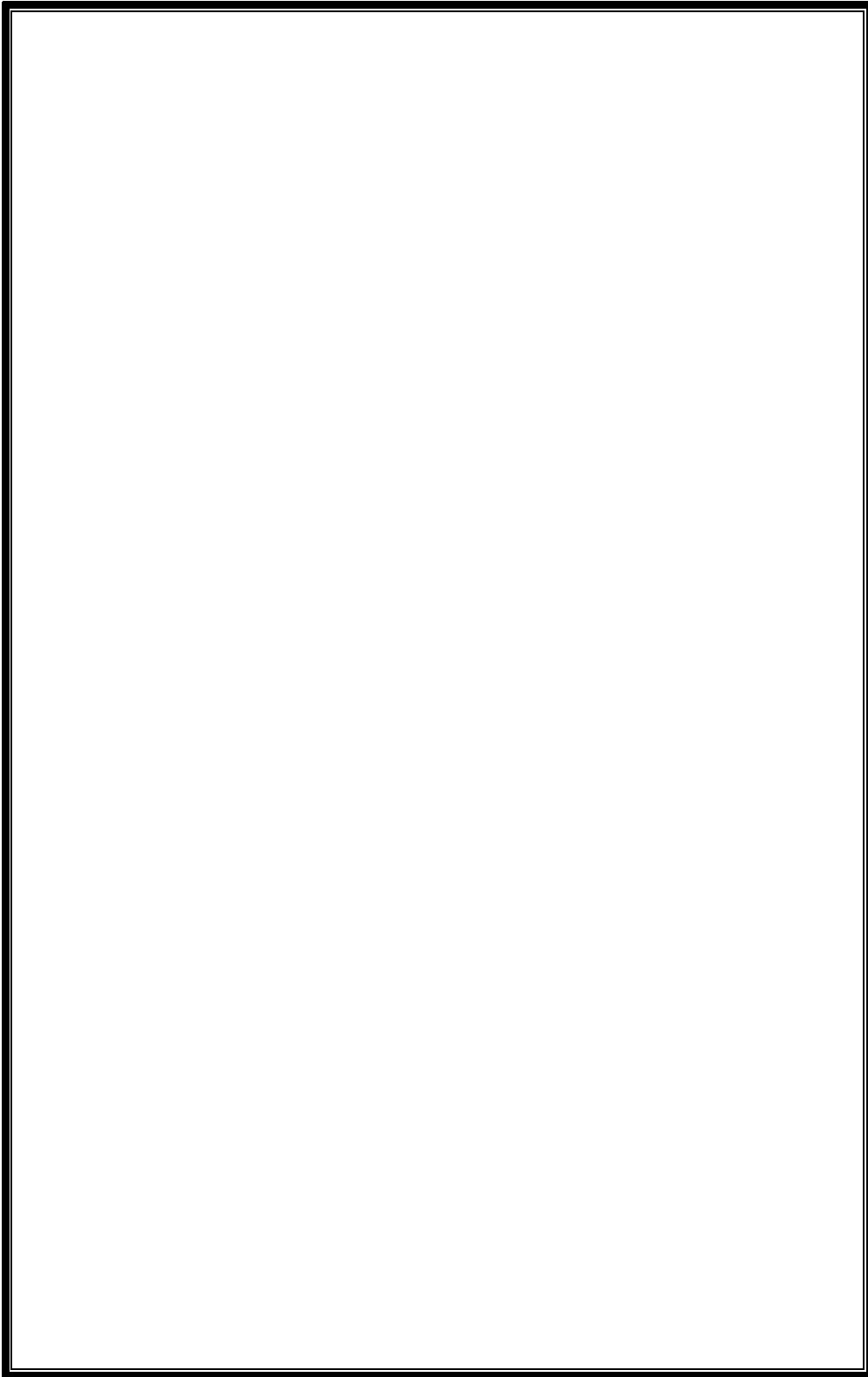


**Prof. Dr. Nahed Attia Qandil**  
The Vice Dean for Graduate Studies and Research  
Affairs  
Professor of Critical and Emergency Care Nursing



**Prof. Dr. Wafaa Fathy Selim**  
Professor of Nursing Administration  
Vice Dean for Community Service and Environmental  
Development

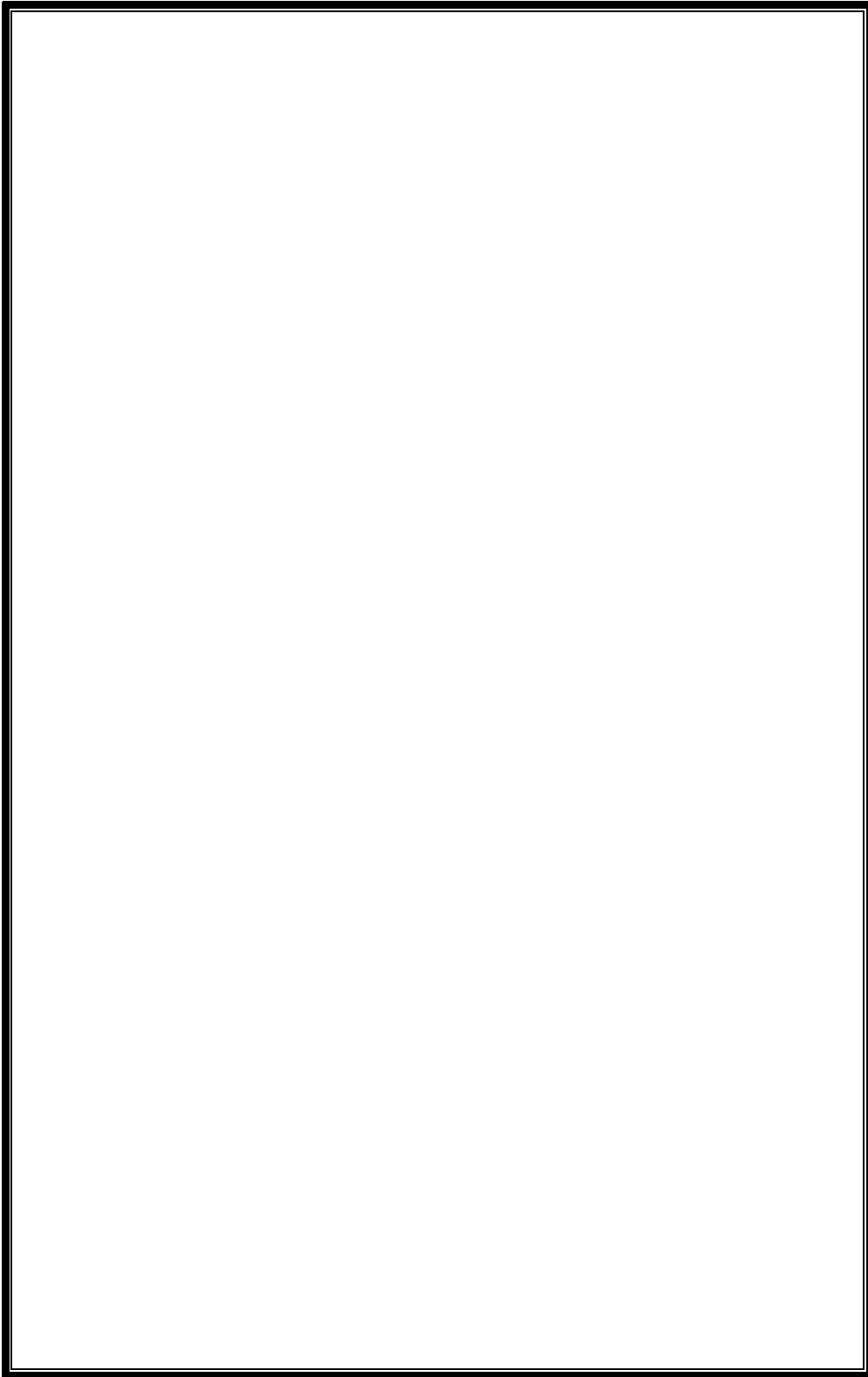






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## **Brief History of the Faculty of Nursing**

- The Faculty of Nursing, Mansoura University, was established in 1994 by Republican Decree No. 287 of 1994 which aims to graduate qualified nursing specialists for the labor market in various health institutions.
- The faculty received the first batch of 27 students in the academic year 1994/1995, and the study began on November 5, 1994
- The first batch graduated in the academic year 1997/1998, numbering (21) students.
- The faculty moved to the new building in 2007/2008, whose area is =  $400 \text{ m}^2 \times 5 \text{ floors} = 7000 \text{ m}^2$  + the college campus is  $572 = 7,572 \text{ m}^2$ , student share is  $4.50 \text{ m}^2$
- The faculty received students of both sexes (males and females) in the year 2008/2009.
- The first batch of both sexes (males and females) graduated in 2012/2013.
- The internal regulations of the Faculty of Nursing (for the bachelor stage) have been converted to a list of credit hours system by Ministerial Decision No. (3269) dated 16/8/2012 and commencing in 2013/2014.
- The faculty was accredited by the National Authority for Quality Assurance and Accreditation of Education by the Authority's Board of Directors Decision No. 132 on August 25, 2014. Then, its accreditation was renewed by the Authority's Board of Directors Decision No. 199 on October 5, 2020.
- The faculty has completed 25 years since its inception (Silver Jubilee) in 2018/2019.

## **The Faculty Vision**

**The Faculty of Nursing - Mansoura University seeks to be one of the best nursing faculties locally, regionally and internationally and contribute effectively to the advancement of the health system in Egypt.**

## **The Faculty Mission**

**Faculty of Nursing - Mansoura University is an educational and research governmental institution that provides educational programs in nursing sciences to provide qualified graduates scientifically and practically and produce scientific research and support the needs of the community health.**

## **The Strategic Objectives of the Faculty**

1. Expanding the infrastructure and equipment necessary to achieve excellence in all fields.
2. Developing and supporting the skills of leaders, faculty members, and their assistants, and the administrative system.
3. Developing the faculty's own resources.
4. Updating the mechanisms of self-evaluation in order to excellence and renew accreditation.
5. Supporting the educational process to graduate distinguished cadres.
6. Developing graduate programs and quality scientific research.
7. Maximizing the role of the faculty in the field of community service and environment development

## **The Scientific Departments of the Faculty**

The Faculty of Nursing, Mansoura University, consists of the following scientific departments:

| <b>Code</b> | <b>Department</b>                     |
|-------------|---------------------------------------|
| MansNurM    | Medical Surgical Nursing              |
| MansNurE    | Critical and Emergency Care Nursing   |
| MansNurW    | Women Health and Midwifery Nursing    |
| MansNurP    | Pediatric Nursing                     |
| MansNurS    | Psychiatric and Mental Health Nursing |
| MansNurC    | Community Health Nursing              |
| MansNurG    | Geranetological Nursing               |
| MansNurA    | Nursing Administration                |

**University code: (Mans)**

**Faculty code: ( Nur)**

**Departments' codes:**

**Medical Surgical Nursing =M**

**Critical and Emergency Care Nursing= E**

**Women Health and Midwifery= W**

**Pediatric Nursing= P**

**Psychiatric and Mental Health Nursing= S**

**Community Health Nursing = C**

**Geranetological Nursing = G**

**Nursing Administration = A**

## Introduction to the Faculty's Scientific

### Departments

- **Medical Surgical Nursing:**

This department focuses on how to apply the surgical and internal nursing process. Through this department, information is provided and the necessary skills are developed. In addition, it help the students to be able to provide comprehensive nursing care to patients while they are in the hospital and also make the necessary plans to implement them after discharge from the hospital.

- **Critical and Emergency Care Nursing:**

This department focuses on the application of the nursing process and problem-solving method in nursing critical patients and caring for their families in emergency situations. The information and skills acquired through this department also enable students to provide comprehensive nursing care for emergency patients.

- **Women Health and Midwifery Nursing:**

This department provides students with reproductive health nursing with a focus on the needs of patients and providing nursing care to them. It also presents the natural aspects during pregnancy and childbirth as well as complications resulting from the birth process.

- **Pediatric Nursing:**

This department is a general curriculum in pediatric nursing where students are given the opportunity to learn how to provide nursing care to children in health, disease, and during illness by using the nursing process. The department also presents the basics of growth and development during childhood.

- **Psychiatric and Mental Health Nursing:**

This section presents the steps involved in creating theories and nursing models of psychological disorders or personality disorders and applies the nursing process to assess, plan and implement a nursing care plan to improve the mental health of the patient in the field of mental care.

- **Community Health Nursing:**

This department provides students with an overview of community health nursing. It also provides students with basic information and skills to identify the needs of people, families, and society through the application of the nursing process. It also focuses on improving health and preventing disease, based on the concepts of primary health care.

- **Gerontological Nursing:**

This department provides students with basic information and skills to identify the social, psychological, and physical problems of the elderly as well as apply the nursing process to care for them in the community as well as in their own institutions with a focus on the mental health of the elderly.

- **Nursing Administration:**

This department is concerned with studying the concepts, principles, functions, and skills of management that are applied in nursing administration.



### **Scientific Degrees:**

**Mansoura University, upon the request of the Faculty of Nursing Council, grants a bachelor's degree in Nursing Sciences.**

#### **- Requirements for admission to the Faculty of Nursing, Mansoura University:**

To enroll in the Faculty of Nursing and obtain a Bachelor's degree in Nursing Sciences, the following are required:

#### **First: High School Graduates:**

The applicant must have obtained a high school diploma, scientific division, in the year he applied to join the faculty or an equivalent certificate approved by the Supreme Council of Universities. The first foreign language is English.

#### **Second: Those who hold a diploma from technical institutes:**

Diploma holders of technical institutes are accepted with a percentage not exceeding 5% of the number of accepted students in the same year and under the following conditions:

1. The applicant must have a diploma from a health technical institute with all its divisions or a technical nursing institute.
2. The applicant must have obtained an intermediate nursing diploma as a qualification equivalent to a high school diploma after fulfilling the requirements of the Supreme Council of Universities in this regard, including passing the high school certificate equivalency test.
3. The applicant must have obtained at least 75% (seventy-five percent) of the total diploma degrees.
4. That no more than five years have passed since his graduation and after making a clearing to delete the courses that have been studied, and the number of hours of these courses is evaluated and compared to the equivalent hours in the credit hours and the content of the courses he has previously studied with the similar courses in the college with the knowledge of the competent scientific department For each course, the number of credit hours must not be less than 108 credit hours to be studied at the College of Nursing, including at least

six semesters and the applied year of excellence, with the need to complete summer training.

5. Graduates of technical institutes applying to join the college through the coordination offices in the same year of their graduation from the technical institute, the law and regulations of the Supreme Council of Universities for the same year apply to them.

**Third: Those with higher university qualifications:**

- 1- The applicant must have a university qualification (Bachelor's or BA) from one of the Egyptian universities or institutes, with a percentage not exceeding 10% of the accepted number.
- 2- The high school diploma for those who obtained it should be a science section, and the general assessment is not required in the university degree
- 3- And that no more than five years have passed since his graduation, and after making a clearing to delete the courses that have been studied, the number of hours of these courses is evaluated and compared to the equivalent hours in the approved hours, and the content of the courses he has previously studied with the courses similar to them in the college with the knowledge of the scientific department concerned with each course.
- 4- The number of credit hours must not be less than 120 credit hours studied at the College of Nursing, including at least four semesters and an applied year of internship with the need to complete summer training.

**Fourth: Students who transferred from other universities:**

Transferred students from other universities are accepted after making a clearing at the rate of credit hours. The student may not be exempted from more than 50% of the hours scheduled for graduation in the college program and after referring to the scientific departments responsible for the courses from which the student may be exempted. Priority is given to students who transferred from colleges operating under the system Credit hours.

**Fifth: International students:**

International students are accepted in accordance with the applicable laws of the Supreme Council of Universities in this regard.

**Entry requirements for applicants:**

- 1- Passing the admission and aptitude tests approved by the College Council after the nomination of the Coordination Office.
- 2- Pass the medical examination for the following specifications:
  - The integrity of the heart and chest and freedom from chronic diseases and birth defects.
  - Safety of sight, hearing, and speech.
  - Freedom from neurological and psychological diseases and muscular and psychological balance.
- 3- Determining the position of recruitment for male students.
- 4- Tuition fees:
  - At the undergraduate level, the student pays the additional fees determined by the College Council in accordance with the laws and regulations of the Supreme Council of Universities for applicants through the Coordination Office who have obtained a high school diploma and a technical diploma in nursing in the same year of applying to join the college.
  - Students wishing to register for the summer semester due to their failure or superiority shall pay 50 pounds for each credit hour.
  - Students who have other higher qualifications and graduates of health technical institutes and technical institutes of nursing who meet the conditions mentioned in Article (3) of these regulations and who obtained the diploma in the years preceding the year of applying for admission to the college shall pay the fees proposed by the College Council and approved by the University Council for each category of The sum of these qualifications.
  - International students at the undergraduate level pay the fees set by the College Council in accordance with the laws and regulations of international students

### **The System of the study at the Faculty**

The study system at the Faculty of Nursing, Mansoura University is based on the credit-hour system based on self-directed learning and the study system for obtaining a bachelor's degree in Nursing Sciences is as follows:

1- The duration of the study consists of four study levels

Academic levels from the first to the fourth consist of two university semesters for each level. The duration of the semester is fifteen (15) academic weeks, followed by end-of-semester exams.

2- An intensive summer semester of 8 academic weeks with a maximum of 7 credit hours may be opened according to the regulations set by the college and approved by the University Council.

The credit hour is a unit of measurement to determine the weight of each course in one semester, and it is equivalent to:

One credit hour = 50 minutes of time = 1 theoretical hour = 2 practical hours = 3 hours of clinical practice or 4 hours of practice. This is done weekly throughout the semester

3- The beginning of the semester is determined according to the university's instructions, and the summer semester begins in the middle of July. The internship year begins at the beginning of October for graduates of the May and summer semesters. As for the January graduates, their privileges begin on the first of May.

4- The student is transferred to the second level if he passes no less than 24 credit hours and is registered in the third level if he passes no less than 60 credit hours and is registered in the fourth level if he passes at least 96 credit hours and the university requirements are not counted within these hours.

5- The student performs a compulsory applied Gregorian year (the year of excellence) in hospitals and health institutions affiliated with the university or any other health institution under the planning and direct supervision of the College of Nursing - Mansoura University or any other university, before being authorized to practice the profession.

6- The language of study at the college is English except for the general principles of law, human rights, physical fitness and kinetic balance course.

**Conditions for Obtaining a BSC Degree:**

- Obtaining a bachelor's degree requires that the student successfully pass (144) credit hours during the four academic levels. The student's study load is determined at the beginning of each semester in light of what the student has accomplished in the previous semester. The study load ranges between 12-18 credit hours. In addition to the internship year.
- Outstanding students with a cumulative GPA of no less than (3) may register for an additional course of elective courses with a maximum of three credit hours in the regular semester if the circumstances of the study schedules permit, and this is done on the recommendation of the academic advisor and the approval of the head of the department to which the student belongs.
- The student chooses within the academic courses (3) elective courses to study in any semester (from the first to the eighth) according to his/her desire, provided that it includes elective nursing courses, elective medical courses, assistant courses, and elective behavioral sciences with a maximum of 5 credit hours throughout the study period, provided that its average is added to his/her cumulative average.
- A student with a cumulative average of less than or equal to 2 is not allowed to register for more than 12 credit hours in the semester.
- The student chooses within the applied academic courses 3 elective applied courses to be studied in the ninth to eleventh semesters, with a maximum of 6 credit hours throughout the fifth level, provided that their average is added to his cumulative average.
- The student may, according to his/her desire, complete these applied hours either by increasing the hours of one of the compulsory applied courses or choosing another course within the optional applied courses offered by the specialized scientific departments.
- All students transferred to the third and fourth levels perform practical training for a period of 10 credit hours during the summer period, clinical and field training in hospitals and specialized medical centers affiliated with Mansoura University and the Ministry of Health (5 credit hours for those transferred to the third level and 5 credit hours for those transferred to the fourth level These hours or points obtained by the student in the summer training are not added to

his cumulative average, and these exercises are considered pass and fail exercises.

- The student is not granted a bachelor's degree unless he passes the summer training, provided that the summer training begins after the end of the theoretical exams and for a period of 6 weeks.

### **Courses**

The courses for obtaining the Bachelor of Science in Nursing degree are divided into three categories of courses as follows:

#### **First, The Core Courses :**

- Nursing Sciences (NSc)
- Medical Sciences (MSc)
- Complementary Sciences (CSc)
- Summer Clinical Training (SCT)

#### **Second, The Elective Courses (ELc):**

- 1- Nursing elective courses
- 2- Elective medical courses
- 3- Supporting courses and elective behavioral sciences

**The study plan for the bachelor's degree in nursing (144 credit hours) in addition to the training year (internship).**

#### **1: Compulsory Nursing Courses (91 credit hours)**

| <b>concurrent requirement</b> | <b>Prerequisite MSc</b>   | <b>Credit hours</b> | <b>Course Name</b>          | <b>Course code number</b> |
|-------------------------------|---|---------------------|-----------------------------|---------------------------|
| ↓                             | ↓   | 6                   | Fundamental Nursing (1)     | MansNurMNSc 101           |
| ↓                             | Fundamental Nursing (1)   | 5                   | Fundamental Nursing (2)     | MansNurMNSc 201           |
| ↓                             | Fundamental Nursing (1), Anatomy  | 2                   | First aid and accidents     | MansNurCNSc 202           |
| Physiology                    | Anatomy   | 3                   | Nursing health assessment   | MansNurCNSc 203           |
| pharmacology                  | Fundamental Nursing in health assessment (2), Anatomy, biochemistry, physiology, microbiology and | 5                   | Medical Surgical Nursing(1) | MansNurMNSc 301           |

| concurrent requirement                   | Prerequisite MSc   | Credit hours | Course Name                                     | Course code number |
|--|--|--------------|---|--------------------|
|  | medical immunology   |              |   |                    |
| ↓  | ↓  | 3            | Nursing education and health education strategy | MansNurWNSc 302    |
| ↓  | Medical Surgical Nursing(1)  | 5            | Medical Surgical Nursing(2)                     | MansNurMNSc 401    |
| ↓  | Fundamental Nursing(2)<br>First aid and accidents<br>Anatomy,<br>Nursing in health assessment<br>biochemistry,<br>physiology   | 6            | Emergency Nursing                               | MansNurENSc 402    |
| Pediatric medicine,<br>Pediatric Surgery | Fundamental Nursing(2)<br>Nursing in health assessment<br>Anatomy,<br>Parasitology   | 7            | Pediatric Nursing                               | MansNurPNSc 501    |
| ↓  | ↓  | 4            | Nursing Administration                          | MansNurANSc 502    |
| ↓  | Fundamental Nursing(2)<br>Nursing in health assessment<br>Anatomy,<br>biochemistry<br>Physiology<br>Microbiology ,<br>immunology,<br>Parasitology<br>Pharmacology,<br>fundamentals of community and environmental health | 3            | Family Health Nursing                           | MansNurCNSc 503    |
| ↓  | Fundamental Nursing(2),<br>Nursing in health assessment ,<br>Anatomy,  | 7            | Maternity Nursing and Gynecology                | MansNurWNSc 601    |
| ↓  | Nursing Administration (1)   | 5            | Nursing Administration (1)                      | MansNurANSc 602    |
| ↓  | Fundamental Nursing(2),<br>Nursing in health assessment ,<br>Anatomy   | 4            | obstetrics profession                           | MansNurWNSc 603    |

| concurrent requirement      | Prerequisite MSc   | Credit hours | Course Name                           | Course code number |
|-----------------------------|--|--------------|---------------------------------------|--------------------|
| ↓                           | Nursing education and health education strategy, family health nursing | 7            | Community Health Nursing              | MansNurCNSc 701    |
| geriatric Medicine          | Medical Surgical Nursing   | 4            | geriatric nursing                     | MansNurGNSc 702    |
| Principles of Biostatistics | , ICDL Research Methodology  | 3            | Evidence-Based Nursing                | MansNurCNSc 703    |
| psychiatry                  | fundamentals of human behavior in wellness and illness                 | 6            | Psychiatric and mental health nursing | MansNurSNSc 801    |
| ↓                           | emergency nursing  | 6            | Critical Care Nursing                 | MansNurENSc 802    |

**Course code contains: university code - faculty code - department code - course number (semester number - course arrangement number within the semester)**

## **2: Compulsory medical courses (24 credit hours)**

| concurrent requirement                                 | Prerequisite MSc | Credit hours | Course Name                         | Course code number |
|--|------------------|--------------|-------------------------------------|--------------------|
| ↓  | ↓                | 3            | Anatomy                             | MansNurMMSc 103    |
| ↓  | ↓                | 2            | biochemistry                        | MansNurSMS 104     |
| ↓  | ↓                | 2            | Physiology                          | MansNurMMS 204     |
| ↓  | ↓                | 2            | Microbiology, immunology            | MansNurCMSc 205    |
| ↓  | ↓                | 1            | Parasitology                        | MansNurPMSc 206    |
| ↓  | --               | 3            | Pharmacology                        | MansNurGMSc 303    |
| ↓  | Physiology       | 2            | medicine                            | MansNurMMSc 304    |
| ↓  | Anatomy          | 1            | General Surgery                     | MansNurMMS 403     |
| ↓  | Physiology       | 3            | Pathophysiology, Clinical Pathology | MansNurGMSc 404    |
| Pediatric Medicine                                     | Physiology       | 1            | Pediatric Medicine                  | MansNurPMSc504     |
| Pediatric Nursing                                      | Anatomy          | 1            | Pediatric Surgery                   | MansNurPMS 505     |
| geriatric nursing                                      | General medicine | 1            | geriatric Medicine                  | MansNurGMSc 704    |
| fundamentals of human behavior in wellness and illness | ↓                | 2            | <b>Psychiatry</b>                   | MansNurSMS803      |

**Course code contains: university code - faculty code - department code - course number (semester number - course arrangement number within the semester)**



### 3: Compulsory supporting courses and behavioral sciences (24 credit hours)

| concurrent requirement | Prerequisite MSc                           | Credit hours | Course Name  | Course code number |
|------------------------|--|--------------|--|--------------------|
| ↓                      | ↓  | 3            | Fundamentals of community health and the environment   | MansNurCCSc 102    |
| ↓                      | ↓  | 1            | Biophysics   | MansNurPCSc 105    |
| ↓                      | ↓  | 2            | English (1)  | MansNurACSc 106    |
| ↓                      | ↓  | 1            | Physical fitness and balance                           | MansNurGCSc 107    |
| ↓                      | English (1)                                | 2            | English Language (2) (University Requirement) *        | MansNurACSc 207    |
| ↓                      | ↓  | 1            | Contemporary Societal Issues                           | <b>CSc 106</b>     |
| ↓                      | ↓  | 2            | Human development(Universit y Requirement) *           | <b>HDSc 108</b>    |
| ↓                      | ↓  | 1            | Nursing Ethics   | MansNurECSc 208    |
| ↓                      | ↓  | 1            | Applied Nutrition                                      | MansNurSCSc 305    |
| ↓                      | ↓  | 1            | Communication skills and human relations               | MansNurSCSc 306    |
| ↓                      | ↓  | 2            | Human development                                      | MansNurHDSc 108    |
| ↓                      | ↓  | 1            | Culture competence                                     | MansNurPCSc 308    |
| ↓                      | General principles of law and human rights | 1            | fundamentals of human behavior in wellness and illness | MansNurSCSc 405    |
| ↓                      | ↓  | 1            | The psychology of growth in life stages                | MansNurSCSc 506    |
| ↓                      | ↓  | 2            | Research Methodology                                   | MansNurCCSc 604    |
| ↓                      | Microbiology and medical immunology        | 1            | Epidemiology   | MansNurCCSc 705    |
| Evidence-Based Nursing | ICDL, Research Methodology                 | 2            | Principles of Biostatistics                            | MansNurCCSc 706    |
| ↓                      | ICDL                                       | 2            | Information technology applications in health care     | MansNurACSc 804    |

Course code contains: university code - faculty code - department code - course number (semester number - course arrangement number within the semester)

**4: The student completes the credit hours by studying a number of the following elective courses, with an average of 5 credit hours for the semesters of the academic levels from the first to the fourth.**

| Credit hours | Course Name   | Course code number |
|--------------|---|--------------------|
| 2            | Advanced Community Health Nursing   | MansNurCELc 1201   |
| 2            | Advanced Critical Care Nursing  | MansNurEELc 1202   |
| 2            | Advanced nursing in one of the specialties of surgery and operations (urology - gastroenterology)     | MansNurMELc 1203   |
| 2            | Advanced Pediatric Nursing  | MansNurPELc 1204   |
| 2            | Advanced Nursing in Maternal and Obstetric Nursing  | MansNurWELc 1205   |
| 2            | Advanced Nursing in Elderly Care  | MansNurGELc 1206   |
| 2            | advanced psychiatric nursing  | MansNurSELc 1207   |
| 2            | Advanced Nursing Administration   | MansNurAELc 1208   |
| 2            | Alternative medicine in nursing practices   | MansNurWELc 1209   |
| 2            | Physiotherapy and Rehabilitation  | MansNurGELc 1210   |
| 2            | The mouth and teeth's health  | MansNurPELc 1211   |
| 2            | A branch of internal medicine (Medicine of hot regions - oncology - diseases of the digestive system) | MansNurMELc 1212   |
| 1            | Hospital planning and coordination  | MansNurAELc 1213   |
| 1            | Psychology of women   | MansNurSELc 1214   |
| 1            | critical thinking   | MansNurSELc 1215   |
| 1            | Law and ethics of practicing the profession   | MansNurEELc 1216   |
| 1            | Self-education  | MansNurWELc 1217   |
| 1            | Leadership  | MansNurAELc 1218   |

**Course code contains: university code - faculty code - department code - course number (semester number - course arrangement number within the semester)**

**5: Summer Training (10 credit hours):**

**During the summer period, students are trained in the following skills:**

| Prerequisite MSc  | Credit hours | Course Name   | Course code number |
|---|--------------|---|--------------------|
| Microbiology and medical immunology                       | 3            | Training on infection control standards in nursing skills | MansNurGSCT 1301   |
| Nursing Ethics  | 2            | Ethics training in nursing care                           | MansNurESCT 1302   |
| pharmacology  | 3            | Health education training and counseling                  | MansNurWSCT 1303   |
| Nursing Administration (1),<br>Nursing Administration (2) | 2            | Training in the quality of services and health care       | MansNurASCT 1304   |

**Course code contains: university code - faculty code - department code - course number (semester number - course arrangement number within the semester)**

### **Course Registration**

- Course registration is done on the registration form by students choosing courses according to the directions of academic advisors, and they are officially enrolled in those courses two weeks before the beginning of the semester. The registration period ends at the end of the specified date.
- The faculty has the right to cancel registration in courses in which a sufficient number of students are not enrolled, and priority is given to registration according to the priority of student registration in the faculty. His graduation depends on it.
- The Faculty Council may increase the maximum academic load in the last semester to a maximum of 4 credit hours in order to complete the graduation requirements.

#### **The student is not registered for courses in the following cases:**

- 1- Failure to complete the admission procedures.
- 2- Completion of the specified number of students in the course.
- 3- If the student does not meet the prescribed attendance rate stipulated in Article 17, his/her registration is canceled and prevented from entering the course exam, and the student is registered as deprived in the result of the semester average and the student's general cumulative average.

### **Deleting and Adding Courses**

- A student can delete or add one or more courses during the first two weeks of the start of the study without affecting his academic record, provided that "deletion or addition does not lead to exceeding the upper limit or subtracting from the minimum academic load allowed for the student during one semester," provided that The approval of the academic advisor and the approval of the department responsible for the course in case of addition. Students who wish to add or delete a course after registration must fill out the form for deletion and addition, in order to update the registration form.

#### **Withdrawing from Courses**

- The student may withdraw from studying any course until the end of the fourth week from the start of registration for the semester, after

the approval of the academic advisor, provided that the number of registered hours is not less than the minimum allowed (12 credit hours). This course is recorded in the student's academic record with a grade of "W", provided that the student has not exceeded the prescribed absence rate prior to withdrawal. Cases of forced withdrawal after this date are presented to the Education and Student Affairs Committee of the College for consideration and approval by the Faculty Council.

- If the student withdraws from all courses of the semester (W), he/she will be considered deferred for his/her studies for this semester.
- The faculty may request the student's partial withdrawal for academic reasons (absence exceeds 25% and failure to complete the course requirements in the year's work) or disciplinary reasons. A partial withdrawal for academic or disciplinary reasons shall be written in the student's record. The student is not allowed to return to the faculty unless he is re-accepted under certain conditions. A partial withdrawal for academic or disciplinary reasons is written in the student's record. The student is not allowed to return to the faculty unless he is re-admitted under certain conditions.

### **Re-admission after withdrawal**

Re-admission may be made after withdrawal in the event that the student:

- 1-voluntarily withdrew during the semester, and the decision to re-admission is with the approval of the academic advisor for acceptable reasons.
- 2- stopped studying for two consecutive semesters (the semester during which he/she withdrew is considered one of these two semesters) for compelling reasons estimated by the Faculty Council.

The following factors should be taken into account in re-admission:

- A- Availability of a vacant place in the semester program in which registration will be made.
- B - The number of credit hours gained to date, and preference is given to those who have acquired a greater number of credit hours.
- C- The student's academic performance before the withdrawal.

### **Attendance**

The course professor should record the attendance of students at the start of each theoretical lecture or practical period in a record prepared by the Student Affairs Department, taking into account the following:

- 1- The permissible limit for a student's absence without an acceptable excuse is 25% of the total course hours. The professor of the course informs the Student Affairs Department to warn the student twice, after which the student's case is presented to the faculty Council to take measures to deprive him of entering the course exam. If the absence rate exceeds 25% of the total course hours, the student is recorded with a "Forced Withdrawal" grade in the course, and the result of the "compulsory withdrawal" grade is entered in the calculation of the semester average and the student's general cumulative average.
- 2- If the percentage of absence exceeds 25% of the total course hours and the student's absence is with an excuse accepted by the Education and Student Affairs Committee and approved by the faculty Council, the student will be recorded as "absent with excuse" and the result of the assessment "absent with excuse" shall not be included in the semester average or the student's general cumulative average.

### **Stop Restriction and Excuses**

- The student is allowed to withdraw temporarily from the faculty after he formally requests to postpone his/her studies.
- Permission is granted for postponement, after approval of the faculty Council for reasons related to the student's health or any other compelling circumstances.
- The student submits the documents that prove the reasons for the postponement request (a sick or social excuse) from the medical clinic.
- If the student does not return to the faculty after the period of postponement granted to him, his enrollment in the faculty is canceled, and his re-admission may be considered based on his condition. The student can re-enter the faculty, but at the beginning of

a semester after completing the normal registration procedures to be followed.

- When the postponement of the study is approved, the registration for that semester is canceled, and the date of the postponement is recorded in the student's record.

### **Exam System and Evaluation**

The student is continuously evaluated throughout the semester through written, practical and oral exams, participation in discussions and research that is assigned to him/her, daily duties, attendance at courses, and other means of evaluation, which helps the student to identify his/her achievement level during the semester and address his educational conditions first-hand.

All electronic exams are conducted under the control of the study teams.

#### **The Evaluation of the theoretical materials**

Two mid-term exams are held during the semester, the first in the fifth week and the second in the tenth week.

#### **The Evaluation of the practical materials:**

- The mid-term exam is held in the seventh week.
- The evaluation of the student during the practical training is related to the degrees of attendance and the degrees of practical applications assigned to that period.
- The student's training period is canceled if his attendance rate drops below 75% of the total number of hours allocated for the period, and he is considered to have failed in it for not completing the number of hours of attendance.

#### **Evaluation of the applied courses for the fifth level and the summer training:**

- The exam in the applied and training courses is practical, and the evaluation of students during training and practical application is linked to the degrees of attendance and the degrees of practical applications allocated for that period.

- The student's training or applied period shall be canceled if his attendance rate drops below 75% of the total number of hours allocated for the period, and he shall be considered as failing in it for not completing the number of hours of attendance.

#### **For the end-of-semester exam**

- The final exam for each course is held once at the end of the semester. The exam is written and applied and/or orally according to the nature of the course and it is comprehensive for all parts of the course.
- The student is denied entry to the final exam for a course after being warned 3 times for exceeding the prescribed percentage of absence (25% of the course hours), the last of which is 15 days before the date of the final exam and based on the decision of the Faculty Council.
- The acceptable excuse for sick patients (accepted by the faculty Council) shall have to keep the grade in the next semester, provided that he repeat the course in the next semester as a study (theoretical and practical) and an exam.
- The student is denied entry to the exam and is considered a failure if he obtains less than 60% (sixty percent) of the total grades of the year's work in the practical exercises throughout the semester in any of the practical nursing courses that have an evaluation of the work of a year, and the course repeats a study and an exam.

#### **Nursing Courses**

- The exam in nursing courses is in written, oral, and practical form, and the years' work, as well as the minimum pass for passing, is 60% of the total course score.
- The upper end of the course grades is divided as follows:
  - 30% of yearly work, 15% of clinical work, 5% of oral, 50% of written work (10% written half-term, 40% written at the end of the semester)
- The provisions of this text shall apply to all nursing courses, except for health assessment courses in nursing and nursing education.
- Where the examination is written, practical and yearly work and is divided as follows: (30% a practical year, 40% practical, 30% written) for the nursing health assessment course

- The examination is written, oral, and yearly, and is divided as follows: (30% of the year's work, 20% of the discussion of an oral project, 50% of the written (20% of the mid-term written, 30% of the written at the end of the semester) for the nursing education course.
- The minimum passing grade is 60% of the total course score for each of the courses.

### **Medical Courses**

- The examination in medical courses shall be written, oral, or practical, and one year's work and the minimum success rate is 60% of the overall course score.

*The upper end of the course grades is divided as follows:*

- 20% year work 20% oral or applied - 60% written (10% written during the semester, 50% written at the end of the semester)

### **Behavioral and Support Sciences Courses**

- The exam for behavioral and support sciences courses is in writing and year work and the minimum pass for success is 60% of the total course score, and the upper end of the course grades is divided as follows:
  - 30% of work per year 10% practical or oral or oral project discussion.
  - 60% written (20% written during the semester, 40% written at the end of the semester)
- The provisions of this text apply to all behavioral and support science courses, except for courses in English 2, physical fitness, kinesthetic balance, Contemporary societal issues and human development.
- The assessment of the physical fitness and kinetic balance course depends on the percentage of attendance, and it is stipulated that the percentage of absence does not exceed 25% and 100 marks on the final practical exam.
- The courses "English Language 2" and " Contemporary societal issues and human development " are considered a pass and fail courses and it is one of the university's requirements it is not added to the cumulative total of the student's grades and is not counted from the backwardness courses. A bachelor's degree is not granted until after his success in this course.



**The Evaluation Method**

- Numerical grades for courses
- The student's assessment and performance assessment is based on the semester and cumulative average.
- The maximum degree for the course is calculated by the total number of credit hours for the course and for each credit hour one hundred (100) maximum degrees, during the five levels of study, including the summer training.
- The grade is calculated in the student's course through the grading in symbols - the value of the grading - the verbal estimate and the average in degrees. The criterion for estimating student performance in the credit hour system is based on the use of the symbols ((A, B, C, D, F). The following table shows the symbolic estimates of student performance and their numerical value.

| <b>grade average Points</b> | <b>grade verbal points</b> | <b>grade value Points</b> | <b>grade Code</b> | <b>evaluation</b>               |
|-----------------------------|----------------------------|---------------------------|-------------------|---------------------------------|
| 90% or more                 | high<br>Excellent          | 4.0                       | <b>A+</b>         | <b>Very high achievement</b>    |
| 85%-90%                     | excellent                  | 3.6                       | <b>A</b>          |                                 |
| 80%-85%                     | high very good             | 3.3                       | <b>B+</b>         |                                 |
| 75%-80%                     | very good                  | 3.0                       | <b>B</b>          | <b>Satisfactory Performance</b> |
| 70%-75%                     | high good                  | 2.6                       | <b>C+</b>         |                                 |
| 65%-70%                     | Good                       | 2.3                       | <b>C</b>          |                                 |
| 60%-65%                     | Acceptable                 | 2.0                       | <b>D</b>          |                                 |
| 60% or less                 | fail                       | 0.000                     | <b>F</b>          | The student is made a failure   |

**Grade Point Average (cumulative and quarterly averages):**

- The grade point average is a rate that determines the academic level of the student by means of the semester average and the cumulative average.
- The semester average is calculated on the basis of the courses in which the student is registered during a particular semester.
- The cumulative average is calculated on all the courses in which the student registered in
- All semesters are up to date and are a calculation for a separate GPA (not average GPA).
- Calculating the semester grade point average (Semester GPA)
- The semester GPA (the average student grade per semester) is calculated as follows:
  1. Multiplying the value of the course points obtained by the student in each course by the number of credit hours for that course.
  2. Compiling the value of all courses.
  3. The sum of the value of these courses is divided by the total number of credit hours for the courses in which the student is registered.
- That is the sum of the points obtained by the student x the number of credit hours for the courses he studied  $\div$  the total number of credit hours for the courses taken by the student.

**Overall Grade (GPA)**

- The general cumulative average: It is the average of the points the student gets during the semesters, and it is approximately to two decimal places only.
- The student's cumulative average is calculated at the end of each semester.

**The overall cumulative average is calculated as follows:**

The sum of the product (the points of each course studied since joining the college until the time of calculating that average x the number of its credit hours) is divided by the total credit hours of these courses that the student has studied until that time.

That is: the sum of the product of (the points of each course studied since joining the college until the time of calculating that average x the number of its credit hours) ÷ the sum of the credit hours for these courses that have been studied the minimum GPA for graduation is 2.0

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| grade      | cumulative average GPA |
|------------|------------------------|
| acceptable | 2.2–2                  |
| Good       | 2.9– 2.3               |
| Very Good  | 3.5 – 3.0              |
| Excellent  | 4 – 3.6                |

#### **Academic achievement and graduation honors**

- A- In order for a student to be awarded an excellent grade, he must obtain a semester average of at least (3.6).
- B - In order for the student to obtain an honors degree, he must obtain a semester average of at least (3.6), and his grade in any course should not be less than “B”.
- C- The college graduate is granted honors if he/she obtains a cumulative GPA of 3.6 or more, provided that his GPA in any level is not less than 3 and that he has not failed in one of the academic courses during his enrollment in the college (or the faculty he transferred from).

#### **Academic Observation System and Cancellation of Enrollment**

The student is placed under academic observation in the following cases:

- If his GPA in any of the semesters is less than 2.3

And if his cumulative average is less than 2.0, his academic load is reduced to 12 credit hours at most. In this case, the student must raise his cumulative average to at least 2.3 during three consecutive semesters, including the summer semester. In the case of a student who completes two of the three semesters and has a cumulative GPA of less than 2.3, a warning will be sent to him to remind him of the remaining semester, in which he must achieve a GPA of 2.0. If the student is unable to fulfill this condition, he is required to officially withdraw from the faculty.

## **Reschedule**

- If the student fails in one of the elective courses, he may replace the course he failed in with another course he wishes to study, provided that the repetition is for the entire course.

The student may repeat the course in which he obtained any of the passing grades to improve his grade.

If the student fails a course, whether it is compulsory or elective

The failure result and all the grades obtained in all repeat courses are recorded in the student's permanent record, provided that it is used when calculating the point average.

The grade was the last grade he received (even if it was lower than the original grade). The degree of success he obtained upon passing the exam is calculated, and the number of credit hours for studying the course is calculated only once, even if he repeats his study of the course due to failure.

- The student is considered to have failed if he/she obtains less than 30% of the written exam scores for the course. In this case, zero points are counted for him. Other course grades are not combined in the year's work, oral and practical exams.
- If a student fails repeatedly in a course, it is sufficient to calculate the failure once

Only in his cumulative average, but record the number of times he performed this course in his academic record.

The degree of success he obtained when passing the exam is calculated.

## **Complaining about a Decision**

If the student is not satisfied with the final grade in a course, he can file a grievance by following the following steps:

- You must first complain to the lecturer who studied the course and gave him the grade.

If the student is not satisfied with the informal arbitration by the arbitrator, he must write a letter to the Vice Dean for Education and Student Affairs indicating why the assessment is not satisfactory to him, and a copy to send to the lecturer responsible for the assessment.

- These documents shall be sent within 30 days from the date of announcing the results.
- If the reporter finds that the estimate has changed, he must send the new estimate to the Registrar to make the change.

#### **Modify grade (course marks)**

All grades are considered final once they are officially submitted to the Vice Dean for Education and Student Affairs and presented to the Faculty Council

- Final estimates may be modified if there is a material error in the calculation or entry.

It is not permissible to modify any final grade through the exam or to submit additional work after the end of the semester.

#### **Tuition fees for students in the college for the year 2022/2023**

|                            |                                    |
|----------------------------|------------------------------------|
| <b>942 Egyptian Pounds</b> | <b>Level one</b>                   |
| <b>909 Egyptian Pounds</b> | <b>The second level</b>            |
| <b>924 Egyptian Pounds</b> | <b>The second level (clearing)</b> |
| <b>909 Egyptian Pounds</b> | <b>Third level</b>                 |
| <b>909 Egyptian Pounds</b> | <b>Fourth level</b>                |

#### **University book**

The e-book system is applied according to the mechanisms decided by the University Council

## **Faculty services for students**

### **The Student Affairs Department**

**The Student Affairs department provides the following services to students:**

- Preparation of medical examination documents for new students
- Adoption of registration for new students and their registration
- Preparing permissions to pay tuition fees
- Issuance of study cards
- Issuance of registration certificates and status statement
- Transfer and registration procedures between other colleges
- Preparing study schedules
- Approval of requests for the issuance of the identity card and passports for students
- Adoption of social research forms submitted to youth care
- Adoption of admission forms for university cities
- Preparing lists of rewards for excellence
- Preparing for exams and extracting sitting numbers
- Transferring sick students to the medical department for treatment
- Receiving and displaying sick excuses
- Issuance of railway and bus subscription applications
- University support disbursement procedures
- Receiving international students, their registration procedures, and payment of their fees
- Receiving incoming students for embassies
- Follow-up on the implementation of the decisions of the College Council, the University Council, and the Supreme Council of Universities regarding college students
- Prepare level records
- Adoption of borrowing forms from the library

- Disclaimer of transferees and graduates
- Completion of the activities and services attributed to them

**Team members of Student Affairs Department:**

| Name                                 | Specialty  |
|--------------------------------------|--|
| <b>Mr. Ahmed Ibrahim Abdel Wahed</b> | <ul style="list-style-type: none"> <li>• Head of the Student Affairs Department</li> <li>• Administration of International Students Affairs</li> <li>• Member of the Education and Student Affairs Committee</li> <li>• Member of the Subcommittee of the Intensive Program in Nursing</li> <li>• Member of the Subcommittee of the bachelor's program in specialized Nursing</li> </ul> |
| <b>Mr. Ahmed Hamdy Mohamed</b>       | <ul style="list-style-type: none"> <li>• Responsible for legal files and their response</li> </ul>   |
| <b>Mr. Reda Abdel Halim</b>          | <ul style="list-style-type: none"> <li>• Military Recruitment Officer</li> </ul>   |
| <b>Mrs. Aya Samir Seif</b>           | <ul style="list-style-type: none"> <li>• Memoirs Officer of the Education and Student Affairs Committee and the Faculty Council</li> <li>• Administrative Student Affairs for the Intensive Program in Nursing</li> </ul>  |
| <b>Mr/ Ali Sobhi Al-Sarwy</b>        | <ul style="list-style-type: none"> <li>• Responsible for editing the special forms for the work of observation, preparation, control, and correction forms for the oral and practical committees</li> </ul>  |
| <b>Mr. Imad Youssef</b>              | <ul style="list-style-type: none"> <li>• Responsible for the First Level</li> </ul>  |
| <b>Mr. Mohamed Saber</b>             | <ul style="list-style-type: none"> <li>• Responsible for the Second Level</li> </ul>   |
| <b>Mrs. Shaimaa Samir</b>            | <ul style="list-style-type: none"> <li>• Responsible for the Third Level</li> </ul>  |
| <b>Mr. Ahmed Mohamed Abdel Latif</b> | <ul style="list-style-type: none"> <li>• Responsible for the Fourth Level- the Administrative member of the bachelor's program in specialized Nursing</li> </ul>   |

### **The Faculty Library**

- The library opens its doors from 8.30 until 4 in the afternoon, or according to the instructions and the study schedule
- The library displays books for internal viewing only, and this is considered a right of all
- The student may borrow the book for photocopying inside the college

### **Library Sections**

|                             |                            |                                      |
|-----------------------------|----------------------------|--------------------------------------|
| 1. Gynecology               | 2. Internal Medicine       | 3. Education                         |
| 4. Pediatric Nursing        | 5. Research                | 6. Medicines                         |
| 7. The elderly              | 8. Dictionaries            | Epidemics                            |
| 10. Intensive Care          | 11. Orthopedics            | 12. Nursing<br>Scientific Journals   |
| 13. Management              | 14. Psychiatric<br>Nursing | 15. Internal and<br>Surgical Nursing |
| 16. Fundamentals of Nursing | 17. Chest                  | 18. Community<br>Health Nursing      |

### **Library Service Beneficiaries**

1. The students of the four teams as well as the students of excellence
2. College graduate students
3. Faculty and support staff
4. Visitors from other universities

The number of library books is (3405).

- The number of new books is (38).
- The number of master's theses is (405).
- The number of doctoral dissertations is (195).
- There is a record and indexing of the book on the computer.
- There is a digital library to keep pace with the development in the world of libraries.



## **The Digital Library**

The library opens its doors from 8.30 until 2 in the afternoon, or in accordance with the instructions and the study schedule

The best possible equipment is available in the digital library to serve the educational process, as there are (6) computers and a printer

The university provides faculty members and their assistants, undergraduate and graduate students with a free subscription to global databases to view and download the full texts of research and references, which can be viewed through the electronic library.

The Responsible for the digital library is Mr: Mouhamed Abd Al-Hamed.

## **The Internship Department**

After the student successfully completes 144 credit hours in the four levels, the student performs during a compulsory applied Gregorian year (Internship year): It is a mandatory intensive training period for all successful students in the fourth level. university, before being authorized to practice the profession. It begins at the beginning of October in hospitals and health institutions affiliated with the university or any other health institution under the planning and direct supervision of the Faculty of Nursing - Mansoura University or any other university. The average of hours and points obtained by the student in the training year (excellence) is not added to the student's cumulative average.

The Head of the Internship Department is: Ms. Sherine Arafa El-Maadawy

## **Alumni Affairs**

The work of the Alumni Unit Department

- Receiving the files of the graduates of the academic year from the Department of Student Affairs.
- Reviewing alumni files on the university network, correcting the errors that appear, and matching them with the original alumni file to avoid any note.

- Reviewing the results of the batch graduates and making sure that the results are closed correctly .
- Entering the date of approving the results of the first and second rounds of the College Council and the University Council on the university network .
- Issuing the decision and the innocence of the graduates of the current year for their approval by the Prof. Dr. / Dean of the College and sending them to the Graduates Department at the university for approval by the Prof. Dr. / President of the University and issuing certificates for this batch.
- Receiving applications for graduates of the previous payment for the issuance of a temporary graduation certificate, each according to the students.
- Receiving graduation certificates for the current batch to review them from the decision and ensure their conformity with it and approve them from the Prof. Dr. / Dean of the College and return them to the Alumni Administration for approval by Mr. Prof. Dr. / President of the University.
- Obtaining a payment permission for the graduates of the current batch to pay the value of the original certificate with an approved receipt stamped from the college treasury and attached with it a release from the college and the university city to ensure that the student is released from any covenant related to the university.
- Recording the names of the current batch students in the alumni file and the link numbers for paying the value of the original certificate, as well as the graduate's estimate, place of residence, ID number and issuer to easily access his data with the signature of the student or his representative with an official certified power of attorney in the absence of him to receive the original certificate.
- Addressing the assignment administration to determine the required number of female and male teaching assistants in the college based on the approval of the College Council
- Addressing the General Administration of Mansoura University with the number of female teaching assistants who have been approved by the College Council 0

- Addressing the Nursing College Graduates Association and sending a list to the current year's graduates, arranged according to the first batch arrangement.
- Making announcements for graduates with the requirements for obtaining temporary certificates to complete their graduation procedures from various agencies specialized in the work of graduates of nursing colleges at the state level.
- Organizing the graduate files and the original graduation certificates with a photocopy of the birth certificate and the graduate's ID card in preparation for their handover to the graduate

The graduates shall submit the original graduation certificate and all documents related to the graduate with the graduate's signature of receipt in the graduates book and the statements prepared for that purpose

The Head of the department is: Mrs. Nashwi Mahmoud El-Shahawi

### **Faculty Laboratories:**

| Building            | Laboratory                   | Area   | Capacity    | Computer | An apparatus to Data Projector |
|---------------------|------------------------------|--------|-------------|----------|--------------------------------|
| upper First floor   | 2 Computer Lab               | 244.95 | 60 students | 52       | 1                              |
| upper third floor   | Critical laboratory          | 75.95  | 25students  | 1        | 1                              |
|                     | gynecology lab               | 74.95  | 25students  | 1        | 1                              |
|                     | Pediatric Nursing Laboratory | 68.50  | 25 students | 1        | 1                              |
|                     | Adult lab                    | 82.22  | 35 students | 1        | 1                              |
|                     | Nursing Fundamentals Lab     | 70.73  | 25 students | 1        | 1                              |
|                     | OSCE Lab                     | 72.95  | 25 students | 1        | 1                              |
| Upper Fourth floor, | community health laboratory  | 68.56  | 25 students | 1        | 1                              |
|                     | Language lab                 | 75.95  | 30 students | 26       | 1                              |

### **Youth Welfare**

Youth care is located on the ground floor of the college. The Youth Welfare Authority is responsible, in cooperation with the College's Student Union, for preparing and implementing student programs and activities

#### **The device is characterized by the following:**

- 1- Supervising the various student activities and coordinating them with the activities of the Student Union at the college and the activities of the General Administration for Student Welfare at the university
- 2- Providing financial and in-kind assistance to students who are unable through the Social Solidarity Fund

#### **The team work of the youth welfare:**

| <b>Name</b>                       | <b>Specialty</b>   |
|-----------------------------------|--|
| <b>Mrs. Marwa Mohamed Ibrahim</b> | Student Welfare Manager – the General Supervisor of Activities                       |
| <b>Ms. Manal Mohamed Hassan</b>   | Senior social worker - responsible for family activities                             |
| <b>Mr. Wagdy Dowidar</b>          | A third social worker - responsible for artistic, cultural, and scientific activity. |
| <b>Mr. Ibrahim Abdel Hamid</b>    | responsible for sports activity  |

## **Information and Technology Unit (IT)**

### **The Establishment of the (IT) UNIT**

In order to activate the educational development process at the university and in light of the directives of the President of Mansoura University to establish an e-learning unit in the faculties of the university and the practice of e-learning within the faculties as well as the use of modern technology within the faculties as well as its practical application to the academic courses so that our university is the leader in the field of e-learning among Egyptian Universities Based on the decisions of the Mansoura University Council corresponding to 28/2/2006 regarding e-learning, the unit was established at the Faculty of Nursing, Mansoura University.

### **Unit equipment:**

A headquarters for the unit has been equipped on the third floor, of the faculty of Nursing. It is a room with three computers connected to the Internet, for three programmers appointed from the university to work.

The approval of establishing the unit and its administrative structure was approved by the College Council on 12/4/2006.

And the approval of the President of the University to approve the establishment of the unit on 10/8/2009.

### **The Unit Vision:**

Upgrading the educational process within the faculty to keep pace with the evolution in the use of e-learning techniques.

### **The Unit Mission:**

Support faculty members and students in the adaptation of communication and information technologies as well as promote and encourage the excellence in the areas of teaching and learning and other academic activities in order to improve the level of educational service provided by the faculty.

### **The Objectives of the Unit:**

1. Providing faculty members and employees of the e-learning culture.
2. Designing and producing of electronic courses.
3. Publishing e-courses on the sites specified by the university.
4. Providing faculty members with electronic programs in the fields of nursing.
5. Inventory and tabulation of international websites in the field of nursing.
6. Assisting faculty members and their assistants in obtaining modern information in the areas of nursing.
7. Assisting faculty members and their assistants in preparing a CV and their websites.
8. Assisting research projects and developing the faculty of Information and Technology in the implementation of its activities.
9. Supervising the faculty website and updating its data online

### **The role of the unit in light of the objectives:**

- Carrying out training studies for the faculty members and their assistants in the methods and programs of e-learning and use.
- Holding seminars and workshops for faculty members and students in raising awareness of the e-learning culture.
- Training faculty and students to use the sites of the university and faculty to display the educational material during electronic teaching to students.
- Processing the electronic study halls in the faculty and follow-up work
- Maintenance of computers and software faculty.
- Assisting faculty members and their assistants to publish their activities on their own websites.

- Inventory of global websites from the Internet and provide them to faculty members as well as training them to use these sites.
- Awareness of the faculty on the innovations of electronic teaching and modern software

### **Unit activities:**

#### **CV Designer**

This program was developed to create a database that enables all university staff to enter their CV data in Arabic and English and review and modify it easily so as to link them to global databases, which serve the educational movement, research, and labor market needs.

#### **Previous Exam Repository**

An electronic library has been established to provide the students with the previous exams through which the previous exams have been compiled, categorized, and arranged so that the student can easily search them.

#### **Faculty Sites Generator**

This program was developed so that faculty members have the possibility to build personal sites for them easily, quickly, and with high flexibility allowing them to publish their curriculum vitae.

#### **Electronic Gate**

It was established in support of the spirit of communication using information and communication technologies to raise the educational, research, and administrative capacity of the system of higher education and scientific research and development projects of higher education for the benefit of Egyptian universities and linking applications and management information systems and the development of a number of electronic services to that portal.

### **E-Learning Magazine**

As a contribution from the unit in spreading the culture of e-learning and activating its role in the educational process, the unit was a pioneer in this area where an electronic magazine specializing in e-learning was established in which specialists in this field participate through their articles and the magazine welcomes any activity or active participation in this. The first issue of the magazine has been published so far and the rest are being prepared.

### **Production of Electronic Courses**

The e-learning unit is working to convert the courses offered by the faculty members to electronic courses where the application for the production of the e-course is submitted through the e-learning sub-unit of the faculty.

### **Video Conferencing Service**

Video conferencing service for the university community where can be used in many tasks in order to save time and transition costs for remote interviews in university councils, deans or departments, committees, and other meetings and support distance education and other uses

### **University platform for distance learning:**

Providing technical support to faculty members regarding the educational platform to raise theoretical and practical lectures so that the presence and attendance of students in the college is limited to the number of days that ensure the achievement of learning outcomes in accordance with the study plan for the academic year 2022-2023.

### **The tasks of the sub-units of e-learning in the faculties of Mansoura University**

The e-learning sub-units in the faculties follow the college from the administrative point of view and follow the main unit from the technical point of view, and the tasks of the e-learning sub-units can be summarized as follows:



- Providing technical support to faculty members regarding the technological aspect, for example, "PowerPoint presentations - websites and electronic courses.

Providing technical support to faculty members regarding the educational platform to raise theoretical and practical lectures

- Activating the college's electronic courses on the Moodle system to manage courses electronically.
- Participation in the production of electronic courses if the required capabilities are available, in cooperation with the main unit.
- Participation in the work of electronic tests

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- Side panels
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#### **Unit work team**

- Assist. Prof. Eman Ahmed Fadel - The manager of the unit
- Dr. Nages Elregaay- The Vice manager of the unit
- Dr. Mostafa Shawky- the Responsible for uploading on the quality assurance page
- Ms/ Suzan Abdel Wahab Hassan- Document, Library and Information Specialist.

#### **To contact the IT unit**

- Address: Mansoura University - Faculty of Nursing - E-Learning Unit
- Faculty website: <http://nurfac.mans.edu.eg/>
- Email: [enursing@mans.edu.eg](mailto:enursing@mans.edu.eg)
- facebook:[www.facebook.com/pages/Faculty-of-Nursing](http://www.facebook.com/pages/Faculty-of-Nursing)

## **Quality Assurance and Accreditation Unit**

The Quality Assurance and Accreditation Unit at the Faculty of Nursing - Mansoura University was established on 10/12/2005 by a decision of the Faculty Council No. (45) and it is located on the second floor of the new faculty building.

The accreditation standards issued by the National Authority for Quality Assurance of Education and Accreditation in Egypt represent the first reference for the unit's work axes. The Board of Directors of the Unit shall take the necessary measures to ensure the operation of the Unit and to conduct all quality assurance activities through this reference.

The accreditation of the faculty of Nursing has been renewed by the National Authority for Quality Assurance of Education and Accreditation from 5/10/2020

### **The Vision of the unit**

Continuous improvement and enhancement of the college's internal quality assurance systems to renew the academic accreditation of its programs from the National Accreditation Authority and to strive to achieve the college's vision of obtaining accreditation regionally and internationally.

### **Mission of the unit**

Quality assurance and continuous development to improve the efficiency of the college's performance and its programs in line with the college's mission and stated goals, as well as gaining the community's confidence in its graduates based on locally and regionally recognized evaluation mechanisms.

### **Objectives of the Unit**

1. Enabling the college to achieve its mission and strategic goals
2. Spreading the culture of quality among college members

3. Suggesting policies and mechanisms that support the achievement of quality standards
4. Develop evaluation, standards, and advanced models for performance appraisal
5. Providing technical support to the various departments of the college to implement quality standards
6. Upgrading the educational process by measuring performance indicators
7. Activating student participation in the application of quality standards
8. Upholding the values of excellence and stimulating competitiveness in all disciplines of the college

### **Public service center**

#### **Establishment of the Center**

The Public Service Center (Special Character Unit) was established at the Faculty of Nursing, Mansoura University based on the decision of the University Council on 6/2/2010 and the executive regulations approved by the Ministry of Finance in July 2011.

#### **The Vision of the Center**

The Public Service Center should be a model for transferring academic expertise to the community at the regional level.

#### **The Mission of the Center**

Contribute to meeting the health and environmental needs of the community of Dakahlia Governorate inside and outside the university through cooperation between the faculty and the community in order to transfer and apply scientific expertise. As well as strengthening the relationship between the university and its graduates, activating mutual cooperation between the university and the concerned authorities, and activating the scientific care of graduates to meet the needs of the labor market.

### **The Objectives of the Center**

- Contribute to raising the performance efficiency of the health team in different sectors.
- Spreading health awareness among members of the Dakahlia community through providing health education and counseling.
- Review the quality of graduates' performance by evaluating and measuring the quality and effectiveness of performance annually.
- Provide scientific research systems in the faculty with the data and information required to develop the research plan of the faculty according to the needs of the community.

### **Means of communication with the trainees and announcing the courses of the center:**

- Email: [publicservicenurs@yahoo.com](mailto:publicservicenurs@yahoo.com)
- Facebook page

<https://www.facebook.com/publicservicenurs?fref=ts>

•website:<https://nurfac.mans.edu.eg/component/content/article/116-sectors-en/post-graduated-scientific-research/1351-public-service-center>

## **Crisis and Disaster Management Unit**

### **The Foundation of the Unit**

The Crisis and Disaster Management Unit was established at the Faculty of Nursing - Mansoura University based on a decision of the University Council on 19/4/2010.

### **The Mission of the Unit**

Develop and implement the necessary plans and policies to confront crises, disasters and reduce risks in order to plan for sustainable development.

### **The Vision of the Unit**

Contribute to achieving sustainable development through an integrated system for managing crises, disasters and reducing risks.

### **Objectives of the Unit**

1. Developing a crisis and disaster management system and reducing risks.
2. Preparing strategies, plans, and scenarios in the field of crisis and disaster management.
3. Training and improving the human capacity building.
4. Establishing integrated information and technological infrastructure, and an early warning system.
5. Raising community awareness and improving culture to deal with crises, disasters and reduce risks.
6. Develop relations with the concerned authorities in the field of crises, disasters and reduce risks.

**Responsibilities of the unit**

1. Providing safety for students and college employees.
2. Securing the college buildings against fires, crises, and disasters.
3. Achieving safety standards in the college.
4. Determining the forms and types of crises and expected disasters.
5. Developing a plan to confront crises and expected disasters.
6. Making illustrative maps of the college settings.
7. Develop emergency and evacuation plans with the implementation of scenarios that simulate how to act in the event of a crisis.
8. Take preventive measures to mitigate the occurrence of the crisis.
9. Preparing plans and drawing scenarios to deal with crises.
10. Spreading cultural awareness of crisis and disaster management and how to implement confrontation and relief work.
11. Training the target group on industrial security procedures.
12. Work to follow up and update alarms.
13. Providing maintenance, installation, and periodic follow-up services for equipment

### **The Professors who Updated the Student Guide Book:**

|   |  |
|---|--|
| <b>Prof. Dr. Amina Mohamed Rashad Al-Nimr</b> | The Dean of the Faculty  |
| <b>Prof. Dr. Abeer Mohamed Zakaria</b>        | The Vice Dean for Education and Student Affairs                      |
| <b>Assistant. Prof. Nadia Hassan</b>          | The Head of Quality Assurance Unit                                   |
| <b>Assistant. Prof Eman Ahmed Fadel</b>       | Director of the Information Technology unit                          |
| <b>Dr. Narges Mohamed Fathi</b>               | Deputy Director of the Information Technology Unit                   |
| <b>Dr. Reham Al-Saeed Hashad</b>              | The Director of the Credit Hours Program for the Undergraduate Level |

**Note: The information in the student guide is indicative only and should not be taken as a legal presumption**