



Faculty of Nursing - Mansoura University

Academic Advising Guide

for Faculty Academic Staff Members

Bachelor's Program

Credit Hours System

2024/2025

**Academic Advising
Coordinator**

**Acting Dean and Vice Dean for
Education and Student Affairs**

Dr. Dina Mohamed Ismail

Prof. Dr. Abeer Mohamed Zakaria



Faculty of Nursing - Mansoura University

Academic Advising Guide

for Faculty Academic Staff Members

Bachelor's Program with Credit

Hours System

2024/2025

Prepared and reviewed by:

<p>Prof. Dr. Abeer Mohamed Zakaria</p> <p>Acting Dean and Vice Dean for Education and Student Affairs</p> <p>Professor of Nursing Administration</p>	
<p>Dr. Dalia Al-Saeed Khalil</p> <p>Director of the Credit Hours Program</p> <p>Lecturer of Community Health Nursing</p>	
<p>Dr. Dina Mohamed Ismail</p> <p>General Coordinator of Academic Advising</p> <p>Lecturer of Women's Health and Midwifery Nursing</p>	

List of content

	Topic	Page Number
1.	Introduction to Academic advising unit	4
2.	Vision and mission of academic advising unit	4
3.	Unit goals & tasks	5
4.	Academic advising Procedures in the faculty	8
5.	The student's tasks and responsibilities in the Academic advising process	13
6.	Faculty Departments	15
7.	Study system	15
8.	Requirements for obtaining a bachelor's degree	16
9.	Faculty system/approved hours and registration	18
10.	Withdrawal restrictions and excuses	28
11.	Evaluation methods	31
12.	Indicative plan throughout the semester	37
13.	Academic advising forms	46

Academic advising unit

Introduction

Academic advising in higher education institutions is one of the elements of educational quality. It is a supportive system for education through which faculty members acquaint students with those institutions and their academic and student systems and what they offer regarding fields and study opportunities and develop students' abilities and capabilities to correct their academic career and help them overcome obstacles they face to improve The education outputs of the Faculty and the University. Given that the student is the focal point in the educational process, academic advising is one of the basic steps in building a correct university relationship between faculty members and assistants on the one hand, and between students on the other hand. Academic development, personality development, psychological and social support, health follow-up, useful advice, and awareness, will result in graduating generations of the sons and daughters of the nation equipped with science, knowledge, self-confidence, the ability to analyze and critical thinking, as well as motivating students to excel, creativity and constructive academic achievement.

The Vision of the Unit

That the Academic Advising Unit at the Faculty is a distinguished and pioneering unit in academic, psychological, and professional counseling for students.

The Mission of the Unit

Providing integrated academic and psychological counseling services for students in the faculty by solving academic, psychological and social problems that hinder them from achieving their educational goals and providing them with various academic skills that raise their academic achievement and achieve their scientific aspirations and develop their skills in various fields in accordance with international quality standards in universities.

The unit Goals

1. Spreading the culture of academic and student guidance among faculty students.
2. Familiarize students with university systems, procedures, and regulations.
3. Providing specialized consultations for students in the faculty.
4. Developing the skills and capabilities of faculty members in the fields of academic and student guidance.
5. Reducing negative phenomena and common problems among faculty students.
6. Enhancing the psychological adjustment of Faculty students.
7. Providing support and motivation to the faculty's outstanding and talented students.
8. Reducing academic stumbling students in the faculty

This guide provides important guidance for students to enlighten, and the student must commit to reading it for guidance and understanding each included item to achieve the desired goals of the student, the Faculty, and the University.

The Tasks of the Unit

- This unit is concerned with receiving and guiding new students, introducing them to the faculty and its various departments, and preparing them for study and university life.
- Hold periodic meetings with students to inform them of the importance of referring to the university's regulations during their academic career and the need to communicate with their academic advisor.
- Introducing students to study regulations and student rights.
- Spreading awareness among students about the nature of the unit, its importance, and how to benefit from its services, through meetings, bulletins, and the faculty website.
- Reducing the chances of academic failure.
- Guiding the faculty students academically, psychologically, socially, and scientifically and providing them with advice.
- Supervising the progress of the academic advising process during course registration and the addition and deletion procedure.

- Follow up the process of distributing students to academic advisors from faculty members according to the guidance groups.
- Announcing a list of students in student guidance groups and setting a timetable for following up and guiding them with members.
- Providing the counselors with departmental schedules, member schedules, hall schedules, appointments, and everything related to students.
- Organizing meetings and programs that support students in the field of academic advising.
- Assisting students in choosing a specialization and track.
- Caring for students who suffer from weak academic achievement.
- Opening files for students for special follow-up in cases of low academic level - frequent absences - socially and psychologically affected.
- Caring for talented and academically distinguished students.
- The program counseling coordinators hand over the list of new students and assign them to distribute students to faculty members.
- Establishing a mechanism for receiving and responding to students' complaints.
- Submitting periodically a report that includes the work of the unit, as well as a report on the levels of students to the Vice-Deanship of Academic Affairs.
- Honoring the students who are scientifically distinguished and cooperating with the unit.
- Cooperating and coordinating with the relevant authorities to overcome the difficulties that students may face.
- Representing the university in committees, councils, and meetings for academic and psychological guidance.
- Responding to all requirements of the program and institutional accreditation in cooperation with the Quality Unit in the faculty.
- The committee meets periodically every 4 weeks or as new in order to discuss periodic reports or reports submitted by academic advisors

- Submit periodic reports to the Vice Dean for Education and Student Affairs, which include the work of the unit, as well as a report on the level of students

The Academic Advisor

The academic advisor is a faculty academic staff member who has the ability to follow the course of study for a group of students, which reflects a lot about their health, psychological and social conditions, and their efforts to reduce the difficulties they may experience during their studies.

Academic advising procedures in the faculty

First: Hold a meeting with his student group at the beginning of the semester in which:

- Getting acquainted with his students to remove the fear that the student may feel at the beginning of dealing with faculty members, obliging them to write down their data in the form prepared for this and alerting the importance of attendance and discipline during their studies.
- Clarify the advantages and advantages of their communication with the academic advisor, and notify them that his job is to provide assistance and assistance to them.
- Distribution of papers and publications identifying the study regulations.
- Determine and announce his office hours to answer their inquiries and welcome students' visits to him at the Guidance Center or the Scientific Department.
- Clarifying the importance of the university stage and being the beginning of the road to the future, guiding them to the need to build sound relationships between them and all faculty members based on respect and appreciation, and investing them in good educational achievement.
- Alert students to the need to know the academic year calendar, especially the dates of registration, deletion and addition ... etc.
- Encouraging students to participate in student activities at the faculty and university.
- Monitor and follow up the student's academic progress through the study plan.
- The academic advisor must ensure that all students know the place and time when the lectures begin.

- The academic advisor is the link between the students and the faculty administration to solve any problems that the student may face.
- When any problem occurs between the student and a member of the faculty or the supporting body, the academic advisor intervenes to try to solve this problem.
- The academic advisor acquaints the students with the items of interest to them from the study list, such as the number of course hours - grades of work of the year and work ... etc.

Second: Preparing the academic advising file for each student:

The academic advisor prepares a file for each student. The file includes the following contents:

- A copy of the student's personal data and means of communication (telephone, email)
- A copy of the student's notification of his academic advisor.
- A copy of the student's registration schedule for each semester.
- A copy of the student's semester result.
- A copy of the student's study plan.
- A copy of the student's cumulative record at the beginning of each semester.
- A copy of the add and drop papers for the courses submitted by the student.
- A copy of any decision taken against the student.

Third: Organizing group counseling dates and individual counseling hours:

The advisor sets a group meeting with his students once every two weeks in which he inspects their academic conditions, listens to their problems, discusses with them the obstacles they raise, and gives them advice.

He sets the individual counseling hours during which he receives students, announces them at the door of his office, and commits himself to be there as much as possible

Fourth: The procedure of dealing with cases of students' academic stumbling or delaying:

- A stumbling student is the one who fails one course or more, and the student who receives an academic probation.
- The responsibility of identifying defaulting students' rests with the academic advisor to see the results of the defaulting students in his advisory group.
- Each academic advisor prepares a report on cases of stumbling in his group that he is guiding, and by communicating with them via e-mail or through advertisements, meetings are held with these students and identify the causes of stumbling.
- The failure reports are studied by the academic guidance coordinators in the programs and the director of the extension unit at the faculty, and the needs of the defaulting students are determined.
- The academic coordinator participates with the students in responding to them and hearing their views regarding the delay or stumbling and discussing their proposals to develop a plan to improve the academic level and study the reasons that led to the stumbling, and it is presented to the Guidance Committee and then to the faculty Council to study and approve what is appropriate for students.
- The Director of the Academic Guidance Unit at the faculty, in coordination with the Vice Dean for Student Affairs and the Dean of the faculty, determines and conducts appropriate courses to address the causes of stumbling, especially in developing the self-abilities of defaulting students.
- Each academic advisor, upon the announcement of the exam results, follows up on the improvement in the level of achievement for these students and submits a report to the Counseling Unit with a copy of the report provided to the head of the department.

Fifth: Taking care of excellent exceptional students:

- The advisor identifies them at the beginning of the semester by informing him of the results of the academically excellent exceptional students.
- The advisor communicates with his students about their achievements and informs them of the date of their honoring.
- He submits a list of their names to the academic guidance coordinator in the program, and the names of the excellent exceptional students in each program are collected and submitted to the director of the academic guidance unit at the faculty.

- The director of the Guidance Unit coordinates with the Vice Dean regarding their honoring.
- The names of the excellent exceptional students are announced on a faculty honor board that contains the names and pictures of the excellent students.
- The first three students have the right to obtain eligibility for external borrowing of books from the library in the number determined by the official or the librarian, and he is given an acquaintance card in this sense.
- Priority is given to the top five excellent exceptional students in attending the training programs held by the Quality and Development Unit at the faculty and the programs held through the committees of the Vice Dean for Student Affairs and for preparing the skills of university students.
- Outstanding students at the last levels can be involved in the academic advising processes in terms of introducing their colleagues to the regulations and courses of each academic group and participating in the reception of new students.
- Priority is given to inviting the first five students to participate in the free or subsidized trips organized by the faculty within the student activities and youth care.

Sixth: The procedure of dealing with gifted and creative students:

- A gifted or creative student is a student who has superior mental abilities or outstanding performance that exceeds his peers in one of the activities or fields supported by the faculty or university.
- At the beginning of each semester, the student activity officer prepares a semester program of activities during study and summer activities in the various faculties, which include cultural, sports, and social activities that will be held during the semester. The academic advisor urges students to participate in the faculty's activities and encourages them to highlight their talents.
- The Student Activity Officer discovers talented and creative people in various aspects and submits their names to the Director of the Academic Guidance Unit.

- Talented and creative people are encouraged to participate in courses to develop their intellectual, creative, and innovative abilities.
- The student activity officer, in coordination with the director of the academic guidance unit of the faculty, the vice dean for student affairs, and the dean of the faculty, determine the value and type of awards granted to talented and creative students.
- Gifted and creative students are honored in a semester ceremony inside the faculty.
- The names of the creators are announced on the creativity board and in the faculty and university.

Seventh: Procedure for monitoring cases that need special care:

The academic advisor, when there are special cases that require a psychological, social, or medical specialist, must submit the counseling coordinator to the band or study program a statement of those cases and make a case statement or a case study to coordinate in the counseling unit how to deal with it and develop appropriate solutions for it in consultation with the dean of the faculty. These cases are kept strictly confidential whenever necessary. Among those cases are the following:

- Sudden drop in academic performance without justified reasons.
- An unjustified request to postpone or withdraw from the faculty.
- Complaints by faculty members about persistent negative behaviors shown by the student.
- Weakness of the student's ability to express or describe his problems clearly.
- Prominent manifestations of deep states of confusion, frustration, apathy, despair, or symptoms and mental illness.

The student's tasks and responsibilities in the Academic advising process:

The student has a key role in the success of the academic advising process and in achieving the desired goals. In order to achieve the desired benefit from the counseling process, it is suggested that he follow the following steps:

First: Before the student meets with the academic advisor, the student must have the...

- ✓ Familiarity with the schedule of academic advising hours for the advisor.
- ✓ Setting appointments and knowing the place of the meeting with the guide in sufficient time.
- ✓ Commitment to attend on time.
- ✓ Preparing and writing all the questions and concerns that revolve in his mind before the date of the interview.
- ✓ Review the academic record well to find out all that is required to be accomplished.
- ✓ Ensure the preparation and preparation of correct information and real data related to his actual needs to benefit from the interview time.

Second: During the interview:

- ✓ Bring his academic file and make sure to deal transparently and openly with his academic advisor.
- ✓ Ask all that is on his mind so that the guide can help him.
- ✓ Discussing with the academic advisor what the advisor cannot help.
- ✓ Make sure to make use of the interview time as much as possible.
- ✓ Review the academic record well to find out all that is required to be accomplished.
- ✓ Determine and confirm the easiest and fastest ways to contact the academic advisor in person.

Third: After the interview:

- ✓ Follow what the advisor recommends after discussing it.
- ✓ Sending any additional inquiries to the advisor, to specify a time to respond to them, whether immediate or delayed.

- ✓ Informing the advisor of any significant change that may affect the student's performance.
- ✓ Ensure that all directions and requirements are understood.
- ✓ Familiarity with the academic year's agenda and any amendment that may occur in a timely manner.
- ✓ Create a personal file for academic advising, including all meetings and recommendations, and keep a photocopy of any form you want to fill out.
- ✓ Take responsibility for his academic progress because the student is primarily responsible for his success.

The Faculty departments

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

Department
Medical Surgical Nursing
Critical and Emergency Care Nursing
Women Health and Midwifery
Pediatric Nursing
Psychiatric and Mental Health Nursing
Community Health Nursing
Geranetological Nursing
Nursing Administration

Study system

The study system at the Faculty of Nursing, Mansoura University is based on a 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 may be opened, with a maximum of 7 credit hours, according to regulations set by the faculty and approved by the University Council.

- 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 semester and the summer semester. As for the January graduates, their privilege begins 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 Faculty of Nursing - Mansoura University or any other university, before being authorized to practice the profession.
- 6- The language of study at the faculty is English except for the Contemporary Societal Issues, human rights, physical fitness, and kinetic balance course.

Requirements for obtaining a bachelor's 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 additional course of elective courses with a maximum of three accredited hours in the regular semester if the conditions of study schedules allow.** 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 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 the 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 desire, complete those 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 a 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.

Faculty system/approved hours and registration:

The credit hour is an academic unit of measurement to determine the course weight among other courses:

One credit hour is equivalent to:

- (One) theoretical hour.
- (Two) A lab hour.
- (Three) clinical hours.

Bachelor's degree required

The student must successfully pass **(144)** credit hours **during the four academic levels**

Registration

The registration dates are published in the academic calendar, whether it is for new students or continuing students, and the student, with the help of his academic advisor, fills out the registration form, selects courses and groups, prepares his study schedule, fills out the relevant forms, and delivers them to the Department of Admission and Registration after being approved by the academic advisor. The student is considered registered if he has completed the registration requirements and paid the tuition fees. The admission and registration department must create an academic file for each student that contains all enrollment documents, as well as copies of his academic schedule, drop and addition forms...etc, and this file must be prepared at the end of each semester. study.

Study Load

The academic load is the total number of credit hours registered by the student in the semester (the duration of the semester is 15 weeks).

The student's academic 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**.

- **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 timetables permit.**

Compulsory summer internship (10 credits)

All students transferred to the **third and fourth levels**

- ❖ Applied training for a period of 10 credit hours during the summer period, practical, 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).

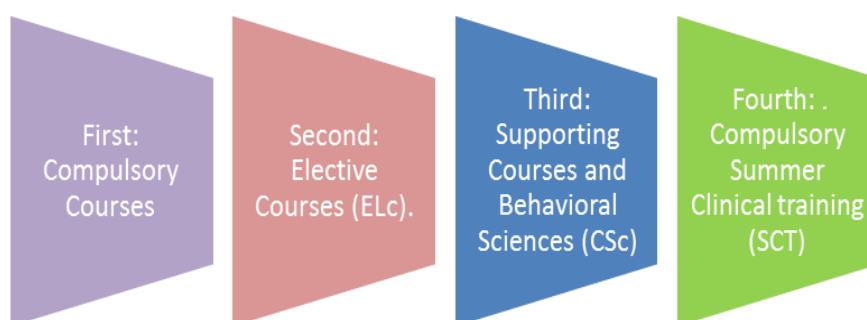
These hours or points obtained by the student in the summer training are not added to his cumulative average, and these exercises are considered **pass and fail exercises**.

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.

Curriculums

The courses for obtaining a Bachelor's degree in Nursing are divided into three categories of courses as follows:

- **First:** Compulsory/ Core Courses
- **Second:** Elective Courses (ELc).
- **Third:** Supporting Courses and Behavioral Sciences (CSc)
- **Fourth:** Compulsory Summer Clinical training (SCT)



First: Nursing courses

A. Compulsory nursing courses (91) credit hours, including the following courses:

- Fundamentals of Nursing (1,2)
- First aid and accidents
- Health Assessment in Nursing
- Medical and Surgical Nursing (1, 2)
- Emergency Nursing
- Pediatric Nursing
- Family Health Nursing
- Maternity Nursing and Gynecology
- Obstetrics profession
- Nursing education and health education strategy
- Nursing Administration (1,2)
- Community Health Nursing
- Geriatric Nursing
- Evidence-Based Nursing
- Psychiatric and Mental Health Nursing
- Critical Care Nursing.

Code	Curriculum	Credit hours	Required Curriculums	Conc. Curric.
MansNurMNSc 101	Fundamentals of Nursing (1)	6	-	-
MansNurMNSc 201	Fundamentals of Nursing (2)	5	Fundamentals of Nursing (1)	-
MansNurCNSc 202	First aid and accidents	2	Fundamentals of Nursing (1), Anatomy	-
MansNurCNSc 203	Health Assessment in Nursing	3	Anatomy	physiology
MansNurMNSc 301	Medical and Surgical Nursing (1)	5	Fundamentals of Nursing (2), Health Assessment in Nursing, Anatomy, Biochemistry, physiology, Microbiology and immunology	Pharmacology
MansNurWNSc 302	Nursing education and health education strategy	3	-	-

MansNurMNSc 401	Medical and Surgical Nursing (2)	5	Medical and Surgical Nursing (1)	-
MansNurENSc 402	Emergency Nursing	6	Fundamentals of Nursing (2), First aid and accidents , Health Assessment in Nursing, Anatomy, Biochemistry, physiology,	-

Code	Curriculum	Credit hours	Required Curriculums	Conc. Curric.
MansNurPNSc 501	Pediatric Nursing	7	Fundamentals of Nursing (2), Health Assessment in Nursing, Anatomy, parasitology.	Pediatric Medicine - surgical
MansNurANSc 502	Nursing Administration (1)	4	-	-
MansNurCNSc 503	Family Health Nursing	3	Fundamentals of Nursing (2), Health Assessment in Nursing, Anatomy, Biochemistry, physiology, Microbiology and immunology, pharmacology, community health nursing	-
MansNurWNSc 601	Maternity Nursing and Gynecology	7	Fundamentals of Nursing (2), Health Assessment in Nursing, Anatomy	-
MansNurANSc 602	Nursing Administration (2)	5	Nursing Administration (1)	-
MansNurWNSc 603	Obstetrics profession	4	Fundamentals of Nursing (2), Health Assessment in Nursing, Anatomy	-
MansNurCNSc 701	Community Health Nursing	7	Nursing education and health education strategy, Family Health Nursing	-
MansNurGNSc 702	Geriatric Nursing	4	Medical and Surgical Nursing (1)	Geriatric medicine
MansNurCNSc 703	Evidence-Based Nursing	3	ICDL, research methodology	Basic statistics
MansNurSNSc 801	Psychiatric and Mental Health Nursing	6	Principles of human behaviors in health and illness	Psychiatric and Mental health medicine
MansNurENSc 802	Critical Care Nursing.	6	Emergency Nursing	-

B. Elective nursing courses are: (2) credit hours for each course and it includes the following courses:

- Advanced nursing in one of the specialties of surgery and operations (**urology - gastroenterology**)
- Advanced Pediatric Nursing
- Advanced Elderly Care Nursing

The student selects only one elective nursing course throughout the study duration.

Second: Medical Courses (MSc)

A- **Compulsory medical courses:** (24) credit hours, including the following courses:

- Anatomy - physiology - biochemistry - microbiology and medical immunology - clinical pathology - pharmacology (1,2) parasitology - general internal diseases - general surgery - pediatrics - pediatric surgery - psychiatry - geriatrics.

Code	Curriculum	Credit hours	Required Curriculums	Conc. Curric.
MansNurMMSc 103	Anatomy	3	-	-
MansNurSMS 104	biochemistry	2	-	-
MansNurMMS 204	Physiology	2	-	-
MansNurCMSc 205	Microbiology and immunology	2	-	-
MansNurPMSc 206	Parasitology	1	-	-
MansNurGMSc 303	Pharmacology	3	-	-
MansNurMMSc 304	general internal diseases	2	Physiology	-
MansNurMMS 304	general surgery	1	Anatomy	-
MansNurGMSc 404	Pathophysiology	3	Physiology	-
MansNurPMSc 504	Pediatrics	1	Physiology	Pediatric nursing

MansNurPMS 505	pediatric surgery	1	Anatomy	Pediatric nursing
MansNurGMSc 404	Geriatric medicine	1	general internal diseases	Geriatric nursing

B- Elective medical courses: (2) credit hours for each course, including the following courses:

- Alternative medicine - physical therapy and rehabilitation - oral and dental health - a branch of internal diseases (hot area medicine - oncology - digestive diseases)

Third: Supporting Courses and Behavioral Sciences (CSc)

A. Compulsory supportive and behavioral sciences courses :(24) credit hours, including the following courses:

- Applied nutrition - English language (1, 2) Physical fitness and kinetic balance - Principles of community health and the environment - Epidemiology - Principles of biostatistics - Biophysics - Research methods - Foundations of human behavior in health and disease - Psychology of development in life stages - Communication skills and human relations - Nursing profession ethics – Contemporary Societal Issues - skills in dealing with cultures - applications of information technology in the field of health care.

Code	Curriculum	Credit hours	Required Curriculums	Conc. Curric.
MansNurCCSc 102	Principles of community health and the environment	3	-	-
MansNurPCSc 105	Biophysics	1	-	-
MansNurACSc 106	English language (1)	2	-	-
MansNurGCSc 107	Physical fitness and kinetic balance	1	-	-
MansNur HDSc 108	Human development	2	-	-
MansNurACSc 207	English language (2)	2	English language (1)	-
MansNurECSc 208	Nursing profession ethics	1	-	-
MansNurSCSc 305	Applied nutrition	1	-	-

MansNurSCSc 306	Communication skills and human relations	1	-	-
MansNurGCSc 307	Contemporary Societal Issues	2	-	-
MansNurPCSc 308	skills in dealing with cultures	1	-	-
MansNurSCSc 405	Principles of human behavior in health and disease	1	Contemporary Societal Issues	-
MansNurSCSc 506	Psychology of development in life stages	1	-	-
MansNurCCSc 604	Research methodology	2		-
MansNurCCSc 705	Epidemiology	1	Microbiology and immunology	-
MansNurCCSc 706	Principles of biostatistics	2	Research methodology	Evidence-Based Nursing

B- Elective supportive and behavioral sciences: (1) one credit hour for each course, including the following courses:

Leadership - Planning and coordination of hospitals - Psychology of the mirror - Law and ethics of practicing the profession - Self-learning - Critical thinking

Fourth: Compulsory summer training courses (10 credit hours)

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

Code	Credit hours	Curriculum	Conc. Curric.
MansNurGSCT 1301	3	Training on infection control standards in nursing skills	Microbiology and immunology
MansNurESCT 1302	2	Ethics training in nursing care	Nursing profession Ethics
MansNurWSCT 1303	3	Health education training and counseling	pharmacology
MansNurASCT 1304	2	Training in the quality of services and health care	Nursing Administration (1,2)

Courses registration

- ❖ Registration of courses is on the registration form by students choosing the courses according to the directions of the 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 courses registration** in which a sufficient number of students are not enrolled
- ❖ Priority for registration is given according to the priority of student registration in the Faculty.
- ❖ A student may be allowed to register in a course and its previous requirement in the same semester if the student has studied the previous requirement and did not succeed in it, and his graduation depends on that (graduated student - means the last semester)
- ❖ **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 percentage of attendance, his registration is canceled and he is 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

- ❖ The student can delete or add one or more courses **during the first two weeks** of starting the study without affecting his academic record, provided that the deletion or addition does not lead to exceeding the upper limit or subtracting from the minimum academic load allowed for the student during the semester subject to 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 "withdrawal W."

Provided that the student did not exceed the prescribed absence percentage prior to withdrawal. Cases of forced withdrawal after this date are presented to the Education and Student Affairs Committee of the Faculty for consideration and approval by the Faculty Council.

Monitoring the attendance of students:

The course professor records the attendance of students at the start of each theoretical lecture or practical period in a record prepared for this

- ❖ The permissible limit for a student's absence **without an acceptable excuse is 25%** of the total course hours.
- ❖ The course professor notifies the Student Affairs Department **to warn the student twice**
- ❖ After that, 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" rating in the course, and the result of the "compulsory withdrawal" rating is entered in the calculation of the semester average and the student's general cumulative average.
- ❖ 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**" is not included in the semester average or the student's general cumulative average.

Withdrawal restrictions and excuses

- A- student is allowed to withdraw temporarily from the faculty after he formally requests to postpone his studies.
- B- Permission is granted for postponement, after approval of the Faculty Council for reasons related to the student's health or any other compelling circumstances.
- C- The student submits documents that prove the reasons for the postponement request (a sick or social excuse) from the medical clinic.
- d- 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.
- e- When the study postponement 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 calendar during academic year

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

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

Evaluation of theoretical materials

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

Evaluation of 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 allotted 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 application 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 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 they 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

- 1- The exam in nursing courses is written, oral, applied, and one year work, and 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 practical work, 5% of oral, 50% of written (10% written half-term, 40% written at the end of the semester)
- 2- The provisions of this text shall apply to all nursing courses, except for health assessment courses in nursing and nursing education.
- Where the exam is written and applied and general work and is divided as follows: (30% practical year work, 40% practical, 30% written) for the nursing health assessment course

The exam is written, oral, and yearly work, 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 half-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 two courses.

Medical Courses

- 1- 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

- 1- The exam is for behavioral and support sciences courses 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 the year's work 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, and Contemporary Societal Issues.
 - The assessment of the physical fitness and kinetic balance course depends on the attendance rate, and it is stipulated that the percentage of absence does not exceed 25% and 100 marks on the final practical exam.
 - The “English Language 2” and “Contemporary Societal Issues” courses are considered 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 “and the bachelor's degree is not granted until after he succeeds in this course.”

Evaluation methods

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 evaluating student performance in the credit hour system depends on the use of codes (A, B, C, D, F) according to the following table for student performance and its Value:

Evaluation	Grade	GPA	Degree	marks
Very achievement high	A+	4.0	High Excellence	90% or more
	A	3.6	Excellence	From 90% to 85%
	B+	3.3	High very good	From 85% to 80%
Satisfactory Performance	B	3.0	very good	From 80% to 75%
	C+	2.6	High good	From 75% to 70%
	C	2.3	good	From 70% to 65%
	D	2.0	accepted	From 65% to 60%
Fail	F	0.000	fail	Less than 60%

Grade Point Average (Cumulative and Semester GPAs)

- The grade point average is a rate that determines the student's academic level 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 enrolls during a particular semester.

The cumulative average is calculated on all the courses in which the student registered in

All semesters to date, and is a calculation for a separate GPA (not average GPAs).

Calculating 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 ÷ the total number of credit hours for the courses taken by the student.

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

General cumulative average: It is the average of the points a student obtains during the semesters, and it is rounded to only two decimal places.

- 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 of (the points of each course studied since joining the faculty 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 faculty 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

❖ **Minimum GPA for graduation is 2.0**

<u>GPA</u>	<u>Degree</u>
2-2.2	Accepted
2.3 –2.9	Good
3.0 – 3.5	Very Good
3.6 – 4	Excellent

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 a 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- A faculty 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 faculty (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 2.3 at least 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 fails to fulfill this condition, he is asked to officially withdraw from the faculty.

Repeating course (Reschedule):

- If the student fails one of the elective courses, he may replace the course he has 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 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 that 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 upon 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 complaint 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.

Indicative plan throughout the semester

First level: (1) first semester

Code	Curriculum	Required curr..	Theoretical hours		Actual hours for clinical application			Total clinical credit hours	Total credit hours	Total exan hours	Total grades
			Actual hours	Credit hours	field app	Clinical	lab app				
NSc 101	Fundamental Nursing (1)	-	100 min	2		-	8	4	6	2	600
CSc 102	Principles of community health and environment	-	100 min	2	4	-	-	1	3	2	300
MSc 103	Anatomy	-	100 min	2	-	-	2	1	3	2	300
MSc 104	Biochemistry	-	50 min	1	-	-	2	1	2	1	200
CSc 105	Biophysics	-	50 min	1	-	-	-	-	1	1	100
CSc 106	Contemporary Societal Issues	-	500 min	0	-	-	-	-	0	1	100
HDSc 108	Human development	-	100 min	2	-	-	-	-	2	2	200
CSc 107	Physical fitness and kinetic balance	-	-	2	-	-	2	1	1	-	100
Total							10	8	18		

First level: (2) second semester

Total grades	Total exan hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
500	2	5	3	---	6	2	100 min	2	NSc 101	Fundamental nursing (2)	NSc201
200	1	2	1	----	--	2	50 min	1	NSc 101 MSc 103	First aid and accidents	NSc 202
300	1	3	2	---	3	2	50 min	1	MSc 103	Health assessment in nursing	NSc 203
200	2	2	---	--	----	----	100 min	2	---	physiology	MSc 204
200	1	2	1	---	----	2	50 min	1	----	microbiology	MSc 205
100	1	1	---	--	----	-	50 min	2	CSc 102	parasitology	MSc 206
200	2	2	----	---	--	----	50 min	2	CSc 106	English language (1)	CSc 207
100	1	1	---	--	----	----	50 min	1	---	Nursing profession ethics	CSc 208
		18	8					10			total

Second level: (3) third semester

Total grades	Total exam hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
500	2	5	3	---	6	2	100 min	2	NSc 201, NSc 203, MSc 103, MSc 104, MSc 204, MSc 205	Medical surgical nursing (1)	NSc 301
300	2	3	1	---	3	---	100 min	2	----	Nursing education and health education strategy	NSc 302
300	2	3	----	----	-	---	150 min	3	----	pharmacology	MSc 303
200	2	2	----	----	----	---	100 min	2	MSc 204	General internal diseases	MSc 304
100	1	1	----	----	---	---	50 min	1	-----	Applied Nutrition	CSc 305
100	1	1	----	----	---	---	50 min	1	-----	Human communication skills	CSc 306
200	2	2	----	----	---	---	100 min	2	-----	English language (2) (university requirements)	CSc 307
100	1	1	----	----	---	---	50 min	1	-----	Intercultural skills	CSc 308
		18	4					14			Total

Second level: (4) Fourth semester

Total grades	Total exam hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
500	2	5	3	----	6	2	100 min	2	NSc 301	Medical surgical nursing (2)	NSc 401
600	3	6	3	----	6	2	150 min	3	NSc 201, NSc, 202 NSc 203, MSc 103, MSc 104, MSc 204	Emergency nursing	NSc 402
100	2	1	-----	----	-----	-----	50 min	1	MSc 103	General surgery	MSc 403
300	1	3	1	----	-----	2	100 min	2	----	Pathophysiology	MSc 404
100	1	1	-----	----	-----	----	50 min	1	CSc 306	principles of human behavior in health and disease	CSc 405
200	2	2	-----	----	-----	-----	---	2	-----	Elective course	Course 7
		18	7					11			Total

Third level: (5) Fifth semester

Total grades	Total exan hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
			credit hours	field app	Clinical app	Lab app	Actual hours	credit hours			
700	3	7	4	----	9	2	150 min	3	NSc 201, NSc 203, MSc 103	Pediatric nursing	NSc 501
400	2	4	2	----	6	----	100 min	2	----	Nursing Administration (1)	NSc 502
300	1	3	2	----	6	----	50 min	1	NSc 201, NSc 203, MSc 103, MSc 104, MSc 204, MSc 205, MSc 206, MSc 303, CSc 102	family health nursing	NSc 503
100	1	1	----	z	----	----	50 min	1	MSc 204	Pediatric medicine	MSc 504
100	1	1	---	----	---	----	50 min	1	MSc 103	Pediatric surgery	MSc 505
100	1	1	----	-----	----	----	50 min	1	----	The psychology of developmental stages	CSc 506
100	1	1	----	---	----	----	50 min	1	----	Elective course	Course 7
		18	8	----	----	----		10	----		total

Third level: (6) Sixth semester

Total grades	Total exan hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
700	3	7	4	-----	9	2	150 min	3	NSc 201, NSc 203, Msc 103	Maternity Nursing and Gynecology	NSc 601
500	2	5	3	-----	9	-----	100 min	2	NSc 502	Nursing Administration (2)	NSc 602
400	2	4	2	-----	3	2	100 min	2	NSc 201, NSc 203, Msc 103	obstetrics profession	NSc 603
200	2	2	-----	----	----	----	-----	2	-----	Research methodology	CSc 604
		18	9	-----	----	----		9			total

Fourth level: (7) Seventh semester

Total grades	Total exam hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
700	3	7	4	4	6	2	150 min	3	NSc 303 NSc 503	Community health nursing	NSc 701
400	2	4	2	4	6	----	100 min	2	NSc 301	Geriatric nursing	NSc 702
300	1	3	2	4	----	2	50 min	1	CSc 604	Evidence based nursing	NSc 703
100	1	1	----	----	----	----	50 min	1	MSc 304	Geriatric medicine	MSc 704
100	1	1	----	----	----	----	50 min	1	CSc 205 MSc 302	epidemiology	CSc 705
100	1	2	1	----	----	2	50 min	1	CSc 604 , ICD	Principles of biostatistics	CSc 706
		18	9	----	----	----		9	----		Total

Fourth level: (8) Eight semester

Total grades	Total exam hours	Total credit hours	Total clinical credit hours	Actual hours for clinical application			Theoretical hours		Required curr..	Curriculum	Code
				field app	Clinical app	Lab app	Actual hours	credit hours			
600	3	6	3	---	6	--	150 min	3	CSc 405	Psychiatric and mental health nursing	NSc 801
500	3	6	3	---	6	2	150 min	3	NSc 402	Critical Care Nursing	NSc 802
200	2	2	---	----	----	----	100 min	2	----	Psychiatric medicine	MSc 803
200	1	2	1	----	----	2	50 min	1	ICDL	Information technology applications in health care	CSc 804
200	2	2	---	----	----	----	100 min	2	---	Elective course	9٠٤٤
		18	7					11			Total

Summer training

Total grades	clinical application hours		Required curr..	Curriculum	code
	Actual hours	credit hours			
600	9	3	MSc 205	Applications of infection control standards in nursing skills	SCT 1301
300	6	2	CSc 208	Applications of professional ethics in providing nursing care	SCT 1302
600	9	3	NSc 303	Health education and advice	SCT 1303
300	6	2	NSc 502, NSc 602	Applications in the quality of services and health care	SCT 1304

Academic Advising Forms

1. Course registration request form
2. An academic and student advising form for a male/female student
3. Individual indicative case form
4. Group case guidance form
5. Evaluation form for students who have failed academically
6. Add/Delete Courses Form
7. Request for re-enrollment for a student who has dropped out

Form (1)
Course Registration Form

Faculty :	University:
	Department:

Student name:
Student number..... academic year:
level:
Semester:

Please Register the following courses:

Department	Clinical			Lectures Time			Exam date	Curriculum name	code
	hour		day	hour		day			
	From	to		From	to				

Academic advisor name:

Date: / /

Signature:

student signature

Form (2)

Academic advisor meeting Form for students

Students personal information	
University ID:	Name:
Semester:	Department:
Achieved hours:	Academic year:
Remaining hours:	Registered hours:
GPA ()	Warning letters:
Others:	Previous deprivement:
Objective of academic advisors meeting:	
Course Registration ()	
Deleting or adding courses ()	
Escuse from a course ()	
() Apologies for a semester.	
() improvement of a course.	
() Re-enrollment.	
() Postponement and dropping out of studies.	
() Review the study plan.	
() Review the progress of the courses.	
() Reviewing and evaluating attendance and attendance.	
Some problems hindering his academic progress:	
() A study problem.	
() social problem .	
() Psychological problem .	
() A family problem.	
() Other problems.	
Academic and student advisor's recommendation:	
Signature	Date.....
The name of the advisor.....	

Form (3)

Individual indicative case form

A copy of these forms shall be handed over to the supervisor of the Academic and Student Guidance Unit at the faculty before the examinations of each semester are held ()

Academic advisor's name:..... Department.....
Academic year Semester Number of counseling group students()

. academic ID:	Student's name:
Semester average ()	Student's major:
Cumulative average ()	Academic level:

Topic of the orientation meeting:
.....
.....
.....
.....
.....
.....
.....

The results of the orientation meeting:
.....
.....
.....
.....

Signature of the student.

(4) From

Group case guidance form

Group counseling meetings that were carried out during the semester.....:

For the academic year

A copy of these forms shall be handed over to the supervisor of the Academic and Student Guidance Unit at the faculty before the examinations of each semester are held()

Academic advisor's name: Faculty

Department.....

Academic year semester Number of guidance group students()

Number of group counseling meetings carried out during the semester..... :

group counseling results	group counseling topic	Student's name	Student's academic number	no
				1
				2
				3
				4
				5
				6
				7
				8
				9
				10
				11
				12
				13
				14
				15
				16

Form (5)

(Form for evaluating students with academic failure)

Cumulative average	Semester average.....	Faculty-Speciality	Academic level	Student's name	academic number.....
					Reasons for academic failure
.....1					
.....2					
.....3					
.....4					
.....5					
.....6					
.....7					
.....8					
					Procedures for eliminating the causes of academic failure:
.....1					
.....2					
.....3					
.....4					
.....5					
.....6					
.....7					
.....8					
.....9					
Follow-up of the student in the next semester: semester average () cumulative average()					

**Form (6)
Add/Delete Courses Form**

Student's name :.....
 Level: Semester: Academic year:
 Major: Minor..... :
 Please add/delete the following courses

Statement	statement	statement
		courses to be added
		courses to be deleted

The request has been implemented The request could not be implemented and is referred to the Academic Guidance Committee

In the event that the request is not implemented, the reason is stated:

.....

Academic advisor: Signature:

Department:

Date:

Member of the Academic Supervision Committee:

..... Signature: Date:

Form(7)
**Request for re-enrollment for a student who has
dropped out**

The regulation states that for re-enrollment, the following is required:

- The student should not be academically dismissed (with an average of less than one) in the last three semesters.
- The student must apply for re-enrollment within four semesters from the date of closure of enrollment.
- The approval of the concerned faculty council and the relevant authorities.
- It is not permissible to re-enroll more than once.

Faculty Dean

After Greetings

Student name,

Number :

--	--	--	--	--	--	--	--

Faculty:

Department :

.....

I hope that you will bring me back to study in class

For the following reasons..... :

Student's name: Signature:

Date:

Date of enrollment: / / 201 AD Semester: Year:

Number of classes he studied: Credit hours :

.....

Is the student warned Yes No The conditions for re-enrollment are fulfilled Yes No

Head of the Department..... :

After Greetings

I hope that you will study the situation of the student and present the topic to the concerned councils and benefit from it.

You have my appreciation

Academic Advising Coordinator

Dean of the Faculty

Prof. Dr.

Dean of the Faculty

After Greetings

The Faculty Council decided :

.....

And after the approval of the Rector of the University by

Resolution No.....:

On Re-enrollment Student No.:

Dean of the faculty