دليـل الطـالـب

كلية التمريض – جامعة حلوان

Means of communication with the Quality Assurance Unit at the Faculty of Nursing - Helwan University : -

- **First floor – Faculty of Nursing Building – Helwan University / Room 107-108**
- **Faculty of Nursing on campus at Helwan University – Ain Helwan**
- **Director of Quality Assurance Unit: Assoc. Prof. Badria Abdel Shaheed Ahmed**
- **University Website www.helwan.edu.eg**
- **College Email   www.helwan.edu.eg/Nursing.eg**
- **Phone: 0225590000 Ext. 3590-5737 Fax College: 0225540367**

Student Handbook 2025-2026

Director of Quality Assurance Unit Dean of the College

A.M. Dr. Badria Abdel Shaheed Al-Qattan Prof. Safaa Salah Ismail

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Establishment of Helwan University

The establishment of the university dates back to the proposal to establish a university of technology in 1965 to include the technical institutes that existed at that time, followed by attempts in 1970 to distinguish it from other universities that its faculties have a distinct applied academic character as it is based on the system of specialized scientific departments at the university level as a whole.

Helwan University logo:

The logo of Helwan University came as a adaptation of the written word and an investment in the music and rhythm of Arabic letters to achieve the content, where the extension of the letter A in the word University and the word Helwan confirms the sense of glory and sublimation with its belonging to the interior to achieve the meaning and value of containment The containment of the corn symbol came as a symbol of science and knowledge to settle this symbol in the heart of the design of the radiation center.

Hence the slogan expressing the value of the university functionally and aesthetically.

Helwan University Vision

To be a pioneer in the production and investment of knowledge with an advanced classification in the world.

Helwan University Mission

Helwan University is working to achieve a distinguished institutional performance that supports the production and investment of knowledge towards sustainable development by providing smart and developed educational services in accordance with quality standards, implementing distinguished scientific research and effective competitive mobility, which contributes to the advancement of society.

Strategic Objectives of the University

First Goal: Providing a smart teaching and learning system that supports entrepreneurship and innovation to build a knowledge society.

Second Goal: Increase the competitiveness of the university in scientific research and innovation.

The third goal: Maximizing the productive and service role of the university in a way that contributes to the advancement of society and the development of the environment.

Fourth Goal: Enhancing the international interaction and presence of the university and improving its mental and media image.

Fifth Goal: Strengthening the infrastructure and technology in order to achieve sustainability and optimal investment of material values at the university.

Sixth Goal: Maximizing the financial and administrative capacity of the university and ensuring the quality of its operations.

Seventh Goal: Establishing new educational institutions that contribute to building a knowledge society.

Strategic Objectives of Helwan University

- **Developing a smart technological environment that supports the teaching and learning system.**
- **Providing distinguished and flexible academic programs and courses that meet the needs of the labor market in accordance with quality standards.**
- **Developing and enhancing students' scientific, innovative and creative abilities and skills.**
- **Providing a stimulating and supportive environment for scientific research and innovation at the university.**
- **Upgrading the level of international scientific publishing quantitatively and qualitatively.**
- **Expanding partnerships and competitive projects in the field of scientific research and innovation.**

- **Linking knowledge applications and outputs of scientific research and innovation to the priorities of the state and the needs of society.**
- **Enhancing the role of social responsibility and participation of the university.**
- **Maximizing the use of the resources and expertise available at the university to provide distinguished products and services to the internal and external community.**
- **Expansion and diversity in distinguished international partnerships and international mobility**
- **Increasing the competitiveness of the university in obtaining international projects.**
- **Improving the mental and media image of the university locally, regionally and internationally.**
- **Developing a smart system for the management and maintenance of the university's physical assets.**
- **Developing the infrastructure of information and communication systems at the university.**
- **Building the spatial identity and preserving the visual image of the university.**
- **Digitization of transactions and administrative services at the university.**
- **Investing and marketing the university's resources and services efficiently and effectively in order to achieve an economic return.**
- **Applying quality standards and institutional excellence to gain the trust of the internal and external community.**
- **Establishment of Helwan National University.**
- **Establishment of the Faculty of Fashion Arts at Helwan University.**

<u>University Leaders</u>

Prof. Dr. / Mr. Ibrahim Kandil

       President of the University

Prof. Dr. Emad Mohamed Abu El-Dahab

       Vice President for Graduate Studies

Prof. Dr. Hossam Mohamed Kamal Al-Rifai

       Vice President for Education and Student Affairs

Prof. Dr. Waleed Mohamed Kamal Al-Din Al-Srouji

     Vice President for Community Health and Environment Affairs

Establishment of the Faculty of Nursing, Helwan University:

The Faculty of Nursing – Helwan University was established by Presidential Decree No. 267 of 2006.

College Vision:

Leadership in the field of nursing locally, regionally and globally, discrimination and advancement in the field of education, scientific research and community service to achieve sustainable development.

College Mission:

The Faculty of Nursing at Helwan University supports the production and investment of knowledge towards sustainable development and based on competencies in the field of nursing by providing advanced educational programs that keep pace with quality standards to prepare a scientifically and professionally qualified graduate who meets the requirements of the local and regional labor market capable of preparing distinguished scientific and field research that keeps pace with scientific progress in the field of specialization and supports the competitiveness of the graduate while adhering to professional ethics.

College Values

1. affiliation
2. Accountability
3. Discipline and professionalism
4. Credibility, transparency and integrity
5. Objectivity
6. Teamwork
7. Community Engagement
8. Commitment to professional ethics
9. Scientific Secretariat
10. Innovation & Entrepreneurship

A- Strategic objectives of the Faculty of Nursing - Helwan University:

1) **The first goal**: Providing a technological teaching and learning system that supports entrepreneurship and digital transformation to build a knowledge society.

2) **Second Goal**: Increase the competitiveness of the college.

3) **Third Goal**: Maximizing the service role of the college in a way that contributes to the advancement of society and the development of the environment.

4) **Fourth Goal**: Strengthening the infrastructure in order to achieve sustainability and optimal investment of the material values of the college.

B- Strategic objectives of the Faculty of Nursing - Helwan University:

The first objective: Developing academic and administrative systems and digitizing transactions and service in the college.

Second Objective : Modernization and development of the infrastructure of the college.

Third Objective: Graduating students with scientific, innovative and creative skills who compete in the labor market.

Fourth Goal: A distinguished faculty member capable of dealing with digital teaching and learning systems.

Fifth Objective: Enhancing the community participation of the college inside and outside the university in a way that contributes to the health advancement of the community and the development of the environment.

Sixth Objective: Continuous support for graduates and supporting them in the labor market by providing distinguished services and activities.

Seventh Goal: Applying quality standards and institutional excellence to gain the confidence of the internal and external community.

Eighth Goal: Expansion and diversification of distinguished international partnerships to increase the competitiveness of the college.

Speech of the Dean of the College

My sons, male and female students, Faculty of Nursing, Helwan University ,,,

I take the opportunity of issuing this guide to dialogue together and know that your college and university have a right over you and have trusted you and gave you so keep it in your chests in accordance with your high-end human and scientific experience in it, and reach its message the best report and save it as you save yourselves, and help its workers when they ask for help from you, perform your duties in an abundant spirit of giving and altruism without waiting for a reward or reward Man has been honored by God and honored by all heavenly laws Article cannot stand between his life or lack thereof and His health and illness, be faithful to your patients, you are the repository of their beds and their components, and bring people down to their homes, as if they were your brothers, and threw to your patients affection and mercy and treated them humanely not affected by the material heritage and values of today material that made everything a commodity to be sold and bought, and help people and poor patients, and write your effects with your good conduct and expand your sciences, and be a fertile ground for good embraces your tasks Cloud dam Do not leave for weakness or apathy, and work with your youth for your old age, and look forward to tomorrow with bright hope and rely on your heritage and your Arab and Islamic heritage The great and effective, and search in your sciences, the value of nursing in keeping pace with the new in his specialty, and know that serving your patient is worship and honor for you, so be sure to confirm your commitment to that as you can in this ability and approach, and do not take you job and handed over compared to what you have prepared for him of elevation, transcendence and humanity. Know that nations are built by the hands of their distinguished qualified sons who exert their efforts to raise our beloved homeland, Egypt, the mother of the world. May God protect Egypt as a homeland for goodness, giving, civilization and construction under a promising leadership.

Peace, mercy and blessings of God be upon you.

Dean of the Faculty, ,

a.Dr. Safaa Salah Ismail

<u>Message from the Vice Dean for Education and Student Affairs</u>

My sons and daughters, students of the Faculty of Nursing, Helwan University,,

Welcome to your college, which at your hands and your faith in God and the homeland will advance our nation and our profession and make our generations happy and the future of our new generations.

The nursing profession is one of the lofty professions that God Almighty has specialized near the man who was honored by God and we are approaching this person and he is in great need of help, so we must enjoy sincerity and honesty in our profession and have the confidence of the patient and his family. Therefore, we must be honest, patient and humble.

Our college seeks to upgrade to the best international scientific levels that make every effort in order for its graduate to be at a high level of efficiency and outstanding nursing performance, which requires more effort within the framework of the university system.

Accordingly, we present the student's guide in the interest of the college on its student to find what helps him in knowing the goals of the college and the vision of the college in the graduate who the college aspires to from a high level capable of competing in the labor market through his ability to provide high-level nursing service of high quality distinguished performance to keep pace with scientific and global progress in the field of nursing.

Vice Dean for Education and Student Affairs

Prof. Dr. **Lamia Ismail Kishk**

Message from the Director of the Quality Assurance Unit

My sons and daughters, students of our esteemed college, I wish you progress and success in your life and your professional future, which we always strive for .

Our college seeks to apply for the accreditation of the National Authority for Quality Assurance and Accreditation of Education and this is part of our commitment to developing the educational process and improving student services .

What is quality accreditation???

This certificate from the National Authority for Quality Assurance and Accreditation of Education fulfills that batches of students who are able to compete and produce in the labor market are graduated and that the College of Nursing is an entity that has sufficient eligibility to provide a distinguished educational service.

What is the benefit of accreditation?

Dependence has many benefits on students and the view of the labor market, for example:

Accreditation qualifies students of the Faculty of Nursing with the following description:

- With the will and ability to adapt to different circumstances at work in their country and abroad.

- Able to communicate and communicate successfully with others.

- Able to solve problems, make constructive decisions and manage time.

Accreditation obliges the Faculty of Nursing to the following:

- Increasing educational efficiency and comprehensive integrated upgrading that includes all students.

- Providing an electronic system for communication between students and faculty members.

- Selection and appointment of the best faculty members.

- **Developing awareness among students and their parents towards the institution.**

- **Providing training for students to qualify them to compete and excel in the labor market.**

- **Follow up the satisfaction of students, their parents, the local community and the labor market with educational services**

As we promised you, each of us will play his role to bring our college to the place we deserve because you are a large part of our role and we must help you identify everything related to the College of Nursing because it is the place to which you belong and accordingly, we provide a student guide in the interest of the college on its students to find what helps them and this is the right of every student to us.

Director of Quality Assurance Unit

Assoc. Prof. Badria Abdel Shaheed Ahmed

Acknowledgements
For the former deans of the college

The Quality Assurance Unit at the College extends its sincere thanks and respect for your efforts and giving that helped to implement and succeed the youth welfare plan during the period in which you assumed the Deanship of the College:

1- Prof. Dr. Aisha Awad Al-Sayed
   Dean of the College for the academic year 2007-2008.
2- Prof. Dr. Zainab Abdel Tawab Hassan
   Dean of the College for the academic year 2008-2009.
3- Prof. Dr. Mamdouh Mahmoud Mahdi
   Dean of the College for the academic year 2009-2015.
4- Prof. Dr. Jihan Mohamed Ahmed
   Dean of the College for the year 2015-2016.

with greetings ,,,

Prof. Dr. Dean of the Faculty, faculty members, the Student Union and the family of the faculty employees.

College Tour

The main entrance of the building and 2 sub-entrances (side)

- Office of the Vice Dean for Education and Student Affairs.
- Secretariat Office of the Vice Dean for Education and Student Affairs.
- Office of the Vice Dean for Graduate Studies.
- Secretariat Office of the Vice Dean for Graduate Studies.
- Office of the Vice Dean for Environmental Affairs.
- Secretariat Office of the Vice Dean for Environmental Affairs.
- Office of the Secretary of the College.
- Medical Committee Hall.
- College Council Hall.
- Office of Student and Alumni Affairs.
- Office of Graduate Studies and Cultural Relations.
- Youth Welfare Office.
- Office of Faculty Affairs.
- Personnel Affairs Office.
- Purchases and stores.
- Benefits and Financial Affairs Office.
- Treasury .
- A hall for discussions, meetings and celebrations.
- Student examination halls.
- Buffet.

Second floor:
- Office of the Dean of the College.
- Secretariat of the Dean of the College.
- Quality Assurance Unit.
- Secretariat Office of the Quality Assurance Unit.
- Electronic Services Unit IT Unit
- Offices of faculty members and their assistants.
- Technical office and laboratory specialists.
- Audiology laboratories room 138.
- Anatomy Laboratory Room 140.
- Anatomy Laboratory Room 242.
- First year classrooms
- Room 143 for seminars and workshops.

- **ICDL Hall 2**

Third floor:

- **Student Evaluation and Examinations Systems Unit.**
- **Secretariat Office of the Student Evaluation Systems and Examinations Unit.**
- **Maternal and neonatal health laboratories room 142-150-155.**
- **Third and fourth year classrooms.**
- **Chapel for men and women.**
- **Offices of faculty members and their assistants.**
- **Student examination halls.**

Fourth floor:

- **Student and Alumni Association.**
- **Library (for viewing, borrowing, information network / Internet, scientific theses and photocopier)**
- **Third and fourth year classrooms.**
- **Offices of faculty members and their assistants.**
- **Examination halls for postgraduate studies.**
- **Oski Lab .**

Scientific departments of the college

- **Department of Nursing Administration.**
- **Department of Adult Health Nursing**
- **Department of Child Health Nursing**
- **Department of Maternal and Newborn Health Nursing**
- **Department of Community Health and Occupational Health Nursing.**
- **Department of Mental Health Nursing**

Degrees awarded by the college

The Helwan University Council grants, at the request of the Faculty Council, the following academic degrees:

- **Bachelor's degree in Nursing Science.**
- **Master's degree in Nursing Science.**
- **PhD in Nursing Science.**

The student is granted a bachelor's degree in nursing science after his success in the courses over four years and each year divided into two semesters and then passing the training year (internship) in one of the university hospitals or health institutions under the supervision of the College of Nursing.

Undergraduate Courses

These courses are distributed over 4 years as follows:

First Division	
Second Semester	**First Semester**
Biochemistry and Nutrition	Fundamentals of Nursing
vivisection	vivisection
Physiology	Physiology
parasites	Microbiology
Epidemiology and Infection Control	Human Rights
Introduction to Nursing Healthcare Services	watch out for
Communication, human relations and ethics	English
Health education	

Second Division	
Second Semester	**First Semester**
Adult Health Nursing (2)	Adult Health Nursing (1)
Surgery and its specialties	Internal Medicine and its specialties
Anthropologist	Pathology
Informatics in Nursing	Pharmacology
English Language	Applied Nutrition
Scientific Research Methods	Biostatistics
Forensic medicine and toxicology	Introduction to Psychology

Third Division	
Second Semester	**First Semester**
Maternal and Newborn Health Nursing	Child Health Nursing
Obstetrics and Gynecology	Pediatrics
Psychology of women	Pediatric Surgery
Teaching Methods Skills	Developmental Psychology
	English

- **Note: Students are divided into two groups, the first is child health nursing, pediatric surgery, developmental psychology in the first semester, maternal and newborn health nursing, obstetrics and gynecology, and health education for the second group, and then the opposite in the second semester.**

Fourth Division	
Second Semester	**First Semester**
Nursing Management (2)	Nursing Administration (1)
Community Health and Occupational Health Nursing	Psychiatric Nursing and Mental Health
Community Medicine	psychiatry

Occupational Medicine	Sociology
Preparing training programs	Public Health Department
	English Language

- **Note : Students are divided into two groups, the first is community health nursing, community medicine and occupational medicine in the first semester, mental health nursing and psychiatry for the second group, and then reverse in the second semester.**

Program Academic Standards:

National Academic Standards of Reference Based on Competencies, issued by the National Authority for Quality Assurance and Accreditation of Education (Second Edition -.(April 2017

DOMAIN 1- PROFESSIONAL AND ETHICAL PRACTICE

1.1.COMPETENCY

Demonstrate knowledge, understanding, responsibility and accountability of the legal obligations for ethical nursing practice.

KEY ELEMENTS

1.1.1. Demonstrate understanding of the legislative framework and the role of the nurse and its regulatory functions.

1.1.2. Apply value statements in nurses' code of ethics and professional conduct for ethical decision making.

1.1.3. Practice nursing in accordance with institutional/national legislations, policies and procedural guidelines considering patient/client rights.

1.1.4. Demonstrate responsibility and accountability for care within the scope of professional and practical level of competence.

DOMAIN 2- HOLISTIC PATIENT-CENTERED CARE

2.1. COMPETENCY

Provide holistic and evidence-based nursing care in different practice settings.

KEY ELEMENTS

2.1.1. Conduct holistic and focused bio-psychosocial and environmental assessment of health and illness in diverse settings.

2.1.2. Provide holistic nursing care that addresses the needs of individuals, families and communities across the life span.

2.1.3. Provide holistic patient-centered care respecting people diversity.

2.1.4. Advocate the patient/client needs/problems within the Egyptian health care system and the personal context.

2.1.5. Utilize different community resources for referral to assist the patient/client and family through transitions across the continuum of care.

2.1.6. Examine evidence that underlie clinical nursing practice to offer new insights to nursing care for patients, families, and communities.

2.2. COMPETENCY

Provide health education based on the needs/problems of the patient/client within a nursing framework.

KEY ELEMENTS

2.2.1. Determine health related learning needs of patient/client within the context of culture, values and norms.

2.2.2. Assess factors that influence the patient's and family's ability, including readiness to learn, preferences for learning style, and levels of health literacy.

2.2.3. Participate in informal and formal methods of teaching that correspond to the health of patient/client needs and abilities in different health care settings.

2.2.4. Use educational principles and counseling techniques appropriately and effectively with diverse populations.

2.2.5. Communicate health information and coordinate health education/promotion activities effectively according to patient/client needs.

2.2.6. Utilize information from variety of reliable sources for planning and improving health promotion and health education activities.

DOMAIN 3- MANAGE PEOPLE, WORK ENVIRONMENT AND QUALITY

3.1. COMPETENCY

Demonstrate effective managerial and leadership skills in the provision of quality nursing care.

KEY ELEMENTS

3.1.1. Apply leadership skills to manage personnel to maximize health, independence and quality of life for individuals, families, and communities.

3.1.2. Plan and implement change conducive to the improvement of health care provision.

3.1.3. Organize own workload and apply time management principles for meeting responsibilities.

3.1.4. Demonstrate controlling techniques for the work flow and patient outcomes through delegating and supervising members of the nursing team.

3.2. COMPETENCY

Provide a safe working environment that prevents harm for patients and workers.

KEY ELEMENTS

3.2.1. Apply leadership skills to recognize and manage risks to provide safe care that best meets the needs and interests of individuals, families and communities.

3.2.2. Act to protect patients and their families from unsafe, illegal, or unethical care practices in different work settings.

3.2.3. Promote a research environment that supports and facilitates research mindednessand utilization that helps in maintaining safe environment.

3.2.4. Apply research methods related to area of practice that enable and use the best evidences to maintain safe work environment.

3.3. COMPETENCY

Review health care outcomes in the light of quality indicators and benchmarks to achieve the ultimate goals of improving the quality of nursing care.

KEY ELEMENTS

3.3.1. Apply leadership skills, and decision making in improving the quality of nursing care by using the existing resources.

3.3.2. Participate in quality improvement process to enhance nursing care rendered and patient/client outcomes.

3.3.3. Utilize quality indicators and benchmarks to evaluate the effect of improvements in the delivery of nursing care.

3.3.4. Implement standardized protocols when providing nursing care considering quality improvement and patient's safety.

DOMAIN 4. INFORMATICS AND TECHNOLOGY

4.1. COMPETENCY

Utilize information and technology to underpin health care delivery, communicate, manage knowledge and support decision making for patient care.

KEY ELEMENTS

4.1.1. Use different sources of data related to contemporary standards of practice and patient care.

4.1.2. Apply technology and information management tools to support safe care and evaluate their impact on patient outcomes.

4.1.3. Evaluate the impact of computerized information management on the role of the nurse in providing holistic patient-centered care.

4.1.4. Use and evaluate information management technologies for providing the holistic patient care in different health care settings.

4.2. COMPETENCY

Utilize information and communication technologies in the delivery of patient/client care.

KEY ELEMENTS

4.2.1. Retrieve, and manage data to make decisions using information management system for providing holistic patient care.

4.2.2. Apply communication technologies that support clinical decision making, care coordination, and protection of patients' rights.

4.2.3. Apply technologies and information systems to support provision of safe nursing care practice to individuals, families, and communities.

DOMAIN 5. INTER-PROFESSIONAL COMMUNICATION

5.1. COMPETENCY

Collaborate with colleagues and members of the health care team to facilitate and coordinate care provided for individuals, families and communities.

KEY ELEMENTS

5.1.1. Maintain inter-professional collaboration, in a variety of settings to maximize health outcomes for the patients, families and communities.

5.1.2. Function within behavioral norms related to the interdisciplinary communication and the health care organizations.

5.1.3. Use standardized communication approach to transfer care responsibilities to other professionals to facilitate experience transitions across different health care settings.

5.1.4. Utilize communication styles that diminish the risks associated with authority gradients among health care team members.

<u>Library</u>

<u>Undergraduate Students Library:</u>

The library has been established since the opening of the college 2007-2008 and an important development occurred in 2012-2013 and the development began through comprehensive scientific and information processes and turned to the digital system, and it was taken into account during the preparation of the library in its modern form to become an integrated scientific center that includes:

- A large hall for foreign books and references for college students
- An advanced library in the fields of nursing sciences that includes references in the field of nursing:
  - ✓ Surgery, Internal Medicine and Nursing Basics
  - ✓ Child Health Nursing
  - ✓ Obstetrics and Gynecology Nursing
  - ✓ Psychiatric and neurological
  - ✓ Nursing Services Management
  - ✓ Research methods and training
- As well as medical sciences (anatomy, physiology, medical specialties ....)
- Network and digital library to connect to the National and International Specialized Information Center.
- A unit for advanced photocopying and photocopying services.
- Computers and information network.

<u>Graduate Studies Library:</u>

- A hall containing periodicals / letters / reports / and bulletins.
- Network and digital library to connect to the National and International Specialized Information Center.
- A unit for advanced photocopying and photocopying services.
- Computers and information network.

Metaphor:

- **It is not allowed to lend any kind of reference except books alone, provided that they are not copies of the library and are not dictionaries or encyclopedias.**

Borrowing Terms:

- **The maximum limit for borrowing a faculty member at the college is two books at a time for a period of 15 days , renewable.**

modulus

Computer Lab:

- There are (20) computers equipped with Pentium processors and connected to the Internet.

Anatomy Laboratory

- Anatomical structure of the bones of the arm
- Anatomical structure of the neck A72
- Model showing the anatomy   of the kidney N12
- Anatomical skeleton of the human skull
- Anatomical structure of the shoulder bones
- Anatomical structure of the rib cage, spine and pelvis
- Anatomical structure of the foot
- A model that shows parts of the brain
- Model of the circulatory system of the heart
- Model of the respiratory system
- Model of the urinary apparatus N135
- Model of the reproductive system (male – female L150-151)
- A model showing the skin and its layers
- Panel showing the circulatory system
- Colored skeleton on a stand.
- Guidance board for veins and arteries.
- Anatomical structure of the hand .

Children's Lab

- Simmbaby
- Baby incubator
- Term birth of newborn manikin
- Laerdal baby anne model 050000
- Mega code kid vitalsim
- Pediatric multi venous IV arm
- Newborn advanced care simulator
- Portable phlegm suction CE0123
- Nebjet cE o434
- Nebulizer
- Baby Ivy

- **Baby umbi**
- **Neonatal resuscitation baby**
- **Laryngescope**
- **Baby Scale**
- **pepperonate kettle**
- **Ambulance box**
- **Ampobaj**
- **Electronic Equimed thermometer**
- **Double hearing aids**
- **Mercury pressure device**
- **Baby cot**
- **Stainless Spare Car**

Modern Kids Lab

S/N	Item	Part No
1	Premature Anne with SimPad PLUS and Lleap software	295-00050
		204-30033
		204-50150
2	New Born Anne	220-25050
	Congenital Anomalies Kit • Cystic Hygroma Head Skin with Cystic Hygroma Insert• Cleft Lip Head Skin• Forceps Head Skin• Polycystic Kidneys• Myelomeningocele Insert• Omphalocele Insert	220-03550
3	Megacode Kid for Upgrade Simulator SimPad PLUS With LLeap software and Patient Monitor	204-30033 200-01550 204-50150
4	NSG BABY (S) with Simpad and Lleap	365-05050 204-50150 204-30033

Maternal and Newborn Health Laboratory

- **Maternal and neonatal simulation system ssopoelle**
- **Obstetric susiematernal and fetal birting torso $ 500.100**
- **Model of the female pelvic bone with heads on a stand**
- **Ppoo19su**
- **Advanced childbirth simulator $500**
- **Model showing the perineal incision during delivery$500.6**
- **Umbilical cord and placenta baby$500.1**
- **Healthy uterus model pn261l**
- **Female genital organ PN151l**
- **Model of the gynecological pelvis with a fetus 8 weeksA002524**
- **fetal developmentPN15 لوحه**
- **Accurate Birth Monitor SB235084**
- **Simulator for chest bed**
- **A model showing the uterus and ovaries**
- **Sample Chest Introspection Examination**
- **Female genitalia 4 parts**
- **Model for installing urinary catheters and enemas**
- **Hydraulic delivery bed**
- **Colposcope**
- **Holding an egg**
- **Rahmi Majes**
- **I dried with a tooth**
- **Placenta without age**
- **Qatmarmez**
- **uterine extenders sizes**
- **Renal pelvis**
- **Scale for adults**
- **Stainless Balls**
- **Jenin Speaker**
- **Urinary stainless catheter**

Maternal and Newborn Health Laboratory II

Maternal and Neonatal Birthing Simulator

Pelvic Bone with Fetal Heads on Stand

OB Susie

Original Childbirth Simulator

Postpartum Suturing Trainer

Fetal Baby, Umbilical Cord and Placenta

Breast Examination Simulator

Interchangeable Catheterization and Enema Task Trainer

Fetal Monitoring and Labor Progress Model

Fetal Development

Female Pelvis

Female Genital Organs

Internal Female Reproductive Organs

Internal Medicine and Surgery Laboratory

- **Human simulation for training in resuscitation simman**
- **Mannequin for whole body training**
- **Model for teaching urinary catheterization (male and female) and enema**
- **Arm model for intravenous and blood sampling training**
- **Wounds and injuries model**
- **Mercury pressure device**
- **Electronic thermometer**
- **Electronic pressure device**
- **Drifting device**
- **mannequin venous catheter**
- **Old glucose analyzer**
- **Stethoscope**
- **Double headset**

- **Large Spare Tray**
- **Small Changing Tray**
- **Stainless Spare Car**
- **Renal pelvis**
- **Sterilization box**
- **Hot water bottle**
- **Snow bottle**
- **Stainless dishes on a stand**
- **Solution holder**
- **Fuller Bed**
- **dining table**
- **Perfume**
- **Electronic thermometer**
- **Hand scalpel**
- **Surgical scissors**
- **Scissors jaw stitches**
- **Dry handling**
- **Artry and Kocher'S wounds dried up.**
- **I dried with a tooth**
- **I dried up without a tooth**
- **Aprand mask**
- **Model for intramuscular injections**
- **Plastic enema**
- **neck fixer**
- **Kidney Sheet Basin**
- **Small eyelid**
- **Needle Mask**
- **Brush**
- **Dried handling**
- **Pravan**
- **Sample feeding tube insertion training**
- **Drifting device**
- **Sterilization brushes**
- **Sample Surgical Suture Training**
- **Simulated bag for burns and wounds**
- **dining table**
- **A bag with the contents of first aid**
- **Model for installing a central venous catheter**

Modern Internal Medicine and Surgery Laboratory

Male Multi-Venous IV Training Arm Kit

Intramuscular and Injection Hip
Cricoid Stick Simulator
Interchangeable Catheterization and Enema Task Trainer
Trainer for wound care and bandaging techniques
Suture Practice Arm
Central Venous Cannulation Simulator
Nurse Training Baby, New Born
Fundus Skills and Assessment Trainer
Baby Umbi
Birthing simulator basic
Palpation Model for Leopold's Maneuver
Resusci Junior Basic and Skill Guide
Nursing Anne

Oski Factory

- **Mobile monitoring unit includes: (12 mobile cameras, switches and display screen).**
- **Central air conditioner.**
- **Satyr Block Ot.**
- **Audio headphones .**
- **Reception table to receive.**
- **Waiting chairs.**

Department of Student and Alumni Affairs

It is a general administration in the college that provides a range of services to students and graduates, namely:

Required Documents	Service Type	M
	Student Affairs	
• **Tuition Fees Payment Receipt** • **Personal photos**	**University card extraction**	**1.**
• **Certificate fee payment receipt** • **Student Card**	**Issuance of a registration certificate**	**2.**
• **Obtaining a registration certificate for the Passports Department after determining the position of recruitment for male students**	**Student travel papers abroad**	**3.**
• **Recruitment Forms** • **Military ID**	**Postponement of conscription**	**4.**
• **Application in the name of Prof. Dr. / Dean of the College** • **A medical report or document justifying the excuse**	**Apologies for taking the exam**	**5.**
• **Application in the name of Prof. Dr. / Dean of the College** • **Document justifying the suspension**	**Suspension of registration for non-medical conditions**	**6.**
• **Tuition fee payment** • **Issuance of a certified health card**	**Referral to Medical Administration**	**7.**
• **Application in the name of Prof. Dr. / Dean of the College** • **Document justifying the convening of a special commission** • **A letter from the student hospital stating that he is**	**Holding special examination committees (inside the college / outside the college "Student Hospital")**	**8.**

in the hospital and that his condition requires a special committee		
• Application in the name of the Dean of the College • Personal photo of the student	Statement of study status and results of previous teams	9.
• Certificate required to be accredited • Personal photo of the student	Approval of the registration certificate from the university	10.
• This is done through the central administration of transfers at the university (Department of Education and Student Affairs at the university)	Transfer to another college	11.
This is done by the student personally: • Application in the name of the Dean of the College • Evacuation of a party from the college • Tuition fee payment	Pull out the student file	12.
• Student Card + Expenses Receipt • Nomination Request • Opinion Poll Form • 2 personal photos • 90 piaster stamp • Certificate of Practicing an Activity	Participation in the elections of the Union	13.
• Youth Welfare Social Research Form • Issuance of an ID card • University City Form • Pension Form • Awqaf Form • True copy • Student Inquiries	Approvals required from Student Affairs to be carried out	14.
• Receipt of payment of due fees • Personal photos • ID (card)	Extraction of (graduation certificate of general appreciation in Arabic and foreign - certificate of appreciation of four years -	15.

• **Same documents for all certificates**	**certificate of appreciation of the fourth year Arabic and English).**	
• **Application in the name of the Dean of the College** • **Certificate to be accredited** • **Personal photos of the student**	**Accreditation of certificates from the university.**	**16.**
• **Application in the name of the Dean of the College** • **Document of correction, proof and receipt of civil status registration** • **High School Success Form** • **Original birth certificate**	**Name change .**	**17.**
	Alumni Affairs	
• **Apply in the name of / Secretary of the College.** • **Apply for a copy placed on the certificate.** • **Pay the fee for obtaining the certificate in the college treasury.** • **Bring the stamps whole.** • **Apply for an internship year certificate.**	**Obtaining a certificate of four-year estimates**	**1.**
	Obtaining a certificate of grades for graduates of the four academic years	**2.**
	Obtaining a certificate of the number of study hours studied by the student in nursing subjects during the four years	**3.**
	Directing students to the procedure of receiving the privilege in hospitals	**4.**
	Extracting the original and permanent certificate (cartoon) for all graduates.	**5.**
	Extracting all previous certificates in English	**6.**

The Student Affairs Department provides the previous services to students of different teams and each individual has an employee responsible for them:

Mrs. Amina Abdel Fattah Hamed, Head of Department for Students, Alumni Affairs and Internship

Mr. Mohsen Ragab Abdel Mohsen, Internship and Alumni Officer

Mr. Samah Abdel Moneim, the official of the first division

Mr. Sahar Abdel Aziz, official of the second division

Mr. Shaima Abdel Baqi, official of the third division

Mr. Sahar Abdel Aziz, official of the Fourth Division

Youth Welfare Department

It is a general administration in the college that provides integrated care for students (social, sports and cultural), where the student is the focus of attention and care for all the work team in the Department of Youth Welfare in the college.

Services provided by the Social Solidarity Fund:

* Cash assistance for the unable student, after conducting the necessary social research.

* Providing death benefits to the student who lost his family.

* Providing subsidies to the family that loses the student himself.

* Provide textbooks to the student who is unable to buy.

* Providing prosthetic devices for the disabled student.

How to get a financial aid or book support:

- **A form (social research) is withdrawn from the Youth Welfare Department at the college and its data is filled out, and all places of accreditation are shown in the form.**
- **It is approved by the Student Affairs Department at the college and then from the social affairs to which the student belongs at his residence. Then on the part of the student's guardian with the salary items if he is an employee, and if the guardian is deceased, attach a copy of the death certificate.**
- **The research is delivered after the completion of the appropriations of each item to the specialist in the Department of Youth Welfare at the college.**
- **The Social Research Accreditation Committee is formed and each research determines its status and circumstances, after that the research is approved by the Chairman of the Board of Directors of the Fund and the Committee formed for the Fund.**

University Book Support Committee:

- **Support is granted to the transferred student and not the rest for repetition.**
- **Distribution of support to students who are unable to.**

- **The support is distributed based on rules set by the College Council on behalf of the University.**

Youth Welfare and College Student Union

Cultural Activity Committee:

- **Organizing aspects of cultural activity that lead to introducing the student to the characteristics of society and the needs of its development.**
- **Work on the development of literary and cultural energies of students.**

Technical Committee:

- **This committee works to develop the artistic activity of students and work in accordance with its lofty purposes in providing the opportunity to highlight their talents and raise the level of their artistic production.**
- **Encouraging, caring and supporting students' artistic activities and hobbies.**

Sports Activity Committee:

- **Spreading sportsmanship among students and encouraging sports talents and working to develop them.**
- **Organizing sports activity in the college, including the formation of sports teams and holding matches, competitions, concerts and sports festivals.**

Scouting and Public Service Activity Committee:

- **Organizing the aspects of detection and guidance movements on sound foundations and in accordance with their principles.**
- **Implementing environmental service programs decided by the College Council and departments in a way that contributes to the development of society and work on the participation of students in their implementation and contribute to public service projects required by the needs of the country.**

Social Activity and Trips Committee:

- **Work to develop social ties between students and between faculty members and workers and spread the spirit of cooperation and brotherhood among them and spread the spirit of them by all appropriate means.**
- **Organizing social, cultural and recreational trips and camps that help students to identify the interests of the homeland.**

Student Families Activity Committee:

- **Encouraging families in the college and supporting their activity.**
- **Coordination between the different families in the college.**

Scientific and Technological Activity Committee:

- **Caring for scientifically outstanding students and highlighting and caring for distinguished students by representing them to the university in summit meetings.**
- **Honest competition between students through internal and external competitions.**
- **Knowledge and technological exchange between Egyptian university students.**
- **Fill leisure time and develop skills.**
- **Developing students' scientific faculties.**
- **Increasing scientific awareness by discovering students' scientific skills.**

- **Teaching students different trades through different training courses.**
- **Educating and developing student cadres.**

<u>Graduate Studies Department</u>

- **Receiving the files of students enrolled in postgraduate studies (diploma / master's / doctorate).**
- **Conducting personal interview committees and opening files in the name of each student and registering them in the registration record.**
- **Forming the Academic Advising Committee and distributing it to all students.**
- **Forming and activating the listening committee at the level of the scientific departments of the college.**
- **Formation and activation of the Scientific Research Ethics Committee.**
- **Approving the proposals of research plans submitted by the students.**
- **Work on distributing study examination schedules for all stages of postgraduate studies.**

Education and Student Affairs

General conditions for admission to the college:

In order to accept a student with a bachelor's degree, the following conditions are required:

1. To have a high school diploma (scientific division of science) or its equivalent.

2. The first foreign language must be English (except for graduates of language schools).

3. The college accepts those who have a certificate of health technical institutes (nursing division) or technical institutes of nursing, provided that they are fresh graduates and have at least 75% of the diploma degrees, and these students are accepted in the second year

4. The college accepts graduates of technical secondary schools for nursing who have obtained 75% after passing the equivalency exam organized by the Supreme Council of Universities.

5. It is permissible to accept students with a bachelor's degree or bachelor's degree (high school, science division), provided that the aforementioned university qualification has not passed for more than five years, and the applicant is required to obtain a general estimate in the university degree of not less than "good".

6. All students nominated for admission to the college must pass the admission tests carried out by the college.

7. All students nominated for admission to the college must pass the medical examination of the college.

8. All students must devote themselves to study in the four academic years and the student signs an acknowledgment of that.

College Departments:

The practical departments of the college consist of:

1 -   Adult Health Nursing Department

2 - Pediatric Health Nursing Department

3-   Maternal and Newborn Health Department

4 -   Community Health Nursing Department

5 - Mental Health Nursing Department

6 - Department of Nursing Administration Administrahon Department

Degrees and Diplomas:

First: Academic Degrees:

The Helwan University Council grants, at the request of the Faculty of Nursing, the following academic degrees:

1   - Bachelor's Degree in Nursing Science

2   - Master's degree in Nursing Science in one of the nursing specialties

3   - PhD in Nursing Science in one of the nursing disciplines

Second: The scientific disciplines in the college consist of:

1 - Adult Health Nursing Specialization

2 - Child health nursing.

3 - Specialization of maternal and newborn health nursing.

4 - Community health nursing specialization.

5 - Specialization of mental health nursing.

6 - Specialization of nursing administration.

Third: Diplomas

Diploma in nursing in various branches of nursing.

Fourth: Bachelor's degree

The duration of study for a bachelor's degree in nursing science is four academic years and each year contains thirty weeks distributed over two semesters (15 weeks per semester) and the education system is based on the method of solving problems where students are divided into small groups (from 8-12 students per group).

The fourth year follows a compulsory training year (12 months) in hospitals and health institutions under the supervision of the College of Nursing, as a prerequisite to allow graduates to practice the profession.

The following tables show the distribution of subjects and examinations over the different semesters for the four academic years:

First Year / First Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	180	300		200	100	15	3	Nursing Basics	1
2	60	100		20	80	1	2	Anatomy (1)	2
2	60	100	20		80		2	Physiological (1 (	3
2	60	100		20	80	2	2	Microbiology	4
1	25	50	10		40		2	Human Rights	5
1	25	50	30		20	1	2	Computer	6
2	50	100	20		80		2	English	7
		800				19	15	Total	

First Year : Second Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	60	100		20	80	1	2	Anatomy (2)	1
2	60	100	20		80		2	Physiological (2 (	2
2	60	100	20		80		2	Biochemistry and Nutrition	3
2	60	100	20		80		2	Parasitoids	4
2	60	100	20		80		2	Epidemiology and Infection Control	5
2	60	100	40		60		2	Introduction to Care Services Health Nursing	6
2	50	100	40		60		2	Health education	7
	25	50	30		20	1	2	Computer	8

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
2	50	100	40		60		2	Communication & Relationships Humanity and ethics	9
		850				1	16	Total	

Second Year : First Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	180	300		200	100	15	3	Adult Health Nursing (1)	1
2	60	100	20		80		2	Internal Medicine and its specialties	2
2	60	100	20		80		2	Pathology	3
2	60	100	20		80		2	Pharmacology	4
2	60	100	40		60		2	Applied Nutrition	5
2	50	100	40		60		2	Biostatistics	6
2	50	100	20		80		2	Introduction to Psychology	7
		900				15	15	Total	

Second Year: Second Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	180	300		200	100	15	3	Adult Health Nursing (2)	1
2	60	100	20		80		2	Surgery and its specialties	2

Number of exam hours	Minor end	Bony end	Year Works	practical	theoretical	practical	theoretical	Material	M
2	25	50	20		80		2	Anthropologist	3
2	25	50	50		50		1	Informatics in Nursing	4
1	50	100	20		80		2	English	5
1	50	100	40		60		2	Scientific Research Methods	6
2	60	100	20		80		2	Forensic medicine and toxicology	7
		800					14	Total	

Third Year: First Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	180	300		200	100	15	3	Child Health Nursing	1
2	60	100	20		80		2	Pediatrics	2
2	60	100	20		80		2	Pediatric Surgery	3
2	50	100	20		80		2	Developmental Psychology	4
2	50	100	20		80		2	English	5
		700				15	11	Total	

Third Year : Second Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
3	180	300			100	15	3	Maternal and Newborn Health Nursing	1
2	60	100		40	60		2	Obstetrics and Gynecology	2
2	50	100			100		2	Psychology of women	3
2	50	100	50		50		2	Teaching Methods Skills	4
		600				15	9	Total	

Fourth Year: First Semester

Number of exam hours	Minor end	Bony end	Distribution of grades			Number of teaching hours		Material	M
			Year Works	practical	theoretical	practical	theoretical		
2	60	100	40	200	60	-	2	Nursing management (1 (	1
3	180	300		200	100	15	3	Psychiatric and Mental Health Nursing	2
2	60	100	20		80		2	psychiatry	3
2	50	100	20		80		2	Sociology	4
2	50	100	40		60		2	Public Health Department	5
2	50	100	20		80		2	English	6
		800				15	13	Total	

Fourth Year: Second Semester

Number of exam hours	Minor end	Bony end	Distribution of grades	Number of teaching hours	Material	M

			Year Works	practical	theoretical	practical	theoretical		
2	60	100	20	20	60	2	3	Nursing management (2 (	1
3	180	300		200	100	15	3	Community Health and Occupational Health Nursing	2
2	50	100	20		80		2	Community Medicine	3
2	50	100	20		80		2	Occupational Medicine	4
2	50	100	40		60		2	Preparing training programs	5
		700				17	11	Total	

Exams

The transfer exams and the bachelor's exam are held at the end of each semester of the academic year in the courses studied by the student in his band.

The College Council issues at the request of the councils of the various departments a decision to deprive the student from applying for the exam in courses in which the attendance rate is not met from applying for the exam in courses in which the prescribed attendance rate of 75% is not met, and the student is considered a failure in the courses in which he was deprived of taking the exam unless he provides an excuse accepted by the College Council, so the student is considered absent with an acceptable excuse, and thus retains his estimate in the absent material when he returns to it.

Subjects of default and failure

The transfer to the higher division shall be with a maximum of two materials of default, provided that there shall be no nursing material among them.

In the event that the student fails in any nursing subject, the year in the failure subjects is repeated in theoretical and practical study and an exam.

Computer and human rights are not counted among the backwardness subjects

Denial of Exam Entry

The student is deprived of entering the final written exam in nursing subjects unless he completes the minimum success in the work of the year and practical lessons (at least 60% of the grade of the year's work).

He must re-study the material theoretically and practically in the following year.

Absence from taking the exam

The student who is absent from the written exam is considered absent in the course exam and no result is assigned to him.

In all cases of failure, deprivation or absence from the exam (with or without excuse), the student must return the subject or subjects in which he failed or absent a theoretical and practical study.

The student's success is calculated according to the following:

Excellent from 85% or more of the total score

Very good from 75% to less than 85% of the total score

Good from 65% to less than 75% of total score

Acceptable from 60% to less than 65% of the total score

Poor from 30% to less than 60% of total scores

Very weak less than 30& of the total score

The acceptable grade for supporting materials is calculated from 50% to less than 65% of the total grades and the poor grade is calculated from 30% to less than 50% of the total grades.

The general estimate for obtaining a bachelor's degree in nursing science is calculated on the basis of the total cumulative grades in all four academic years, as well as the order of graduation on this basis.

To join the training year (internship), the student must succeed in all subjects in the four teams.

The training year (internship) begins according to the following dates:

A - As of the first of September for successful students in the first round.

B - As of December for successful students in the second round.

The Department of Nursing Administration in cooperation with a committee formed from the concerned departments (internal and surgical nursing - nursing children maternal health and newborn - community and family health nursing) headed by the Vice Dean for Environmental Development and Community Service to develop a plan for the training year program (internship) and supervise its implementation plan for the training year program (excellence) and supervise its implementation after the approval of the College Council and the supervision of the internship year with a financial reward determined by the College Council for faculty members and administrators.

This regulation applies to students of the Faculty of Nursing - Helwan University immediately after the issuance of the ministerial decision in this regard.

Nursing Syndicate

First, the definition

It is a union to which all graduates of nursing categories, whether nursing colleges, technical institutes of nursing or nursing diplomas, belong.

Second, the conditions for joining the Association

Obtaining a scientific qualification Bachelor of Nursing for college graduates or Nursing Diploma for nursing schools.

Obtaining a permit to practice the profession.

Pay fees to the Association annually.

Address

5 El Saray Street – Manial – Cairo

2368737 Fax 23626510

Association of Nursing Graduates

First, the definition

It is a special association for graduates of nursing faculties and serves graduates in all scientific, social and cultural aspects in order to raise the scientific level of graduates.

Second, the conditions for joining the Association

The member must be a graduate of one of the colleges of nursing.

To be a member of the Nursing Syndicate.

Contribute to the activities of the Association or submit an idea or project that benefits the Association until the member obtains the Association's card.

The member must pay a subscription of 1 pound per month, which can be increased in the future.

III. Objectives

Scientific Objectives

Holding scientific conferences and seminars that include medical and nursing topics.

Issuing a scientific journal that includes the latest nursing research.

Conducting training courses in cooperation with the heads of nursing bodies in hospitals.

Sending foreign missions to study in cooperation with international universities.

Contribute to conferences and encourage scientific research work.

Cultural goals

Upgrading the linguistic level of graduates (Arabic and foreign language).

Holding cultural and literary seminars.

Social goals

Material care: such as cooperation with companies and exhibitions to provide goods such as furniture and clothes at low prices for graduates.

Moral care: by making entertainment parties and trips inside and outside the Republic of Egypt and showing the main role of the nurse in the Egyptian society.

Health care: in cooperation with specialist doctors and specialized hospitals to provide health care to graduates and their families with low wages.

Sports interest: Establishing a social and cultural sports club for graduates of nursing faculties.

Student Entrepreneurship

The concept of student leadership system : It is a system whose implementation depends on faculty members to familiarize the student with the systems, policies and activities of the educational institution, guidethe students and help them to proceed in the study in the best possible way .

Vision: Creating a healthy competitive environment among students at the academic level, student activity, and excellence in suggestions and solutions.

Goals: Supporting communication and dialogue with students and following them up academically to motivate outstanding students and help the

defaulters, providing the opportunity to practice cultural, social, scientific, sports and artistic activities in order to achieve the goals

following:

Supporting and motivating outstanding students, and helping struggling students to overcome the circumstances of their academic stumbling.

Provide the opportunity for male and female students to assume the responsibilities of planning, implementation, follow-up and evaluation of all student activities and services under the supervision of the Student Leadership Program and within the framework of the general plan for student affairs.

Motivating students to participate in the activity, love the system and adhere to university norms and traditions.

Increasing the participation of faculty members and the assisting body in student activities.

Investing the student's leisure time in practicing various activities and services that help in forming the balanced and integrated personality of the university student.

Developing the spirit of affection and spreading cultural and moral awareness among college students.

The concept of scientific pioneer: It is a member of the faculty members of the college who is responsible for guiding a group of students at the undergraduate level.

Duties and tasks of the scientific pioneer: The task of the scientific pioneer in general lies in focusing on the performance of the university student from his admission to the university stage until his graduation, and in general the most important duties and tasks of the scientific pioneer can be identified in these

The stage is as follows:

1. Follow-up of the student from the moment of acceptance in the college until his graduation in order to ensure the progress of the educational process, and complete the graduation requirements.

2. Follow up the student's career, progress and performance level and submit reports for each student to the band leader, who in turn submits it to the Vice Dean for Education and Student Affairs (the general leader of the program).

3. Introducing the student to the evaluation methods for each subject (the work of the year, self-learning, oral, and practical) and the dates of the tests foreach semester and the general rules governing them.

4. The student's knowledge of the importance of attending lectures and practical sections and his exposure to deprivation from attending the practical exam if he exceeds the percentage specified for him in absence (25) % according to the internal regulations.

5. Identify early students who are struggling academically, as well as students who excel scientifically.

6. Introducing students to the departments of the college and the study programs (specializations), and how to transfer from the college, or between study programs.

7. Inform the student on an ongoing basis of his university instructions, and urge him to know what he needs from the instructions of the college and the university, and the conditions for his success in the college, and provide excuses for absence, and excuses for postponing examsand others (rules governing the submission of excuses and their dates).

8. The student's knowledge of the penalties he is exposed to if he violates university behavior inside lecture halls in particular and the university campus in general, and exposure to dismissal if he tries to cheat in theexams. In such cases, the student or his guardian is summoned and a dialogue is opened with him and his attention is drawn to these matters, such as his poor scientific performance or lack of attendance and academic regularity or for any matter that violates university customs and traditions .

9. Introducing students to the resources and services available in the college and the university and guiding students to the best ways to benefit from them (extracting the railway subscription, joining the university city, benefiting from library services, etc.).

10. Providing advice and guidance to the student, which helps him to acquire the required skills and qualify to enter the labor market and achieve his requirements.

References

Quality Assurance Center at the university.

.National Organization for Accreditation and Quality Assurance