Ministry of Higher Education and Scientific Research

University of Mosul

College of Agriculture and Forestry

Division of Student Affairs and Registration



Student Guide for the Bologna Process

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DEFINITIONS AND TERMINOLOGY

1. Bologna Process:

A multi-objective process concerned with establishing a framework that makes qualifications in higher education identical in their certificates and the information available in them. It facilitates the path of comparison in university degrees in countries of the European Union, enables the adoption of identical standards in quality, and helps higher education in student employment and global competition.

Also, the adoption of this path aims to:

- Improve educational transparency.
- Solidify the reputation of universities and the Iraqi educational system internationally.
- Improve the quality of education.
- Reduce the gap between the education sector and the labor market.
- Use tools of multi-dimensional transparency.
- Design new curricula that meet the needs of the labor market and enhance the opportunities for obtaining work for graduates.
- Make education enjoyable and practical for the student so that he can enjoy the path of teaching and learning through teamwork.
- Learning in it may be by focusing on the student, with the feature of international cooperation and student transfer.
- Facilitate the process of student transfer between universities and countries that adopt the Bologna Process.
- Adopt a system for reading degrees, comparing them, and aligning them, and finding a space that makes the standards of academic degrees and quality standards more able to be compared and matched with the requirements of the labor market and international universities.
- Establish a system for study units like the European system for transferring study units that facilitates the process of student transfer between universities.

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2- The European Credit Transfer and Accumulation System (ECTS)

ECTS is an EU credit accumulation and transfer system that serves as a standard tool for comparing academic credits. It measures the "volume of learning based on defined learning outcomes and the associated student workload" for higher education. This credit system forms the basis of the Bologna Process, where student effort is measured in credits. Each course or learning component has a number of credits equivalent to the required academic workload needed to pass it.

3- Learning Outcomes

Learning outcomes are the sum of the knowledge, skills, and competencies that a student is expected to acquire upon the successful completion of each semester or the entire academic program. Learning outcomes must be defined for each course and semester in a way that contributes to achieving the objectives of the overall academic program.

4- Student Workload (SWL)

Student Workload refers to the time a student spends on learning for each course. This includes all activities and assignments a student completes both inside and outside the classroom, such as lectures, homework, reports, seminars, various types of exams, and so on.

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5- Semester

A **semester** is the number of academic weeks a student spends studying courses to achieve specific learning outcomes.

6- Prerequisites

These are courses that a student must complete the requirements for before enrolling in their complementary courses in subsequent semesters.

7- Complementary Courses

These are courses that a student is not allowed to register for unless they have fulfilled the requirements of their prerequisite course(s) in previous semesters.



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8- Formative Assessment:

Formative assessment is a type of evaluation that identifies a student's strengths and weaknesses throughout the academic semester. It measures the student's progress towards achieving the learning outcomes.

This assessment comprises tasks and assignments determined by the course instructor and approved by the Faculty/Institute Council. These can include, for example, daily quizzes, homework, reports, practical projects, field trips, class discussions, and clinical requirements, among others, depending on the nature of the subject.

ACHIEVING 35% OF THE FORMATIVE ASSEMESME ST (14 MARKS) IS A PREEQUICITE FOR PARTIICTIOPONAPN THE FINAL EXAM

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9- Summative Assessment:

This is a type of assessment conducted in the middle and at the end of the academic semester. It evaluates student achievements and confirms that the student has indeed met the learning outcomes. It is carried out through examinations. Summative assessment consists of two parts: a mid-term exam and final examinations. It may also include a practical or clinical exam.

Summative assessment SUMMAITIVE ASSEME		FORITVE ASEM ME
FINAL EXAM	MID-TERM EXAM	40
50 %	10 1 •	40

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10. National Qualifications Framework

The National Qualifications Framework (NQF) is a formal structure that describes learning outcomes according to study levels. It defines what a certificate holder is expected to know, understand, and be able to do.

11- Diploma Supplement

The Diploma Supplement is given to a student after they have completed their studies according to the Bologna Process, graduated, and obtained their specialization certificate after accumulating the required number of European Credit Transfer and Accumulation System (ECTS) units. The supplement contains all information related to the education system in Iraq, the study program, learning outcomes, courses, grades obtained for each course along with their units, the cumulative GPA (CGPA), and how it is calculated.

12- Grade Point Average (GPA)

This represents a student's average for one academic semester. It is calculated by summing the product of each course grade multiplied by its weight in ECTS units, then dividing the result by the total number of units for that semester.

13- Cumulative Grade Point Average (CGPA)

This represents a student's cumulative average upon completion of a specific study program. It is calculated by summing the product of each course grade multiplied by its weight in ECTS units across all academic levels, then dividing the result by the total number of units required for the entire program.

Graduation Average = Sum of (Number of Course Units × Course Graade)

Total Number of Units

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The Study System

First: The Semesters

- 1. The academic year consists of two semesters: the **First Semester** (Autumn) and the **Second Semester** (Spring).
- 2. The actual study period for each of the two semesters is 15 weeks, excluding the period of examinations.
- 3. The dates for the start and end of the semesters and the examinations are determined by the **university calendar** issued by the Ministry of Higher Education and Scientific Research / Department of Studies, Planning, and Follow-up.

First Semester (Autumn)	Second Semester (Spring)
Exam period + 15 Weeks Of	Exam period + 15 Weeks Of
Work	Work

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Second: The Unit System and Student Workload

 Each course has a number of units determined by the scientific departments. One unit is equivalent to a student workload of 25 learning hours.

ONE UNIT = 25 LEARNING HOUR S

2. The number of course units must not exceed 30 units per semester and 60 units per academic year, so that the total number of study hours (student workload) does not exceed 750 hours per semester and 1500 hours for one academic year.

(E-FERROLLIES)

Number of hours per semester = <750 units

Number of units per semester = < 30 units

Number of hours per academic year = <1500 units

Number of units per academic year =< 60 units

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3- Student Workload (SWL)

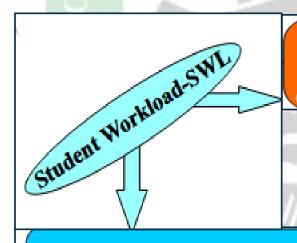
The Student Workload (SWL) represents the total time a student is expected to spend to achieve the learning outcomes. It is the sum of the student's regular, scheduled study hours inside the classroom (Structured Student Workload - SSWL) and the student's irregular, unscheduled study hours outside the classroom (Unstructured Student Workload - USSWL). Each of these components carries the same weight when calculating academic units.

4- Scheduled Hours per Week

The regular and scheduled study hours shall not be less than 20 hours and shall not exceed 25 hours per week. In the case that the course schedule includes both theoretical and practical subjects, the regular and scheduled study hours should not exceed 30 hours per week.

5- Division of Scheduled Hours

The regular and scheduled course hours are divided into In-class hours, Online hours, Seminars, Practical hours, Lab hours, Tutorial hours, Clinical hours (depending on the specialization).



Structured Student Workload - SSWL الساعات الدراسية للطالب داخل الصف لا تقل عن (۲۰) ساعة ولا تتجاوز (۲۰) ساعة اسبوعيا class + lecture + seminars + practical + lab + tutorial

Unstructured Student Workload - USSWL الساعات الدراسية للطالب خارج الصف

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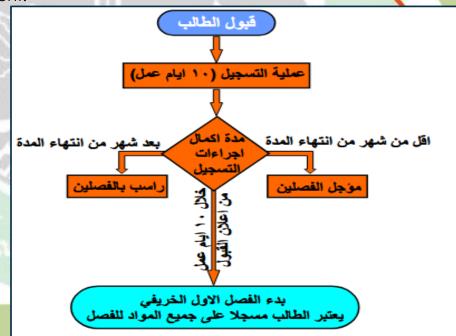
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Admissions and Registration

First: Admission and Registration in the Academic Program

- 1. Admission requirements are based on the criteria approved by the Ministry of Higher Education and Scientific Research.
- 2. The registration process for new students at the college/institute for the academic program takes place within 10 business days from the announcement of admission results for all channels.
- 3. A student is considered deferred for two academic semesters if they register at the college/institute they were nominated for within a period not exceeding one month from the end of the specified period in paragraph 2 above.
- 4. A student is considered to have failed both academic semesters if they register more than one month after the end of the specified period in paragraph 2 above, up until May 21st.
- 5. A new student who has completed the registration procedures for the academic program at the first level within 10 business days from the announcement of admission results for all channels, is considered registered for all courses for the first academic semester as approved by the scientific department.



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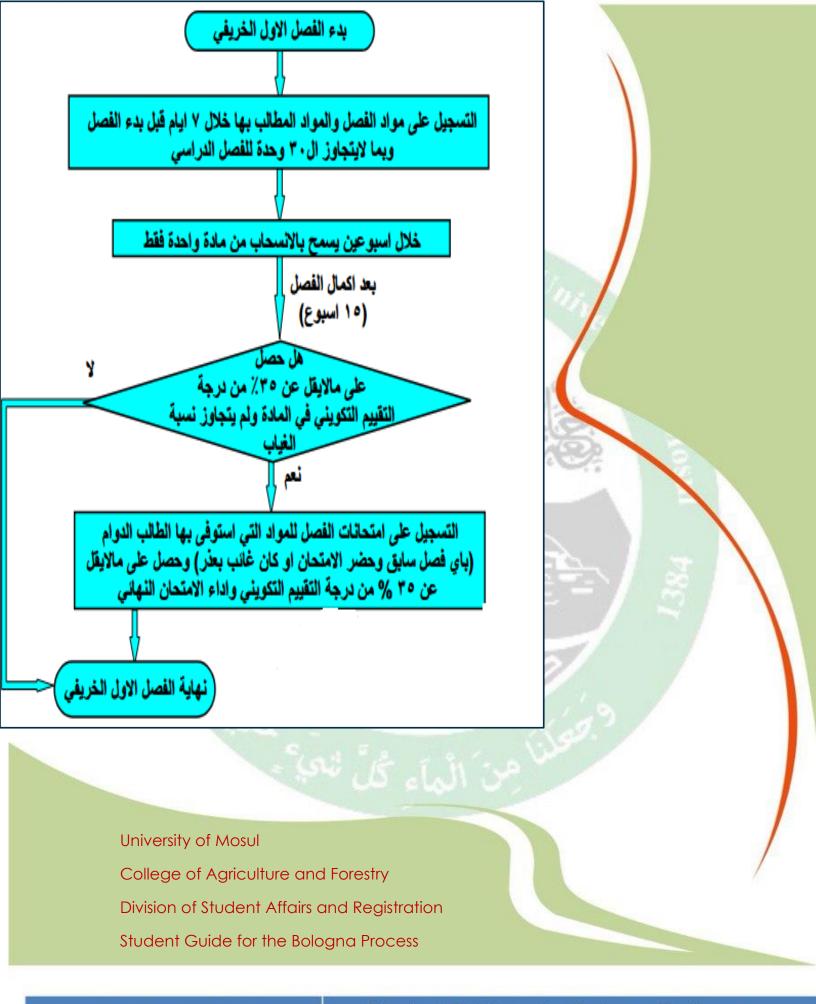
Secondly: The registration on the courses

- 1. On a student who continues to study, registration for the courses approved by the scientific department, a period not exceeding (7) days before the start of the academic semester, taking into account the need to register for the courses he is required to from previous academic semesters, not to exceed (30) units for the academic semester.
- 2. The student has the right to withdraw from one course only after the approval of the scientific department / academic counselor, and within a period not exceeding two weeks from the start of the academic semester.
- 3. It is not possible to register for a complementary course in the educational program in the academic semester if the student has not passed its preparatory course or has completed all the requirements for the preparatory course in a previous academic semester in terms of attendance and formative evaluation and participation in the final exam (without the condition of passing it).
- 4. The student is considered a failure in the academic semester if he does not register for the academic program within the registration period specified in paragraph (1) above.
- 5. The student's relationship with the study ends, and his enrollment is cancelled if he does not register for the courses for four consecutive academic semesters without a legitimate excuse.

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Registration and Semesters Assessment

Registration Stages within the Bologna Process

- 1. A newly admitted student must register at the college within 10 business days and is considered registered for all First Semester (Autumn) courses of the First Level.
- 2. The student must register at the beginning of each academic semester within 7 days.
- The student must register for examinations at the end of each academic semester.



Third: Semesters and Assessment

 A student must complete their studies within a number of academic semesters that does not exceed three times the levels of study, as shown in the table below, provided that semesters of deferral and non-failing are not included.

الحد الاعلى المكن لعدد الفصول الدراسية	عدد الوحدات المطلوبة للبرنامج الدراسي		
14	74+	ŧ	بكالوريوس
10	٣٠٠	٥	بكالوريوس

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- A student's assessment consists of two parts: Summative Assessment and Formative Assessment.
- 3. The formative assessment constitutes **40%** of the course grade, while the summative assessment constitutes **60%**, which is divided into **10%** for the mid-term exam and **50%** for the final exam, as illustrated in the table below.

Summative assessment التقييم التلخيصي		Formative assessment التقييم التكويني
الامتحان النهائي	امتحان نصف الفصل	0/ 4
% • •	% ۱۰	% £ ·

- 4. The minimum passing grade for each course is 50%.
- 5. Interventions for students who obtain a final grade between 45% and 49% are restricted exclusively to the course instructor (without interference from the ministry, university, college, or the concerned department). The intervention is done by assigning the student additional work according to their specialization (e.g., a project, a report, etc.), and this must be completed within a period not exceeding one week from the date the student is notified. The intervention grades shall not exceed 5 marks for all courses in which the student has failed.

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Attendance and Examination Requirements

Fourth: Attendance and Examination Requirements

- A student is notified in writing and electronically when their absence rate reaches 7% of the total scheduled hours for a course (equivalent to one week of course hours). A final warning is issued when absences reach 14% (equivalent to two academic weeks of course hours) without an official excuse.
- 2. The College/Institute Council is permitted to increase the acceptable absence percentage to 21% of the total course hours (equivalent to three academic weeks) if the student provides a legitimate excuse.
- 3. A student is considered to have failed a course due to absenteeism if their absences exceed the percentages specified in paragraphs 1 and 2 above. They are then required to retake the course, including both attendance and examinations.
- 4. A student who fails due to absenteeism in some courses is still permitted to complete the academic year and take the examinations for their other courses.

يعد الطالب راسب بالمادة اذا تجاوز ٧٪ بدون عذر او ٢١٪ بعذر

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- 5. A student must register to participate in the final examinations for the courses they are registered for. This includes the courses of the current academic semester as well as any courses they are required to complete from previous semesters, both in terms of attendance and examinations.
- 6. A student has the right to register for the final examinations for any courses they did not pass in a previous attempt.
- 7. A student who meets the attendance requirements and has obtained at least 35% of the formative assessment grade is permitted to register for the final examinations. Otherwise, the student is considered to have failed the course and must retake it, including both attendance and examinations, in a subsequent semester.
- 8. Each academic semester has two examination attempts. A student who fails the first attempt is entitled to participate in the second attempt.

يحق للطالب محاولتان امتحانيتان لكل عام دراسي

- 9. A student who does not achieve the minimum passing grade for a course after taking the final examinations is allowed to make additional attempts in subsequent semesters. Their previous grades for the formative assessment and the mid-term exam will be retained.
- 10. Final Exam Participation A student must participate in the final examinations, as their participation is a fundamental condition for success. Otherwise, they must retake the course, including both attendance and examinations, even if they have met the attendance requirements and completed the formative assessment requirements mentioned in paragraph 7 above.

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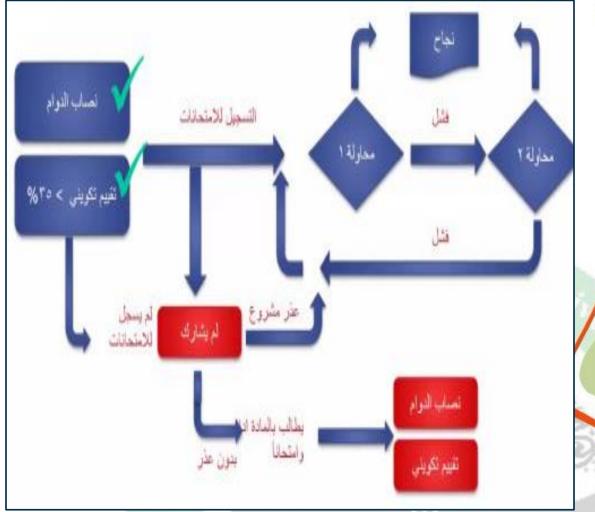
- 11- A student who does not participate in the first final exam attempt has the right to participate in subsequent attempts, retaining their formative assessment and mid-term exam grades, provided their absence was due to a legitimate excuse approved by the College/Institute Council.
- 12- If a student is proven to have cheated or attempted to cheat in any daily, weekly, monthly, mid-term, or final examination, they are considered to have failed all courses they are registered for in that academic semester. In case of a repeat offense, they are dismissed from the college institute and their enrollment is canceled from its records.
- 13- A student who fails due to cheating is required to retake the semester's courses, including both attendance and examinations.
- 14- A student has the right to take four examination attempts for a single course within the maximum number of specified academic semesters. If they fail to pass the fourth attempt, their enrollment is canceled from the college/institute's records.
- 15- A student studying through "free education channels" who fails four examination attempts can register for two additional attempts upon paying a fee equivalent to what is charged for the "government-subsidized private morning education" channel for the course(s) they are required to complete.
- 16- A student who studies at their own expense (within the "government-subsidized private morning," "evening study," and "private education" channels) and fails four examination attempts can register for two additional attempts upon paying the fee for the required course(s) plus a 25% surcharge.

يعد الحضور والحصول على ٣٥٪ من التقييم التكويني وحضور الامتحان النهائي (او الغياب بعذر) شرطا لاداء الامتحان فقط في الفصول اللاحقة

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Fifth: Deferral

- A student may defer their studies for one or two academic semesters for legitimate reasons that are approved by the College/Institute Council.
 The deferral request must be submitted at least 30 days before the start of the final examinations for the academic semester.
- The University President—based on the recommendation of the College/Institute Council—may defer a student's studies for a third or fourth academic semester, provided that the deferral request is submitted at least 30 days before the start of the final examinations.

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Student Guide for the Bologna Proce

التاجيل يكون قبل ٣٠ يوم من بدء الامتحانات النهانية للفصل الدراسي المسجل عليه الطالب يسمح للطالب مامجموعه ٤ تاجيل للفصول

Outcomes, Termination, and Graduation

Sixth: Semester Results

- 1. Fractional final course grades are rounded to the nearest whole number.
- 2. Semester results for courses are announced according to the following grading scale:

Grade	Description	الدرجة / الوصف	الثقير
A - Excellent	Outstanding Performance	11.	امئياز
B - Very Good	Above average with some errors	۸۰ اقل من ۹۰	جيد جدا
C - Good	Sound work with notable errors	۷۰ اقل من ۸۰	143
D - Satisfactory	Fair but with major shortcomings	٦٠ - اقال من ٧٠	مئوسط
E - Sufficient	Work meets minimum criteria	۵۰ اقل من ۱۰	مفبول
FX = Fail (Conditional pass)	Credit awarded after submitting extra work	٥٠ بعد معلجة حالة الطالب الحاصل على درجة من ١٩٠٤٤ من قبل استاذ العادة.	مقبول بغرار
F – Fail	Considerable amount of work required	اقل من ۵۰ (راسب)	ضعيف

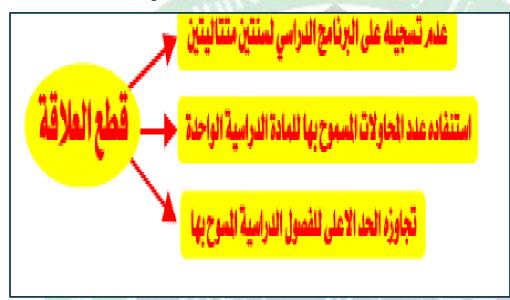
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Seventh: Termination of the Student's Relationship with Studies

- 1. The student's relationship with the studies ends and their enrollment is canceled in the following cases:
 - a. Failure to register for the academic program for two consecutive years.
 - b. Exhaustion of the allowed number of attempts.
 - c. Exceeding the maximum allowed number of academic semesters.



Eighth: Graduation Average

 The student's Cumulative Grade Point Average (CGPA) is calculated by summing the product of each course grade multiplied by its weight in ECTS units across all academic levels. The result is then divided by the total number of units required for the entire study program as stated in paragraph (1) of section one of this chapter, as shown in the equation below:

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- 2. It is not permissible to round fractional grades to a whole number for the average.
- **3.** The graduation average is calculated for a student who is admitted to a class higher than the first (such as top graduates from institutes who are admitted to post-first levels and others) based on the total number of units for the levels they have studied after their admission only.

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