

Ministry of Higher Education and Scientific Research
University of Mosul
College of Engineering
Department of Electrical Engineering

Bologna Process Student Guide



Definitions and terms

1. Bologna Process: A multi-purpose process concerned with developing a framework that makes qualifications in higher education similar in terms of their certificates and the information available in them, facilitates the process of comparison in university degrees in European Union countries, enables the adoption of similar standards of quality, and helps higher education in student recruitment and global competition.

The adoption of this pathway aims to:

- a) Improve educational transparency.
- b) Enhancing the reputation of Iraqi universities and the Iraqi education system internationally.
- c) Improving the quality of education.
- d) Reducing the gap between the education sector and the labor market.
- e) Utilize tools with multidimensional transparency.
- f) Designing new curricula that meet the needs of the labour market and enhance the employability of graduates.
- g) Making education fun and practical for the student to enjoy the process of teaching and learning through teamwork.
- h) Student-centred learning with international collaboration and student mobility.
- i) Facilitate student mobility between universities and countries that adopt the Bologna Pathway.
- j) Adopting a system for reading, comparing and harmonising grades and creating a space that makes academic grades and quality standards more comparable and compatible with the requirements of the labour market and international universities. Facilitate student mobility between universities and countries that adopt the Bologna Process.

2. The European Credit Transfer and Accumulation System (ECTS) is a European cumulative credit transfer system that is a standard means of comparing academic credits, i.e. "the amount of learning based on defined learning outcomes and associated workload" for higher education. This unit system is the basis of the Bologna process, where student effort is measured in units, and each subject or educational component has a number of units equivalent to the study load required to pass it.

3. Learning Outcomes: It consists of the total knowledge, skills and competencies to be obtained by the student after the successful completion of each semester or the end of the study programme, and the learning outcomes must be defined for each subject and semester in a way that contributes to achieving the objectives of the study programme.

4. Student Workload (SWL Workload Student): It refers to the time it takes for the student to learn in each course, including all activities and assignments that the student achieves inside and outside the classroom (lectures, assignments, reports, seminars, exams, etc. etc.)

5. Semester: The number of academic weeks a student spends learning a subject to achieve learning outcomes.

6. Prerequisite subjects: These are the subjects for which a student must complete the prerequisites before registering for the complementary subjects in subsequent semesters.

7. Complementary subjects: Courses for which a student is not eligible to register if he/she has not fulfilled the requirements of the subject(s) in a previous semester(s).

**Prerequisite
subjects**

**Fulfilled the
requirements
of the course(s)**

**Complementary
subjects**

Definitions and terms

8. Formative assessment: It is a type of assessment that identifies the strengths and weaknesses of the student's performance during the semester and determines the extent of the student's progress towards achieving the learning outcomes. Formative assessment consists of tasks and assignments determined by the subject teacher and approved by the College/Institute Council and includes, for example, daily exams, homework assignments, reports, work projects, field visits, discussions, clinical requirements, etc. depending on the nature of the subject.

Obtaining 35% of the formative assessment (14 points) is one of the conditions for participation in the final exam

9. Summative assessment: It is a type of assessment that takes place at the middle and end of the semester, and it evaluates the student's achievements and makes sure that the student has actually achieved the learning outcomes through tests, and the summative assessment consists of two parts (mid-term and final tests) and may include a practical or clinical exam.

Summative assessment		Formative assessment
The final exam	Mid-term exam	40%
50%	10%	

10. National Qualifications Framework (NQF): It is a formalised structure that uses descriptions of learning outcomes by levels of study and defines what a degree holder is expected to know, understand and be able to do.

11. Supplemental Diploma: It is given to the student after studying according to the Bologna process and graduating with a specialisation certificate after accumulating the required number of ECTS units. The certificate Supplement contains all the information about the education system in Iraq, the study programme, learning outcomes, teaching materials, the grades obtained by the student for all subjects with their units, and the CGPA and how it is calculated.

12. Semester Grade Point Average (GPA): Grade Point Average (GPA) represents the student's average for one semester and is calculated by adding the result of multiplying the grade of each subject by its weight in the number of units (ECTS) and then dividing the result by the number of semester units.

13. Cumulative Grade Point Average (CGPA): It is calculated by adding the result of multiplying the grade of each subject by its weight in the number of units (ECTS) for all study levels, and then dividing the result by the number of units required for the entire study programme.

$$\text{Graduation rate} = \frac{\text{Total multiplied by (number of course units and course grade)}}{\text{Total number of units}}$$

The Study system

First: Semesters

- 1 - The academic year consists of two semesters, namely the first semester (autumn) and the second semester (spring)
- 2- The actual study period in each of the two semesters shall be (15) weeks, excluding the duration of the examinations.
3. The start and end times of the semesters and examinations shall be determined according to the university calendar issued by the Directorate of Studies, Planning and Follow-up.

First Semester (Autumn)	Second Semester (Spring)
← 15 weeks + Exam duration →	← 15 weeks + Exam duration →

Second: the unit system and the student's study load:

- 1 - Each academic subject has a number of units to be determined by the scientific departments, and one unit is equivalent to 25 learning hours of the student's academic load.

One unit = 25 learning hours

- 2- The number of study units should not exceed (30) units per semester and (60) units per academic year, as the total study hours (study load) of the student should not exceed (750) hours per semester and (1500) hours per academic year.

The number of units for the semester is ≤ 30 units

Number of units for the academic year ≤ 60 units

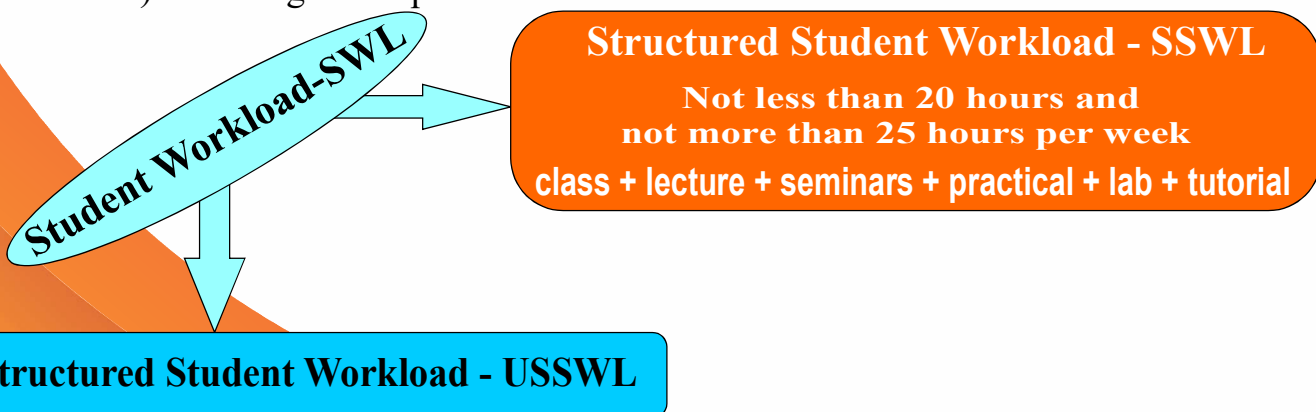
Number of hours per semester ≤ 750 units

hours for the academic year ≤ 1500 units

- 3- Student Workload (Student Workload - SWL) represents the total time it takes for the student to achieve the learning outcomes, and it represents the sum of regular and scheduled study hours for the student inside the class (Structured Student Workload - SSWL) and the sum of irregular and unscheduled study hours for the student outside the class (Unstructured Student Workload - USSWL), both of which have the same weight when calculating the study units.

- 4- The regular and scheduled study hours are not less than (20) hours and not more than (25) hours per week. If there are theoretical and practical subjects within the schedule of lessons, the regular and scheduled study hours should not exceed (30) hours per week

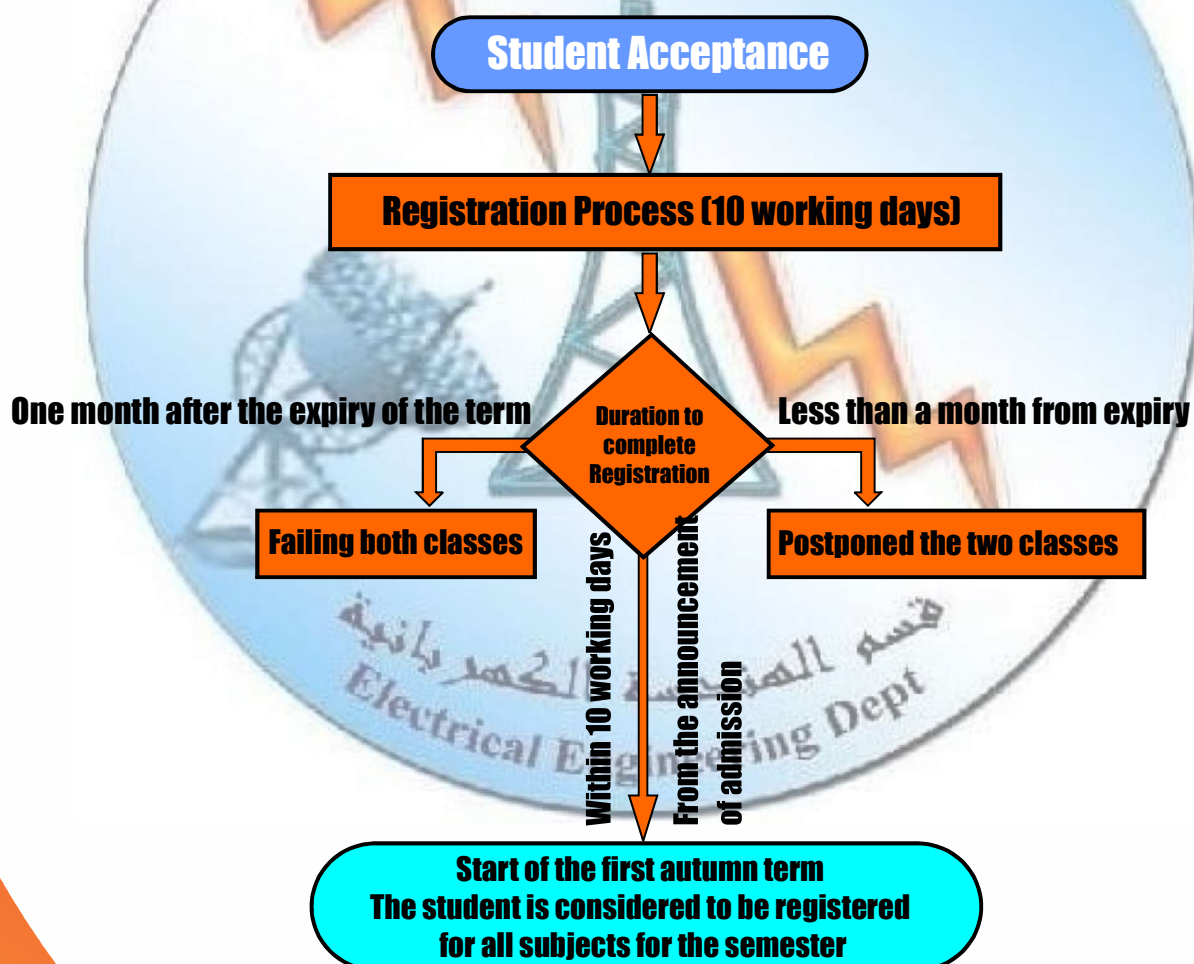
- 5- The regular and scheduled course hours are divided into in-class hours (class hours), online hours (lecture hours), seminars, practical hours, laboratory hours, review hours (tutorial hours) and clinical hours (clinical hours) according to the specialisation.



Admission and registration

First: Admission and registration in the study programme

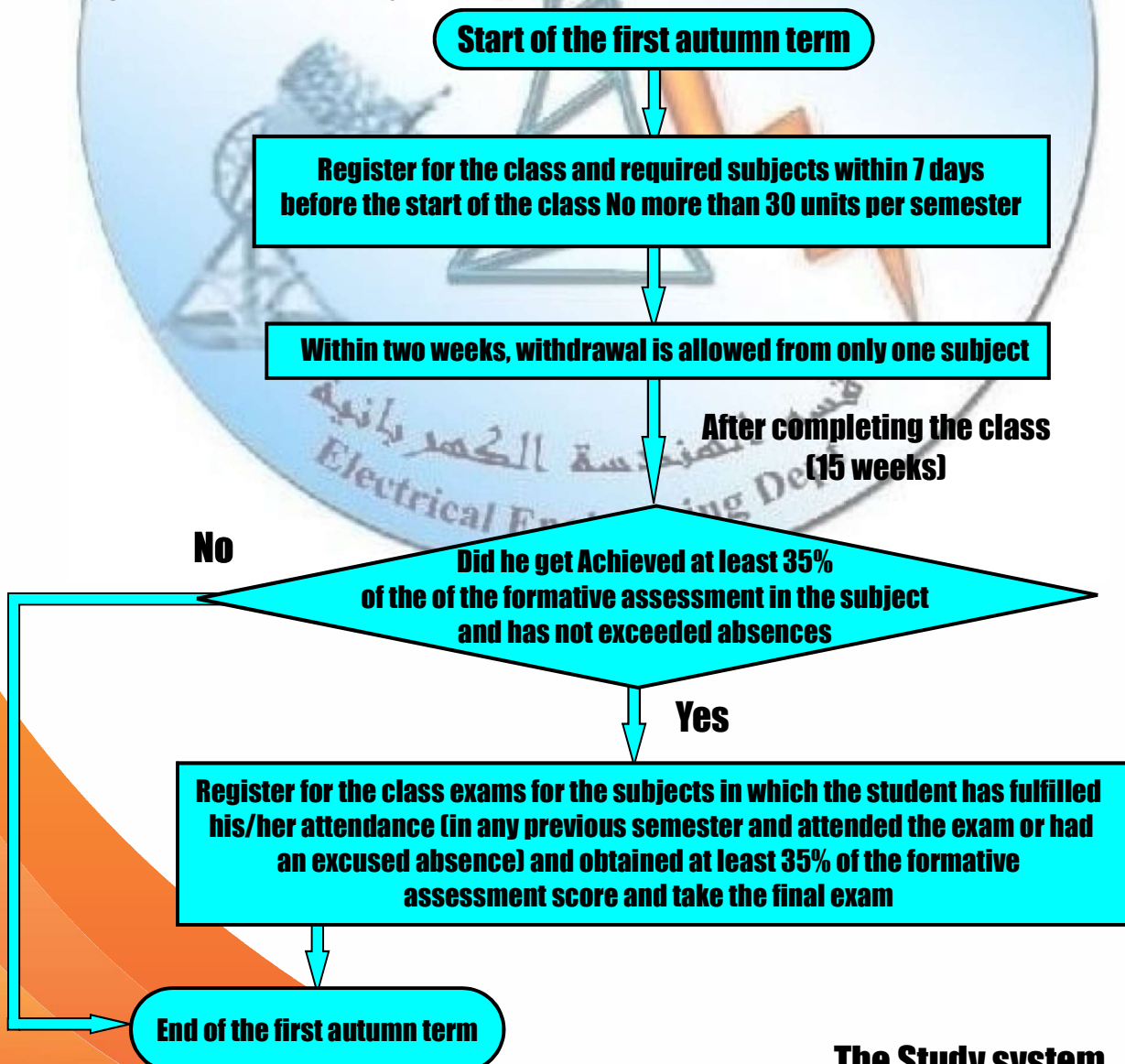
- 1- The conditions of admission to Iraqi universities approved by the Ministry of Higher Education and Scientific Research.
- 2- The process of registering new students in the college / institute on the study programme within a duration of (10) working days after the announcement of the admission results and for all channels.
- 3- The student is considered deferred for the two semesters if he/she is registered in the nominated college/institute No later than one month after the expiry of the period specified in paragraph (2) above.
- 4- The student shall be deemed to have failed the two semesters if he/she registers more than one month after the expiry of the duration specified in paragraph (2) above. more than one month after the expiry of the period specified in paragraph (2) above until 5/21.
- 5- A new student who has completed the registration procedures on the study programme in first level within 10 working days of the announcement of the admission results and for all channels, shall be considered registered on all the subjects for the first semester approved by the Scientific Department.



Admission and registration

Second: Registration on courses

- 1- The continuing student must register for the courses approved by the scientific department no later than (7) days before the start of the semester, taking into account the need to register for the required courses from previous semesters, not exceeding (30) units for the semester.
- 2- The student has the right to withdraw from one subject only after the approval of the scientific department/scientific advisor and within a duration not exceeding two weeks from the start of the semester.
- 3- It is not possible to register for a complementary subject in the educational programme in the semester if the student has not passed the introductory subject or has completed all the requirements of the introductory subject in the previous semester in terms of attendance, formative assessment and participation in the final exam (without the requirement to pass it).
- 4 - The student is considered to have failed the semester if he/she does not register on the study programme within the registration period specified in paragraph (1) above.
- 5- The student's relationship with the study ends and his/her enrolment is cancelled if he/she is not registered on the subjects for four consecutive semesters without a legitimate excuse.



Registration , Semesters and Assessment

Bologna Process Enrolment Stages

- 1- The newly admitted student must register at the college within 10 working days and is considered registered for all first semester (autumn) courses for the first level.
- 2- The student must register at the beginning of each semester within 7 days.
- 3- The student must register for exams at the end of each semester.



Third: Semesters and Assessment

- 1 - The student must complete the study within semesters that do not exceed three times study levels, as shown in the table below, provided that deferment classes are not counted and non-failure classes are not counted.

Study Programme	Number of study levels	Number of required units for the study programme	Maximum possible number of classes classrooms
Bachelor's degree	4	240	12
Bachelor's degree	5	300	15

- 2- Student evaluation consists of two parts: Summative Assessment and Formative Assessment.
- 3- Formative assessment constitutes 40% of the course grade and summative assessment constitutes 60% of the course grade and is divided by (10% for the mid-term exam and 50% for the final exam), as shown in the table below.

Summative assessment		Formative assessment
The final exam	Mid-term exam	40%
50%	10%	

- 4- The minimum passing score shall be 50 per cent for each subject
- 5- The treatment of students with a final grade between (45-49%) is limited to the professor of the subject exclusively (without the intervention of the ministry, university, college or department concerned) by assigning the student additional work according to the competence (project, report ... etc.) within a duration not exceeding one week from the date of notification of the student, provided that the treatment scores do not exceed (5) grades for all courses in which the student failed.

Final score between (45-49%)
Assign the student additional work according to the specialisation (project, report, etc.) Within a period not exceeding one week from the date of the student's notification Provided that the remediation grades do not exceed (5) grades for all courses in which the student failed

Attendance and Examination Requirements

IV: Attendance and Examination Requirements

1 - The student is warned in writing and electronically when absent 7% of the number of hours scheduled for the course (equivalent to the hours scheduled for the course in an academic week) and a final warning when absent 14% of the number of hours scheduled for the course (equivalent to the hours scheduled for the course in two academic weeks) without a formal excuse.

2- The Faculty/Institute Council may raise the permitted absence rate to 21% of the number of hours scheduled for the subject (equivalent to the hours scheduled for the subject in three academic weeks) if the student presents a legitimate excuse.

3- The student shall be deemed to fail the course if his/her absences exceed the percentage specified in (1) and (2) above and shall be required to repeat the course and examination.

4- A student who fails by absences in some subjects is allowed to complete the academic year and take exams in other subjects.

A student is considered to have failed the subject if he/she exceeds 14% without excuse or 21% with excuse

5- The student must register to participate in the final exams of the semester for the classes he/she is registered for including the lessons of the semester's study programme as well as the lessons required from previous semesters previous semesters, both coursework and exams.

6- The student must register to participate in the final examinations for the lessons in which he/she has not succeeded in a previous attempt.

7- A student who meets the attendance quota and obtains at least 35% of the formative assessment score is allowed to register to participate in the final exams, otherwise he/she is considered to have failed the course and must repeat the course and exam in a subsequent semester.

8- For each semester, two exam attempts are counted, and the student has the right to participate in the second attempt if he fails in the first attempt.

Students are entitled to two exam attempts per academic year

9- A student who does not achieve the minimum passing score for the subject after taking the final exams may make other attempts in subsequent semesters and the two grades of the formative assessment and the mid-term exam that he/she has previously fulfilled will be counted for him/her.

10 - The student must participate in the final examinations and his/her participation in the examination is a prerequisite for his/her success, otherwise he/she will repeat the course and examination even if he/she has fulfilled the attendance quota and completed the formative assessment requirements referred to in paragraph (7) above

11 - A student who did not participate in the first attempt of the final exam has the right to participate in subsequent attempts while retaining the formative assessment grade and the mid-term exam if his/her non-participation is due to a legitimate excuse approved by the College/Institute Council.

12 - If a student is found to have cheated or attempted to cheat in any of the daily, weekly, monthly, mid-term or final exams, he/she shall be deemed to have failed all the subjects he/she is registered for in the semester, and in the event of a repeat offence, he/she shall be dismissed from the college/institute and his/her registration shall be removed from its records.

Attendance and 35 per cent of the formative assessment and attendance at the final exam (or excused absence) is a condition for taking the Examination only in subsequent semesters

Attendance and Examination Requirements

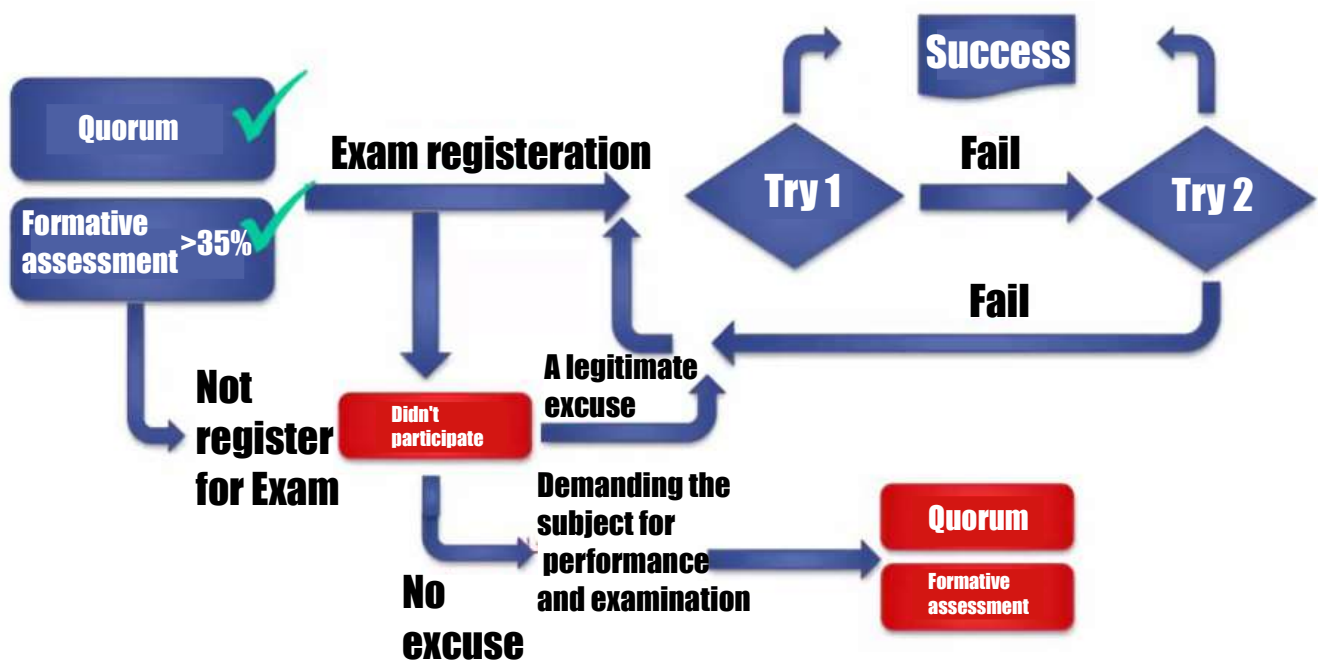
IV: Attendance and Examination Requirements

14- The student has the right to take 4 exam attempts for the same subject within the maximum number of semesters specified, and if he does not pass the fourth attempt, his registration will be cancelled from the records of the college/institute.

The student has 4 exam attempts for the course

15 - A student studying within the free education channels and failing in four exam attempts can register for two additional attempts against the payment of fees equivalent to what is paid within the governmental private education channel for the required subject(s).

16 - A student studying at his/her own expense (within public, private, morning, evening and private education) who fails four exam attempts can register for two additional attempts against the payment of the fees for the subject(s) claimed by the student plus 25%.



V: Postponement

1- A student may postpone his/her studies for one or two semesters for legitimate reasons convinced by the Faculty/Institute Council, provided that the request for postponement is submitted not less than (30) days before the start of the final examinations for the semester.

2- The President of the University, based on the recommendation of the Faculty/Institute Council, may postpone the student's study for a third or fourth semester, provided that the request for postponement is submitted not less than (30) days before the start of the final

Postponement is 30 days before the start of the exams Final exams for the semester in which the student is enrolled The student is allowed a total of 4 postponements for classes

Results, Termination and Graduation

VI: Quarterly results

- 1- The final grade of the subjects shall be rounded to the nearest whole grade.
- 2- The semester results for the subjects will be announced according to the grades below:

Grade	Description	الدرجة / الوصف	التقدير
A - Excellent	Outstanding Performance	١٠٠-٩٠	امتياز
B - Very Good	Above average with some errors	٩٠-٨٠ اقل من	جيد جدا
C - Good	Sound work with notable errors	٨٠-٧٠ اقل من	جيد
D - Satisfactory	Fair but with major shortcomings	٧٠-٦٠ اقل من	متوسط
E - Sufficient	Work meets minimum criteria	٦٠-٥٠ اقل من	مقبول
FX - Fail (Conditional pass)	Credit awarded after submitting extra work	٥٠ بعد معالجة حالة الطالب الحاصل على درجة من ٤٩-٤٥ من قبل استاذ المادة.	مقبول بقرار
F - Fail	Considerable amount of work required	٥٠ اقل من (راسب)	ضعيف



Seventh: Termination of the student's relationship with the study

1 - The student's relationship with the study ends and his/her enrolment is cancelled in the following cases:

- A. Failure to register on the study programme for two consecutive years.
- b. Exhausting the number of permitted attempts.
- c. Exceeding the maximum number of semesters allowed.

Breaking up

Failure to register on the study programme for two consecutive years

Exhausted the number of attempts allowed for a single subject

Exceeding the maximum number of authorised classes

Eighth: Graduation Rate

1- The graduation rate (CGPA) of the student shall be calculated by adding the product of multiplying the grade of each subject by its weight in the number of units (ECTS) for all study levels, and then dividing the result by the number of units required for the entire study programme listed in paragraph (1) of the first item of this chapter, as shown in the equation below:

$$\text{Graduation rate} = \frac{\text{Total multiplied by (number of course units and course grade)}}{\text{Total number of units}}$$

- 2- It is not permissible to convert fractions of a grade into a valid grade for the average.
- 3- The graduation rate of a student who is accepted in a grade higher than the first grade (such as the first graduates of institutes accepted in the stages above the first and others) shall be calculated for the

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