

## **Guide to the Postgraduate Studies Division – College of Political Science**

### **Division Location:**

The Postgraduate Studies Division is located on the ground floor of the college building, in the hallway of divisions and administrative units.

### **Staff Members:**

1. Asst. Prof. Dr. Afraa Riyadh Mohammed – Head of the Division
2. Mr. Nibras Mohammed Jameel Hassan
3. Mr. Harith Shaalan Abbo

### **Vision:**

To assist and provide logistical and administrative support to the college and academic departments in preparing specialized academic cadres with advanced degrees that can rise to the level of faculty in political science colleges in developed countries.

### **Mission:**

To enhance the performance of the Postgraduate Studies Division in line with similar divisions.

### **Objectives:**

1. To provide an appropriate academic environment for postgraduate students and to improve academic and scientific research methods.
2. To establish a robust and reliable database containing information related to postgraduate students.
3. To develop proper mechanisms for building strong academic foundations.
4. To accurately carry out the administrative tasks assigned to the division.
5. To aim for excellence and advancement of the Postgraduate Studies Division.

### **Functional Responsibilities of the Division:**

1. Following up on the admission and registration process of postgraduate students, and maintaining direct contact with the Postgraduate Department

at the University of Mosul Presidency regarding updates to admission instructions each year.

2. Verifying applicant data (both in paper and electronic formats), where electronic verification is conducted through the specialized online system connected to the Postgraduate Department at the university.
3. Providing logistical support by preparing the competitive examination hall and organizing lists of applicants and their distribution across exam halls.
4. Following up with accepted students to complete their documentation and ensuring no files are missing or delayed.
5. Monitoring attendance and absences of postgraduate students during the preparatory (coursework) stage.
6. Coordinating with academic departments to finalize and announce class schedules.
7. Monitoring the process of submitting students' theses to their departments after completion, including sending them for linguistic and plagiarism review, and preparing them for academic peer review.
8. Following up on evaluation reports from reviewers to complete the process of forming the thesis defense committee and submitting the thesis to the Ministry to confirm the defense date and committee members.
9. Overseeing the thesis defense process and the subsequent steps until the issuance of the official university decree for awarding the degree.
10. Responding to official correspondence from the University Presidency and implementing instructions received from the Presidency and the Ministry.
11. Sending selected thesis titles to counterpart colleges at other Iraqi universities to avoid topic duplication.
12. Building a comprehensive postgraduate studies database for the college since its establishment.
13. Currently working on the new electronic system for issuing document verification.

14. Providing students with official letters and documents certifying the completion of their postgraduate studies in their field of specialization.
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### **Nature of Master's Studies at the College:**

The Master's program follows a coursework-based system. The first academic year (the preparatory year) consists of two separate semesters, both of which the student must pass. A minimum of 60% is required in each subject, with an overall average of 70% at the end of the year to proceed to the thesis stage. The second year (the research year) is devoted to writing the Master's thesis in the student's field of specialization. The thesis must address, develop, or innovate within core areas of political science. Additionally, students must publish two academic research papers in peer-reviewed journals before the thesis defense. The defense is conducted before a committee comprising the supervisor and specialized professors, including at least one member from outside the college.

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### **Competitive Exam Syllabus – Department of International Relations**

<b>No.</b>	<b>Book Title</b>	<b>Author</b>
1	Comparative Political and Constitutional Systems	Dr. Hassan Shafiq Al-Ani
2	Principles of International Relations	Dr. Saad Haqi Tawfiq
3	Introduction to Strategic Studies	Dr. Abdulqader Mohammed Fahmi
4	Foreign Policy	Dr. Ahmed Noori Al-Nuaimi
5	Diplomacy in a Changing World	Dr. Fadhil Zaki Mohammed

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### **Competitive Exam Syllabus – Department of Public Policy**

No.	Book Title	Author
1	Comparative Political and Constitutional Systems	Dr. Hassan Shafiq Al-Ani
2	Political Sociology	Dr. Hisham Hikmat Abdul Sattar et al.
3	Introduction to Strategic Studies	Dr. Abdulqader Mohammed Fahmi
4	Local Governments	Dr. Farah Diaa Hussein
5	Contemporary Western Political Thought	Dr. Abdulreda Hussein Al-Ta'an et al.