Alayen Iraqi University

College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College of Pharmacy Policies

Academic Year 2026 – 2027

Derived from the Policies of Alayen Iraqi University (25 Policies) and One College-Specific Policy – 26 Policies

Alayen Iraqi University | College of Pharmacy

Policy Development Committee - Signed Approval

Academic Year 2026-2027



Alayen Iraqi University
College of Pharmacy

لجنة تطوير السياسات

Approval of the Policy Development Committee – College of Pharmacy

Name	Signature and Date	Title / Position
Asst. Prof. Dr. Haider Hamid Abbas Al-Anbari	Signature: Date: ٢٠/١٠/2026	Dean of the College – Chair, Policy Development Committee
Lect. Dr. Safaa Hloul Mohammed	Signature: صفاء هلول محمد معاون العميد للشؤون العلمية Date: 20/10/2026	Vice Dean for Scientific Affairs – Committee Member
Asst. Lect. Wijdan Abbas Naima	Signature: Date: 20/10/2026	Committee Member – Prepared and Drafted

Original names, signatures, stamp and dates preserved

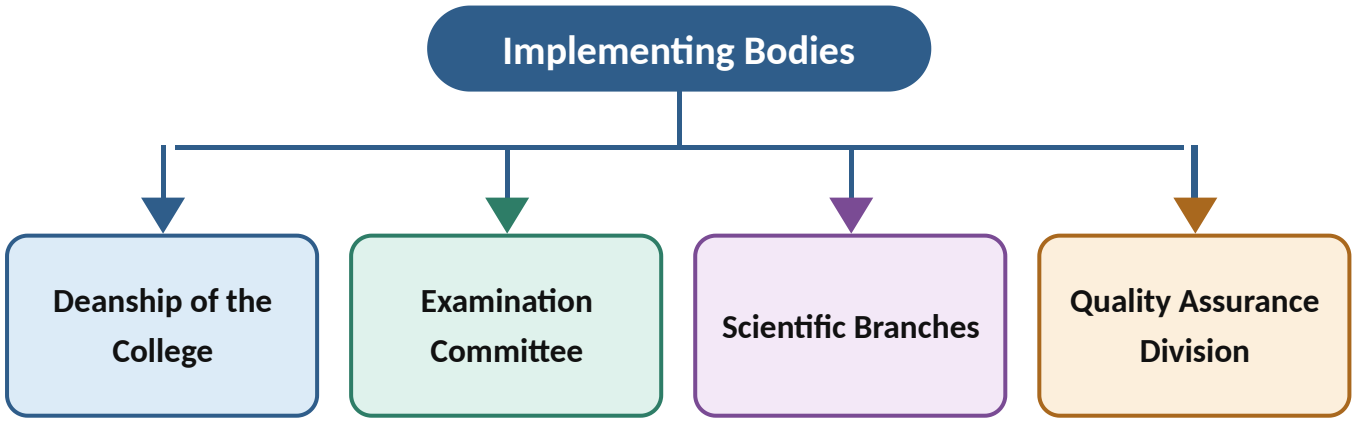
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Alayen Iraqi University
College of Pharmacy
Quality Assurance and Performance Evaluation Division
Policy Development Committee

College Policies 2026 – 2027

Examination Management and Assessment Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Examination Management and Assessment Policy – College of Pharmacy

Derived from the Examination Management and Assessment Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Examination Management and Assessment Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the Examination Committee
Derived From	The Examination Management and Assessment Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University
Target Group	College students, and faculty members and administrative staff involved in examinations and assessment
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Examination Committee, the scientific branches, and the Quality Assurance Division
Approval Date	/ / 2026
Review Date	Every two years, or upon the issuance of new ministerial instructions

First: Introduction

This policy is derived from the Examination Management and Assessment Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate its examination and assessment procedures transparently and fairly, in a manner consistent with the theoretical, practical and clinical nature of pharmaceutical courses.

Vision: A fair and transparent assessment system that assures the quality of pharmaceutical education outcomes and meets accreditation standards.

Mission: To measure learning outcomes accurately and objectively through diverse tools, clear implementation mechanisms and continuous review for improvement.

Second: Objectives

1. **Fairness and credibility:** Establishing unified rules for examinations and assessment across all academic stages.
2. **Transparency:** Announcing the grade distribution plan to students at the beginning of each semester.

3. **Achievement of learning outcomes:** Using tools that measure knowledge, laboratory and clinical skills, and professional values.
4. **Examination management:** Regulating the examination process in terms of preparation, invigilation, marking and announcement of results.
5. **Academic integrity:** Combating cheating and ensuring adherence to codes of conduct during examinations.

Third: Governance and Organizational Structure

Body	Responsibilities
College Examination Committee	Preparing timetables, ensuring the confidentiality of questions, and equipping examination halls and materials
Branch sub-committees	Managing the master sheet, recording grades and following up on appeals
Auditing Committee	Verifying the accuracy of records and their compliance with regulations
Appeals Committee	Verifying the accuracy of grades following student appeals
Quality Assurance Division	Statistical analysis of results and review of assessment mechanisms

- **Confidentiality of work:** Non-members are prohibited from entering the physical or virtual rooms of the Examination Committee.

Fourth: Assessment Methods and Grade Distribution

Assessment Tool	Application in the College
Written examinations	Midterm, final and short quizzes using diverse question types
Practical assessment	Practical laboratory examinations, laboratory reports and OSPE
Clinical assessment	Case studies and performance assessment during pharmaceutical training in hospitals and pharmacies
Continuous assessment	Assignments, class participation and presentations

- **Grade distribution:** Grades are distributed between continuous assessment (30%–50%) and the final examination (50%–70%), varying according to the theoretical or practical nature of the course and in accordance with ministerial orders.
- **Question setting:** Questions are prepared according to a Table of Specifications, reviewed by a scientific committee in the branch, and printed and stored confidentially.
- **Marking:** Double marking is applied to core courses, and grades are recorded electronically.

Fifth: Conduct of Examinations

1. **Before the examination:** Receiving three sealed versions of the question paper and selecting one version for each examination round; verifying that questions are clear and free of errors.
2. **During the examination:** One invigilator for every 10–15 students, with course instructors excluded from invigilating their own course; no entry after 30 minutes; electronic devices are prohibited.
3. **After the examination:** Marking is carried out within the College (red ink for marking, green ink for auditing), and the appeal window is opened for three working days.

- **Records:** The master sheet is the official record of grades; erasures or correction fluid are prohibited without the signature of the Dean or the Chair of the Examination Committee.
- **Announcement of results:** Results are announced after approval by the College Council and ratification by the University President.

Sixth: Appeals

1. The student submits an appeal within three working days of the announcement of the result.
2. The Appeals Committee decides within five working days, and the grade is recalculated if an error is established.
3. The student may lodge a final appeal with the Dean within three working days, and the decision shall be final.

Seventh: College-Specific Regulations

- **Second-round examinations and progression:** In accordance with the ministerial instructions in force.
- **Summer training:** A compulsory component; failure requires repetition in the following academic year.
- **Graduation project:** A compulsory component for fifth-year students; failure requires repetition in the following academic year.
- **Cumulative average:** Calculated according to the weighting of each academic year in a five-year programme.

Eighth: Feedback and Assessment of Learning Outcomes

- Student results are analysed statistically after each examination, and reports are sent to the scientific branches and the Quality Assurance Division.
- Findings are used to improve courses and teaching methods, and workshops are held to train faculty members in constructing assessment tools.

Ninth: Review and Entry into Force

This policy shall be reviewed every two years, or upon the issuance of new ministerial instructions. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

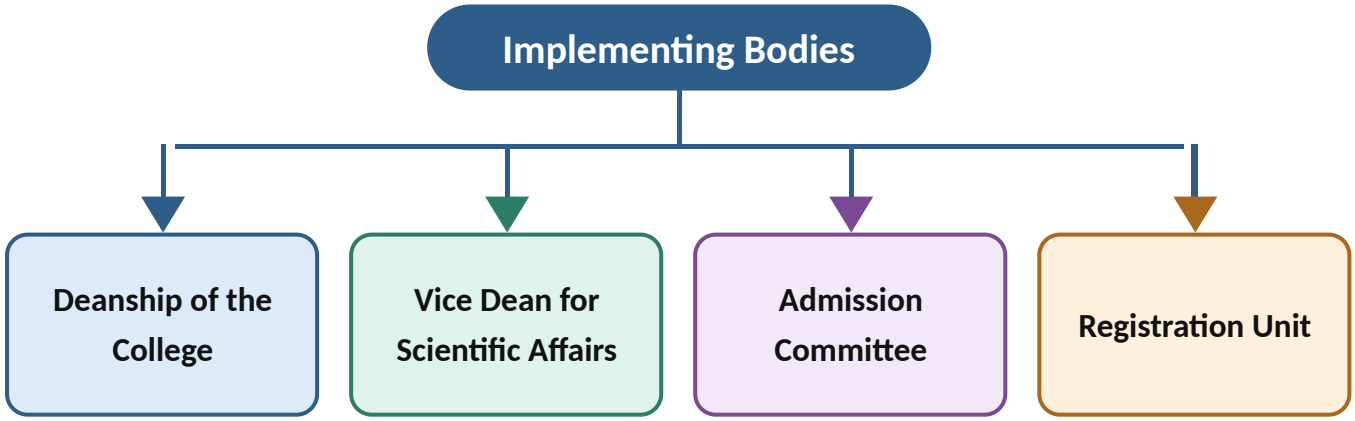
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Registration and Admission Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Registration and Admission Policy – College of Pharmacy

Derived from the Registration and Admission Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Registration and Admission Policy
Policy Owner	College of Pharmacy – Registration and Student Affairs Unit
Derived From	The Registration and Admission Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University
Target Group	New and continuing students, and applicants seeking transfer to or equivalency at the College of Pharmacy
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, the College Admission Committee, and the Registration Unit
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Registration and Admission Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate student admission and registration in line with the requirements of pharmacy education and the regulations of the Ministry of Higher Education and Scientific Research.

The policy aims to attract academically and behaviourally outstanding students within a framework of fairness, transparency and equal opportunity.

Vision: Leadership in attracting outstanding students to the study of pharmacy and in providing a stimulating learning environment.

Mission: To provide a fair and clear admission and registration mechanism based on approved academic criteria that contributes to preparing qualified pharmacists for the labour market.

Second: Objectives

1. Ensuring fairness and transparency in admission and registration procedures.
2. Attracting qualified students in accordance with the admission criteria for colleges of pharmacy.
3. Facilitating the enrolment of students from within and outside Iraq.
4. Complying with ministerial instructions and academic accreditation requirements.
5. Maintaining an accurate and up-to-date database of College students.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	Proposing the annual intake capacity, setting College-specific requirements and reviewing admission indicators
College Admission Committee	Receiving applications, verifying documents, conducting interviews and submitting lists to the Deanship
Equivalency and Transfer Committee	Examining transfer and equivalency requests, determining equivalent courses and submitting reports for approval
Registration and Student Affairs Unit	Entering student data into the electronic system and keeping documents in secure paper and digital archives
Quality Assurance Division	Monitoring the alignment of admission procedures with accreditation standards and proposing improvements

Fourth: Admission Requirements and Procedures

Admission requirements

- Holding the Iraqi preparatory (secondary) school certificate – scientific/biological stream – or an officially recognised equivalent.
- Meeting the minimum admission threshold for colleges of pharmacy set annually by the Ministry.
- Passing the medical examination and the interview conducted by the College.
- Submitting complete and authentic official documents and paying fees in accordance with the approved financial regulations.

Registration procedures

1. Applying electronically or in paper form within the periods specified by the Ministry.
2. Verification of applications by the College Admission Committee.
3. Announcement of results and issuance of admission decisions.
4. Completion of registration: original documents, medical examination, payment of the first instalment and receipt of the university ID number.

Selection criteria

- Overall average, followed by interview results, special priorities and date of application.

Transfer and equivalency

- Transfer from other colleges of pharmacy is permitted in accordance with the approved conditions and the availability of places.
- Equivalent courses are credited after matching their content and credit hours with the College curriculum.

Fifth: Special Cases

- **Appeals against admission decisions:** The student may submit a written appeal within 3–5 days of the announcement of results; the Committee decides within one week.
- **Conditional admission:** The student is granted a period not exceeding the end of the first semester to complete missing documents, under a written undertaking; otherwise the admission is cancelled.
- **Scholarships:** University scholarships (academic excellence, humanitarian cases, families of martyrs and persons with disabilities) apply to College students in accordance with University regulations.
- **Payment of instalments:** The annual tuition may be paid in three or four instalments; the official payment receipt is the sole approved document.
- **International students:** International students must hold an equivalent, authenticated certificate and a valid passport and residence permit; language support may be provided.
- **Students with special needs:** Places are reserved within the intake capacity with appropriate accommodations, provided that the student's condition does not preclude safe laboratory work.
- **Refund upon withdrawal:** Fees are refunded according to the date of withdrawal and the financial instructions of the University.
- **Emergencies:** Alternative remote application mechanisms are adopted in cases of disasters or pandemics, while maintaining academic standards.

Sixth: Privacy of Student Data

- Student data shall not be disclosed without official authorisation, and documents shall be kept in strict confidence.
- Students have the right to access their own data within the approved regulations.

Seventh: Review and Entry into Force

This policy shall be reviewed annually before the start of the admission season, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

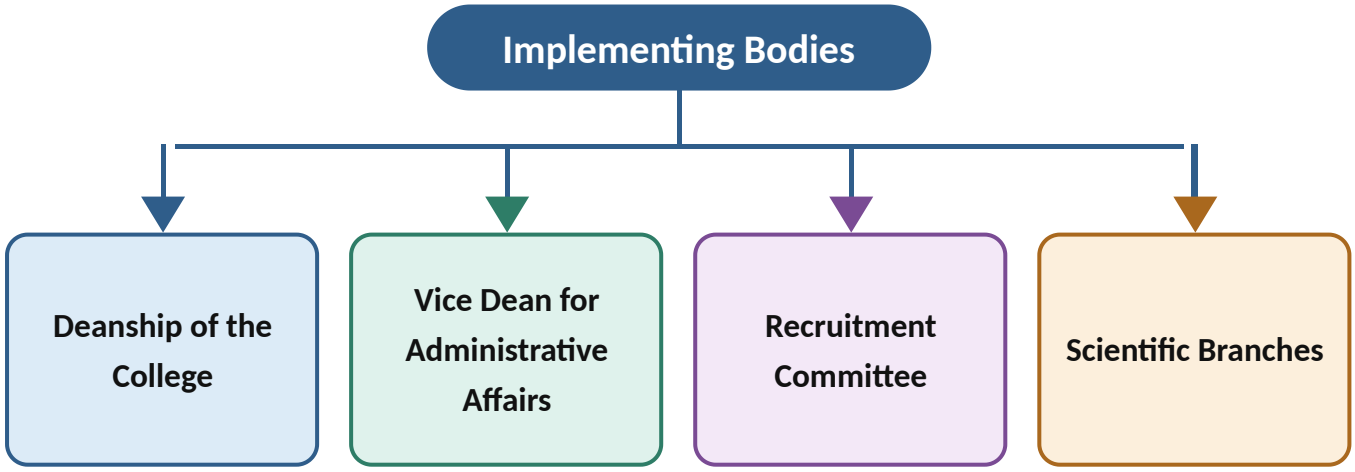
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Recruitment Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Recruitment Policy – College of Pharmacy

Derived from the Recruitment Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Recruitment Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs, in coordination with the University Human Resources Department
Derived From	The Recruitment Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Human Resources Department – Assistant President for Administrative Affairs)
Target Group	Faculty members, administrative and technical staff of the College, and job applicants
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Administrative Affairs, the College Recruitment Committee and the scientific branches
Approval Date	/ / 2026
Review Date	Every two years, or as organisational or legal updates require

First: Introduction

This policy is derived from the Recruitment Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate the identification of its needs for teaching, technical and administrative personnel and their recruitment, in accordance with the principles of fairness, equal opportunity and transparency, and in line with the accreditation requirements for colleges of pharmacy.

Vision: An attractive work environment for pharmaceutical and academic talent that supports educational and research excellence at the College.

Mission: To apply transparent and fair recruitment practices based on competence and experience, while providing opportunities for sustained professional development.

Second: Objectives

1. Attracting the best talent in the pharmaceutical disciplines in accordance with national standards.
2. Maintaining the faculty-to-student ratio required by accreditation standards.
3. Providing qualified technical staff to operate laboratories safely.
4. Promoting the principles of equal opportunity and non-discrimination.

5. Filling critical posts promptly to ensure the continuity of the educational process.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving annual staffing needs and submitting them to the University Presidency
Vice Dean for Administrative Affairs	Monitoring implementation of the policy and coordinating with the University Human Resources Department
Scientific branches	Identifying the need for teaching and technical staff according to specialisation and teaching load
College Recruitment Committee	Evaluating applications, conducting interviews and trial lectures, and submitting recommendations to the Central Recruitment Committee
College Human Resources Unit	Maintaining staff files and following up on commencement and appraisal procedures

Fourth: Recruitment Procedures

1. **Needs identification:** Based on an annual analysis of teaching loads, student numbers and laboratory requirements.
2. **Advertisement:** Through the official University website and approved platforms, stating the required conditions and qualifications.
3. **Initial screening:** According to academic qualification, precise specialisation, experience and skills.
4. **Selection:** By a specialised committee applying objective criteria, including an interview and a trial lecture for teaching posts.
5. **Approval of recommendations:** Submitted to the Central Recruitment Committee and then to the University Presidency for ratification.
6. **Appointment:** Notifying the candidate, signing the contract and completing commencement requirements.

- **Conflict of interest:** Committee members are prohibited from taking part in any decision involving a personal or family interest.
- **Confidentiality:** Applicants' data are treated in strict confidence.
- **Grievances:** Applicants may lodge a grievance within five working days of the announcement of results.
- **Archiving:** Applications and contracts are archived electronically for no less than seven years.

Fifth: Selection Criteria

- Appropriate academic qualification and specialisation, with a licence to practise pharmacy where required.

- Relevant practical, teaching or laboratory experience.
- Research output for teaching posts.
- Personal and professional skills and commitment to University values and work ethics.

Sixth: Induction and Professional Development

- **Induction programme:** Introducing new staff to the College's vision and policies, particularly laboratory safety policies.
- **Mentoring:** Assigning a mentor from the scientific branch to support new staff during the probationary period.
- **Probationary period:** Normally three to six months, during which performance and adaptation to the work environment are assessed.
- **Promotion:** Linked to annual appraisal results, length of service and academic qualifications.

Seventh: Review and Entry into Force

This policy shall be reviewed every two years, or as organisational or legal updates require. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

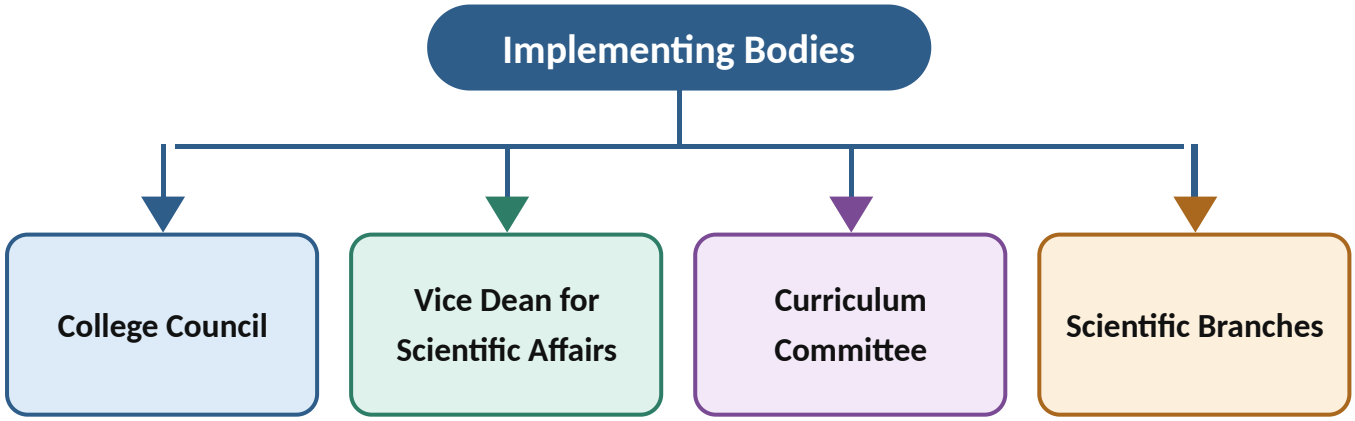
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Curriculum Development Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Curriculum Development Policy – College of Pharmacy

Derived from the Curriculum Development Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Curriculum Development Policy
Policy Owner	College of Pharmacy – Curriculum Committee and the Quality Assurance Division
Derived From	The Academic Curriculum Development Policy (Guide) approved by Alayen Iraqi University
Target Group	The academic programme of the College, its scientific branches and faculty members
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	College Council, Vice Dean for Scientific Affairs, the College Curriculum Committee and the scientific branches
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Curriculum Development Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate the development of its curricula in a manner suited to the nature of pharmaceutical education and the requirements of national accreditation.

The College has not yet undertaken a comprehensive revision of its curricula and currently applies the approved curricula. This policy therefore establishes the framework and mechanisms for launching the first structured development cycle and for ensuring continuous periodic review thereafter.

Vision: Modern and distinguished pharmaceutical curricula that keep pace with scientific and professional developments and meet the needs of the health sector.

Mission: To prepare scientifically, professionally and ethically qualified pharmacists through a curriculum development system based on learning outcomes and continuous improvement.

Second: Objectives

1. Establishing an institutional mechanism for curriculum development based on quality and academic accreditation standards.
2. Launching the first structured development cycle of the College curriculum, beginning with an evaluation of current curricula.
3. Ensuring alignment of learning outcomes with the National Qualifications Framework and national accreditation standards for colleges of pharmacy.

4. Integrating theoretical knowledge with practical and clinical training.
5. Aligning the academic programme with the requirements of the pharmaceutical labour market in hospitals, community pharmacies and the pharmaceutical industry.
6. Involving stakeholders in review and continuous development.

Third: Scope of Application

This policy applies to:

- The academic programme of the College of Pharmacy and all its theoretical and practical courses.
- The scientific branches of the College and faculty members.
- The Curriculum Committee and the Quality Assurance and Performance Evaluation Division.
- The design, review, updating and approval processes of the curricula.

Fourth: General Principles

- **Outcome-based learning:** Defining what the graduate pharmacist must know and be able to perform.
- **Flexibility and renewal:** Curricula are updated regularly in line with pharmaceutical and scientific developments.
- **Integration and comprehensiveness:** Curricula cover cognitive, skills-based and professional-ethical dimensions.
- **Link to practice:** Content is linked to pharmaceutical training in hospitals and pharmacies.
- **Stakeholder engagement:** Students, graduates, the Pharmacists Syndicate and employers are involved in feedback.

Fifth: Curriculum Development Procedures

The College follows the stages below, with the first development cycle starting from Stage 1:

Stage	Procedure
1. Planning and evaluation of the current situation	The scientific branches conduct a self-review of the currently approved curricula, identifying strengths, weaknesses and the rationale for development.
2. Data collection	Surveying the views of students, graduates, faculty and employers, and analysing pass and failure rates and assessment results.
3. Design	Formulating the programme mission and Programme Learning Outcomes (PLOs), building the curriculum map, describing each course according to the approved template (CLOs, content, teaching and assessment methods), and balancing theoretical and practical hours.

Stage	Procedure
4. Review	The Curriculum Committee reviews the proposal internally, and it is submitted to a specialised external reviewer.
5. Approval	The proposal is submitted to the College Council and then to the University Council for ratification.
6. Implementation and follow-up	The curriculum is applied after official approval, with a mechanism for feedback and continuous improvement.

Teaching and assessment methods

- Adopting active learning approaches such as problem-based and case-based learning, and collaborative and self-directed learning.
- Integrating educational technology such as blended learning, learning management systems (LMS) and virtual simulation.
- Diversifying assessment tools between formative and summative assessment, examinations, projects and practical assessment, using clear and objective criteria.

Review cycle

- Annual review of course specifications by the scientific branches.
- Comprehensive review of the academic programme every four to five years, or upon the issuance of new accreditation requirements.

Sixth: Roles and Responsibilities

Body	Responsibilities
College Council	Approving development proposals and submitting them to the University Council
Vice Dean for Scientific Affairs	Overseeing implementation of the policy and monitoring the timetable
College Curriculum Committee	Leading the development process, preparing the curriculum map and reviewing specifications
Scientific branches	Self-review, updating course specifications and proposing amendments
Quality Assurance and Performance Evaluation Division	Verifying compliance with accreditation standards, administering surveys and documenting the process
Advisory Committee	Comprising representatives of the Pharmacists Syndicate and employers, advising on the relevance of the programme to the labour market

Body	Responsibilities
Continuing Education Division	Training faculty in course design, writing learning outcomes and constructing assessment tools
Students and graduates	Participating in end-of-semester surveys and programme evaluation

Seventh: Indicators of Curriculum Effectiveness

- Rate of achievement of learning outcomes in courses.
- Student and graduate satisfaction with the programme.
- Graduate employment rates in the health sector.
- Results of internal and external evaluation and accreditation indicators.
- Pass and failure rates in courses.

Eighth: Documentation and Records

The Quality Assurance Division retains the following for accreditation purposes:

- Minutes of the Curriculum Committee and the College Council.
- Self-review reports of the scientific branches.
- Previous and new programme and course specifications.
- External reviewers' comments and survey results.

Ninth: Annexes

- Academic programme specification template.
- Course specification template.
- Curriculum map.
- Learning outcomes matrix (PLOs and CLOs).
- Programme review plan template.

Tenth: Review and Entry into Force

This policy shall be reviewed annually, or upon revision of the University curriculum development policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

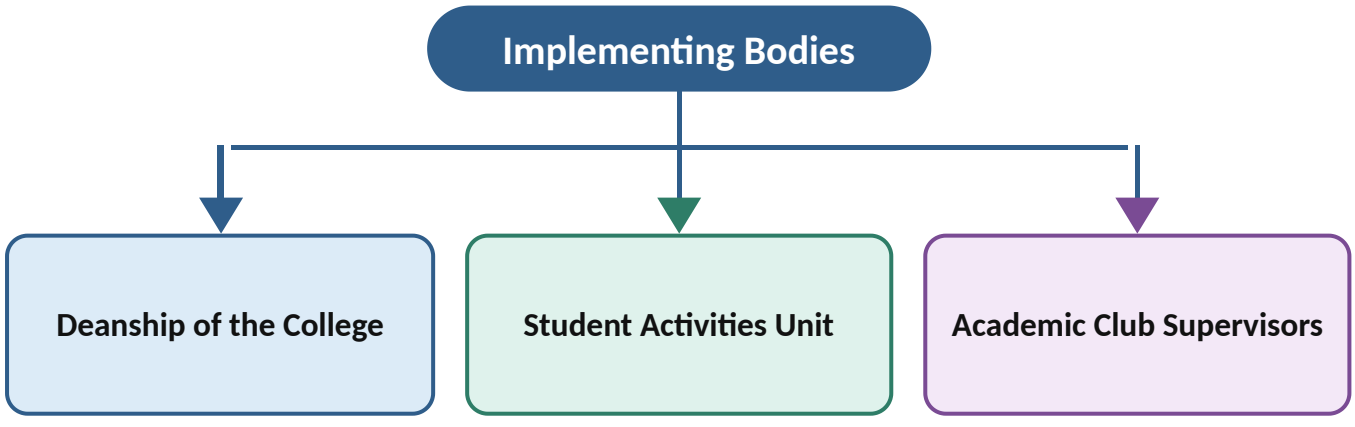
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Student Activities Support and Events Organisation Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Student Activities Support and Events Organisation Policy – College of Pharmacy

Derived from the Student Activities Support and Events Organisation Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Student Activities Support and Events Organisation Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the College Student Activities Unit
Derived From	The Student Activities Support and Events Organisation Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Student Affairs Department – Student Activities Department)
Target Group	College students, student clubs and societies, and faculty and staff supporting activities
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the College Student Activities Unit and the academic supervisors of clubs
Approval Date	/ / 2026
Review Date	Every two years, or as organisational updates require

First: Introduction

This policy is derived from the Student Activities Support and Events Organisation Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to support and organise the extracurricular activities of its students, developing their personal and leadership skills and strengthening their role in health and medication awareness in the community.

Vision: A vibrant student environment that fosters creativity and excellence in extracurricular activities and produces pharmacists capable of leadership and teamwork.

Mission: To provide a supportive infrastructure for student clubs and events, and to encourage active participation through fair funding and transparent organisational mechanisms.

Second: Objectives

1. Supporting the establishment of scientific, cultural and sports student clubs, including a pharmaceutical science club.
2. Organising scientific and awareness events, such as scientific days and campaigns on the rational use of medicines.

3. Developing students' leadership, communication and problem-solving skills.
4. Ensuring equal opportunity and transparency in the allocation of resources and participation.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Encouraging and supporting student activities and appointing academic supervisors for clubs
College Student Activities Unit	Planning and monitoring events and coordinating with the University Student Activities Department
Club academic supervisor	A faculty member appointed with College approval to guide students and ensure activities remain within the defined framework
Student clubs	Complying with University policy, preparing an annual activity plan and submitting a report at the end of each semester

Fourth: Establishment of Student Clubs

1. A group of students submits a written request through the Deanship, including the club's name, objectives, initial plan, founding members and proposed supervisor.
2. The Student Activities Department reviews the request to verify its consistency with the University mission and that it does not duplicate an existing club.
3. Official approval is issued, and the club adopts internal by-laws defining its administrative structure and the selection of its officers.

Fifth: Organisation of Events and Participation

- **Internal events:** An annual calendar of College events – such as scientific seminars, workshops, pharmaceutical product exhibitions and scientific days – subject to prior approval and a plan stating objectives, venue, timing and requirements.
- **Community events:** Health and medication awareness campaigns in schools and neighbourhoods in coordination with health authorities.
- **External participation:** Encouraging students to take part in national and international pharmacy student competitions and conferences, and recognising outstanding participants.
- **Activities Week:** Participation of College students in the Student Activities Week organised by the University each semester.

Sixth: Support for Activities and Initiatives

- Logistical and moral support within available capacity, such as providing halls and equipment.
- Balanced support across scientific, cultural, artistic and sports activities.
- Encouraging self-initiated student projects and annually recognising the best club, the best event and the most active student.

- Training workshops for club leaders in organisation, leadership and event management.

Seventh: Monitoring and Evaluation

- Recording and documenting activities, and preparing semester and annual reports on the number of clubs, events and participating students.
- Periodic review of club performance and the development of an improvement plan for inactive clubs.
- Compliance with codes of conduct and safety during activities, and disciplinary action in case of violation.
- Keeping activity records electronically or in paper form for no less than five years.

Eighth: Review and Entry into Force

This policy shall be reviewed every two years, or as organisational updates require. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

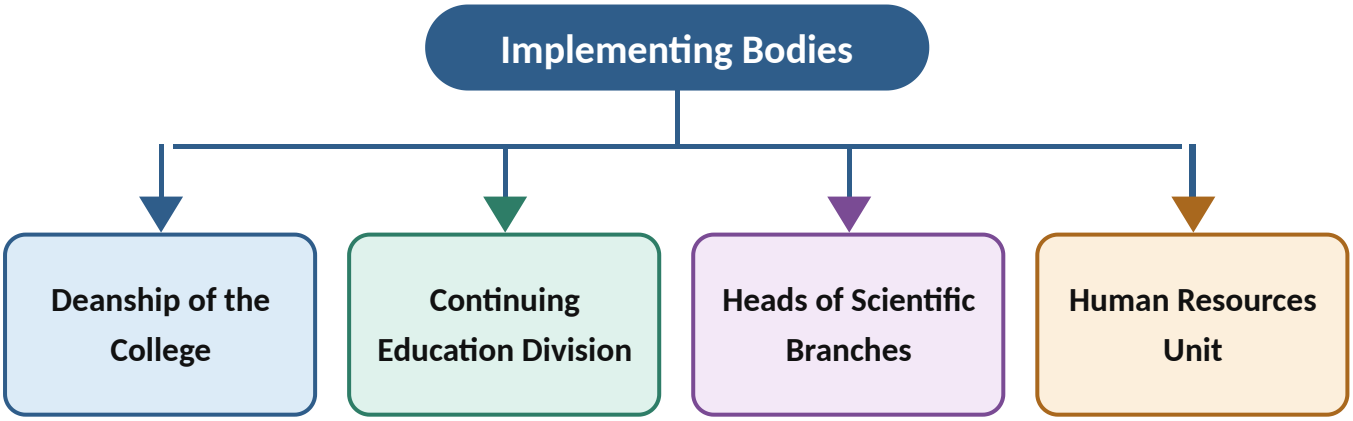
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Professional and Career Development Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Professional and Career Development Policy – College of Pharmacy

Derived from the Professional and Career Development Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Professional and Career Development Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Continuing Education Division
Derived From	The Professional and Career Development Policies issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Human Resources Department – Assistant President for Administrative Affairs)
Target Group	Faculty members, administrative and technical staff, and academic and administrative leaders of the College
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Continuing Education Division, heads of scientific branches and the College Human Resources Unit
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Professional and Career Development Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to continuously develop the capabilities of its faculty, staff and technicians in step with rapid advances in the pharmaceutical sciences and pharmacy practice, and to enhance the quality of academic and administrative performance.

Vision: Distinguished pharmaceutical and administrative personnel with high competence and advanced performance contributing to the institutional excellence of the College.

Mission: An integrated professional development system offering diverse training programmes, incentive mechanisms and continuous administrative support.

Second: Objectives

1. **Capacity building:** Developing the teaching, research, laboratory and administrative skills of College personnel.
2. **Performance improvement:** Raising productivity and the quality of educational and administrative work.

3. **Lifelong learning:** Embedding a culture of self-development and continuing pharmaceutical education.
4. **Equal opportunity:** Providing equal training and development opportunities to all personnel.
5. **Talent retention:** Offering clear opportunities for advancement based on competence and achievement.
6. **Institutional alignment:** Linking development plans to the needs of the College and accreditation requirements.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Supporting professional development and identifying training needs in coordination with the University Human Resources Department
Continuing Education Division	Designing and delivering courses, workshops and scientific seminars, and documenting participation
Heads of scientific branches	Identifying the development needs of branch faculty and technicians and encouraging participation
College Human Resources Unit	Maintaining training records, monitoring individual plans and submitting reports

Fourth: Development Programmes and Activities

- **Periodic training programmes:** Regular workshops and courses on modern teaching methods, laboratory safety, biostatistics, scientific writing, and administrative and technical skills.
- **Individual development plans:** An annual plan for each staff member defining development areas and targeted activities, agreed with the line manager.
- **Mentoring and guidance:** Pairing new faculty and staff with experienced colleagues to accelerate their integration.
- **Scholarships and postgraduate study:** Supporting staff in postgraduate studies and professional certification within University regulations.
- **Conferences and seminars:** Encouraging participation in national and international pharmaceutical conferences and granting the necessary leave to attend.
- **E-learning:** Providing access to e-learning platforms, scientific databases and online courses.

Fifth: Incentives and Recognition

- **Recognition:** Certificates of appreciation for those excelling in professional development and nomination for annual University awards.
- **Promotion and appraisal:** Counting participation in professional development within annual appraisal and promotion criteria.

- **Facilitation:** Adjusting work schedules where necessary to enable staff to attend development programmes.

Sixth: Monitoring and Performance Indicators

- Training hours received by each staff member annually.
- Number of training programmes delivered in the College.
- Percentage improvement in performance appraisal after training.
- Number of professional certificates and academic degrees obtained by staff.
- Staff satisfaction with the development opportunities provided.

The Continuing Education Division prepares an annual professional development plan and a final report presented to the College Council and submitted to the University Human Resources Department.

Seventh: Review and Entry into Force

This policy shall undergo a comprehensive review every three years on the basis of monitoring results and staff surveys. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

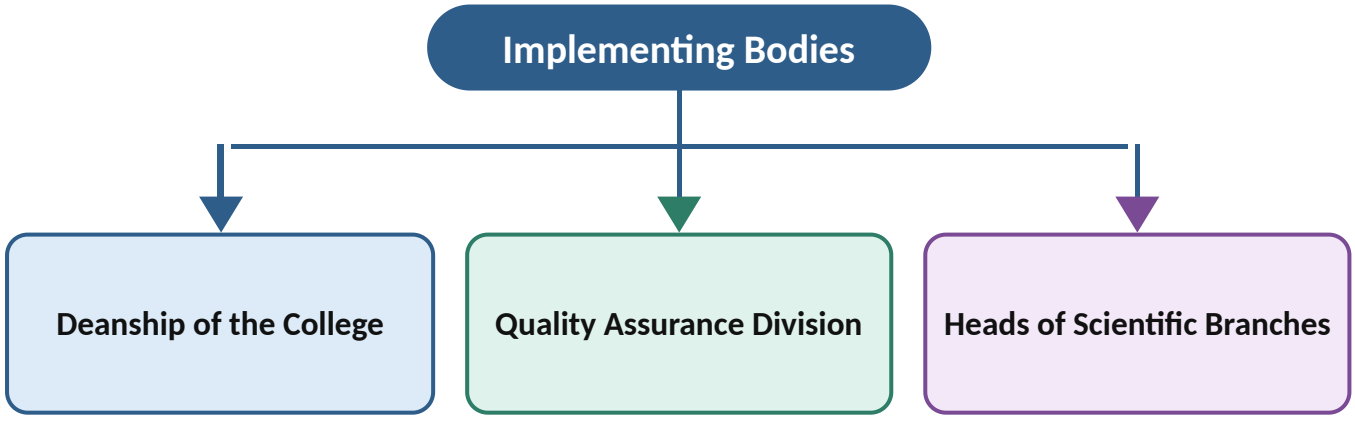
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Feedback Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Feedback Policy – College of Pharmacy

Derived from the Feedback Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Feedback Policy
Policy Owner	College of Pharmacy – Quality Assurance and Performance Evaluation Division
Derived From	The Feedback Policy approved by Alayen Iraqi University
Target Group	College students, faculty members, staff, graduates and employers
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Quality Assurance Division and heads of scientific branches
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Feedback Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to collect the views and comments of stakeholders regularly, analyse and respond to them, and inform stakeholders of the actions taken, thereby closing the continuous improvement loop.

This policy complements the Stakeholder Satisfaction Policy by focusing on the channels for receiving and responding to feedback.

Vision: An institutional culture that values every individual's opinion and makes it the basis for improvement.

Mission: Diverse and safe channels for receiving feedback, and a transparent response whose outcomes are published.

Second: Objectives

1. Providing multiple and accessible channels for receiving comments and suggestions.
2. Analysing feedback and using it to improve teaching and services.
3. Informing stakeholders of the actions taken in response to their comments.
4. Providing constructive feedback to students on their academic performance.

Third: Governance and Organizational Structure

Body	Responsibilities
Quality Assurance Division	Managing channels, analysing comments, preparing reports and following up on responses
Heads of scientific branches	Reviewing branch-related comments and taking corrective action
Faculty members	Providing students with feedback on their performance and benefiting from student evaluations
Deanship of the College	Approving major improvement actions and monitoring their implementation

Fourth: Feedback Channels

Channel	Use
Course and instructor evaluation surveys	At the end of each semester, electronically and anonymously
Suggestions and complaints box	Paper box in the College building and an electronic form on the College website
Student representatives	Periodic meetings with the Deanship for each academic stage
Focus groups	Discussions with students, graduates and employers on the programme
Peer review	Evaluation of a faculty member by a branch colleague to improve teaching

Fifth: Feedback to Students

- Returning marked quizzes and laboratory reports with comments within two weeks.
- Discussing midterm examination results with students and clarifying common errors.
- Following up on underperforming students through the academic advisor.

Sixth: Processing and Closing the Loop

1. Collection: gathering comments from all channels.
2. Analysis: classifying comments and setting priorities.
3. Action: referring comments to the relevant body for action within a specified period.
4. Communication: publishing a “You Said – We Did” summary to students and staff each semester.
5. Follow-up: measuring the impact of actions in the next cycle.

- **Confidentiality and protection:** Comments are treated confidentially, and no action may be taken against the person providing them.

Seventh: Performance Indicators

- Response rate to course evaluation surveys.
- Number of comments received and the percentage addressed.
- Average response time to comments and complaints.

Eighth: Review and Entry into Force

This policy shall be reviewed annually, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

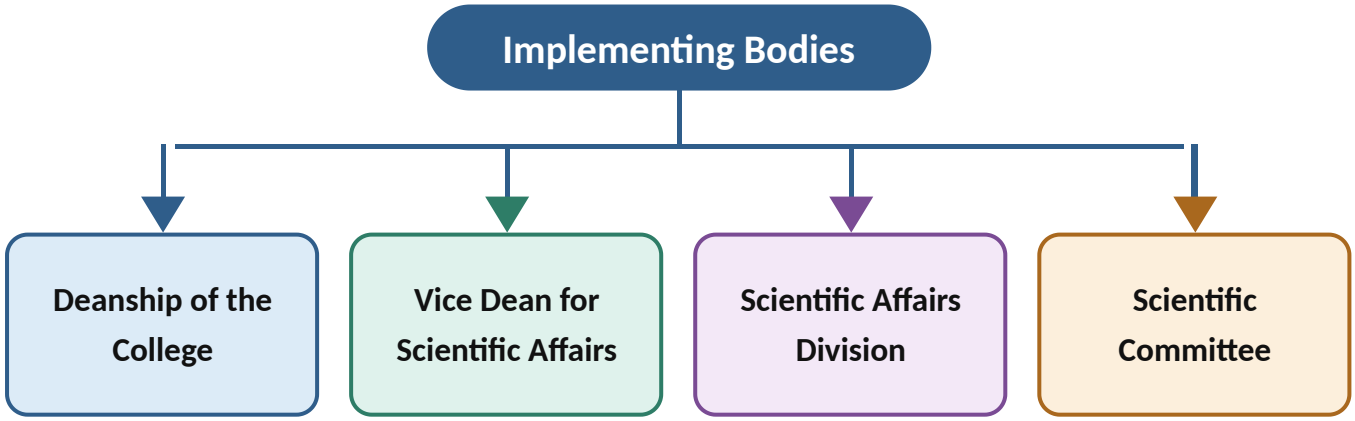
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Scientific Research Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Scientific Research Policy – College of Pharmacy

Derived from the Scientific Research Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Scientific Research Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs
Derived From	The Scientific Research Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University, effective from 20/7/2025
Target Group	Faculty members and researchers, and College students participating in research projects and graduation projects
Scope of Application	All scientific branches, laboratories and units of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, the Scientific Affairs Division and the College Scientific Committee
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Scientific Research Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to organise research activity in a manner suited to the nature of the pharmaceutical sciences and to the ethical requirements of health research.

The College seeks to foster a stimulating research environment that supports the generation of pharmaceutical knowledge and contributes to solving health and medication-related problems in society, in accordance with academic quality standards and professional ethics.

Vision: Research leadership in the pharmaceutical sciences through original scientific output that serves the health sector and contributes to sustainable development.

Mission: To strengthen the research system of the College by supporting researchers, embedding scientific integrity, encouraging innovation and rigorous publication, and building research partnerships with health and pharmaceutical institutions.

Second: Objectives

1. Supporting and encouraging innovative research across all pharmaceutical science disciplines.
2. Providing a stimulating research and laboratory environment that ensures the quality of scientific output.

3. Establishing high ethical standards in conducting and publishing research, particularly research involving humans and animals.
4. Encouraging publication in peer-reviewed, internationally indexed journals.
5. Protecting intellectual property rights arising from research and patents.
6. Expanding research collaboration with hospitals, pharmaceutical companies and national and international universities.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	The direct executive and supervisory body, chaired by the Dean with the Vice Dean for Scientific Affairs as a member
Vice Dean for Scientific Affairs	Overseeing implementation of the policy, monitoring research activity and reporting to the University
College Scientific Committee	Evaluating and supporting research proposals at College level
Research Ethics Committee	Reviewing research involving human participants or laboratory animals before commencement
Scientific branches	Implementing research projects and managing research teams according to specialisation
Scientific Affairs Division	Documenting research, following up on publication and patent registration in coordination with the University Publication Unit

Fourth: Policy Provisions

1. Research ethics

- Respecting the rights of participants and the confidentiality of their data, and obtaining their informed consent.
- Review of projects by the Research Ethics Committee before implementation, including animal experiments and clinical studies.
- Preventing conflicts of interest, particularly in research funded by pharmaceutical companies.

2. Scientific publication and patents

- Encouraging publication in indexed databases such as Scopus, Web of Science and PubMed.
- Protecting researchers' rights and registering patents with official bodies in coordination with the University.

3. Support for research projects

- Submitting research proposals to the University Research Support Fund according to its criteria and procedures.
- Supporting internal and external research partnerships.

4. Encouraging student research

- Supporting research-oriented graduation projects of fifth-year students.
- Providing opportunities for students to participate in faculty research projects.
- Organising student forums, competitions and scientific days.

5. Innovation and technology transfer

- Encouraging the development of applicable preparations and prototypes.
- Cooperating with the pharmaceutical industry and the private sector to translate results into products.

6. Research quality

- Using reliable tools to assess the quality of scientific output, and internal review of research before publication.
- Monitoring research performance indicators at the level of the scientific branches.

7. Research data management

- Establishing mechanisms for data storage, archiving and sharing while ensuring confidentiality.
- Adopting the FAIR principles for data management and requiring researchers to submit a data management plan with their proposals.

8. Academic integrity

- Adherence to a clear code of conduct for researchers and similarity checking before publication.
- Following up on cases of plagiarism or research misconduct and applying sanctions in accordance with the instructions in force.
- Training researchers in the principles of scientific writing and source citation.

9. Sustainability in research

- Supporting research that addresses health, environmental and social issues, such as the rational use of medicines.
- Encouraging environmentally friendly laboratory practices and the safe disposal of chemical waste.

Fifth: Incentive Mechanisms

- Nominating researchers for University publication rewards according to journal ranking (Q1–Q4).
- Certificates of appreciation for outstanding researchers and featuring their research on the College website and platforms.
- Counting research activity in performance appraisal and academic promotion.
- Training workshops in academic writing, scientific publication and biostatistics, and similarity-checking and language-editing services before publication.

Sixth: Monitoring and Performance Indicators

The Vice Dean for Scientific Affairs monitors the implementation of the policy each semester through the following indicators:

- Number of research papers published by each scientific branch.

- Ranking and quality of the journals in which research is published.
- Number of patents registered.
- Number of participations in conferences and scientific workshops.

The Scientific Affairs Division prepares an annual report presented to the College Council and submitted to the University, covering research achievements, challenges and growth in publication.

Seventh: Continuous Improvement and Review

- **Periodic review:** The effectiveness of the policy is evaluated every three years to keep pace with new developments.
- **Feedback:** Faculty views on the adequacy of research support are surveyed.
- **Development:** The policy is updated on the basis of annual reports, or upon revision of the University policy.

Eighth: Entry into Force

This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

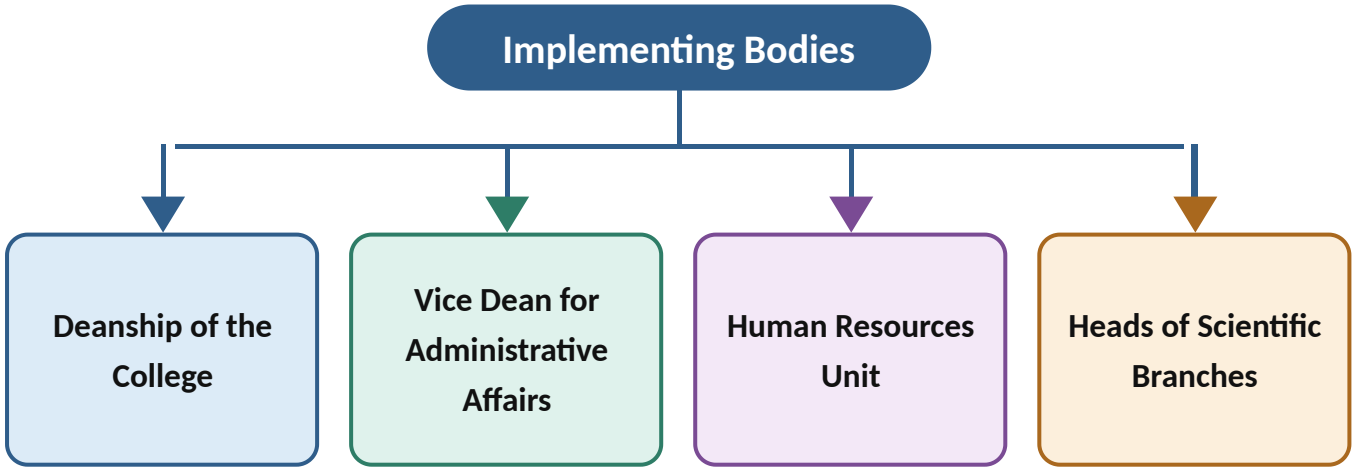
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Job Security Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Job Security Policy – College of Pharmacy

Derived from the Job Security Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Job Security Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Human Resources Unit
Derived From	The Job Security Policy approved by Alayen Iraqi University
Target Group	Faculty members and administrative and technical staff of the College
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Administrative Affairs, the Human Resources Unit and heads of scientific branches
Approval Date	/ / 2026
Review Date	Every two years, or upon revision of the University policy or the laws in force

First: Introduction

This policy is derived from the Job Security Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to provide a stable and fair work environment for its staff that safeguards their employment rights and protects them from arbitrary decisions, thereby supporting the stability of the educational process and the retention of talent.

Vision: A stable and secure work environment that motivates College staff to contribute and excel.

Mission: To protect the employment rights of staff and to ensure fairness and transparency in decisions affecting them.

Second: Objectives

1. Ensuring job stability for staff in accordance with contracts and the laws in force.
2. Achieving fairness and transparency in appraisal, promotion and assignment.
3. Protecting staff from discrimination, arbitrariness and harassment in the workplace.
4. Providing a healthy and safe work environment, particularly in laboratories.
5. Enhancing job satisfaction and retaining talent.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Ensuring implementation of the policy and the fairness of administrative decisions
Vice Dean for Administrative Affairs	Following up on staff affairs and coordinating with the University Human Resources Department
College Human Resources Unit	Maintaining personnel files and documenting contracts and appraisals
Grievance Committee	Examining staff complaints and grievances impartially and confidentially

Fourth: Staff Rights

- **Clear contract:** A clear employment contract specifying duties, salary, duration and working hours, renewed according to performance and regulations.
- **Fair appraisal:** An annual performance appraisal based on published criteria, with staff informed of the outcome and entitled to appeal.
- **Fair assignment:** Fair distribution of teaching and laboratory loads and assignments according to specialisation.
- **Protection from arbitrariness:** No termination of service or sanction except after a proper investigation in which the staff member is heard.
- **Occupational safety:** Provision of personal protective equipment in laboratories and enforcement of occupational safety rules.
- **Legal entitlements:** Leave and other statutory entitlements in accordance with the laws in force.

Fifth: Staff Obligations

- Observing working hours, assigned duties and the Code of Professional Conduct.
- Preserving College property and the confidentiality of information.
- Complying with laboratory safety rules and academic integrity.

Sixth: Grievance Procedure

1. The staff member submits a written grievance to the Deanship within 15 days of the decision.
2. The Deanship refers the grievance to the Grievance Committee for confidential consideration.
3. The Committee issues its recommendation within 15 days, and the staff member is notified of the decision in writing.
4. The staff member may escalate the grievance to the University Presidency if not satisfied with the decision.

- **Protection:** No retaliatory action may be taken against a complainant.

Seventh: Performance Indicators

- Staff turnover rate (annual percentage of staff leaving).
- Number of grievances submitted and the percentage resolved within the prescribed period.
- Job satisfaction rate in the annual staff survey.

Eighth: Review and Entry into Force

This policy shall be reviewed every two years, or upon amendment of the laws in force. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

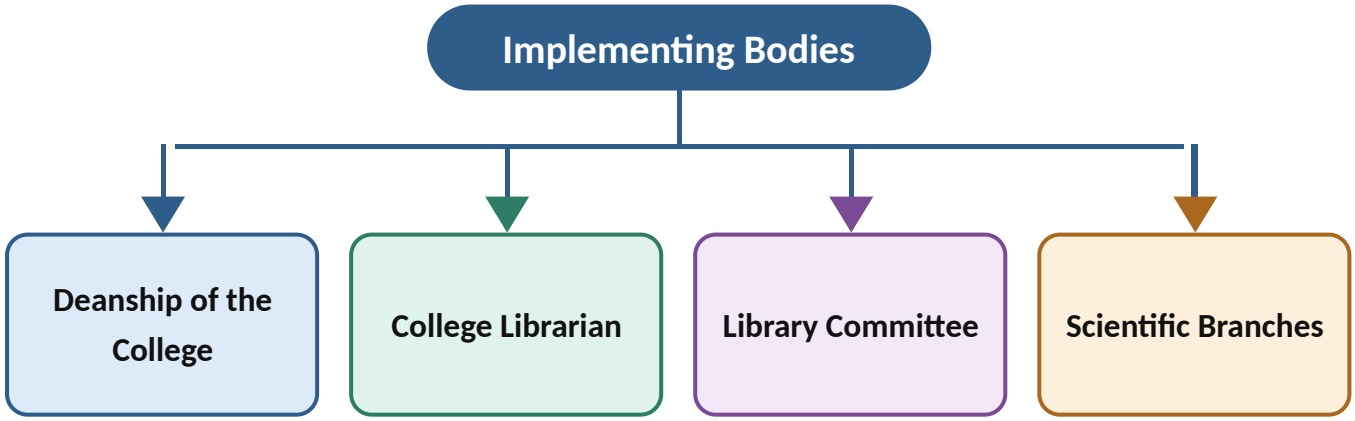
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Library Services Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Library Services Policy – College of Pharmacy

Derived from the Library Services Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Library Services Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the College Library
Derived From	The Library Services Policy approved by Alayen Iraqi University
Target Group	College students, faculty members, researchers and staff
Scope of Application	The College of Pharmacy Library and its print and electronic resources
Responsible for Implementation	Deanship of the College, the College Librarian, the Library Committee and the scientific branches
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Library Services Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to organise the services of its library and develop its print and electronic resources in support of pharmaceutical education and scientific research, including up-to-date references such as pharmacopoeias and core texts in the pharmaceutical sciences.

Vision: A modern library that serves as the hub of pharmaceutical knowledge at the College.

Mission: To provide up-to-date information resources and accessible library services that support students and researchers.

Second: Objectives

1. Providing references and textbooks for all College courses.
2. Making scientific databases and electronic resources available to students and researchers.
3. Organising lending and consultation through clear and fair procedures.
4. Providing a quiet and suitable environment for study and research.
5. Training users in searching scientific sources.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Supporting the library and requesting the resources it needs

Body	Responsibilities
Library Committee	Identifying the College's resource needs and approving acquisition lists
College Librarian	Cataloguing, lending, inventory and day-to-day services
Scientific branches	Proposing up-to-date references for their courses annually

Fourth: Library Services

Service	Details
External lending	Students may borrow two books for two weeks, renewable once; faculty according to regulations
In-library consultation	Rare references, pharmacopoeias and theses are for in-library use only
Electronic resources	Access to the Iraqi Virtual Science Library and the databases available to the University
Graduation projects	Keeping copies of student graduation projects and making them available for consultation
Training	Workshops on searching scientific databases and citing sources

Fifth: Acquisition and Collection Development

- Updating core references at least every five years and acquiring the latest editions of pharmacopoeias.
- Accepting donations after assessing their scientific relevance.
- Annual inventory of holdings and withdrawal of damaged or outdated items.

Sixth: Library Use Rules

- Presenting the university ID card when borrowing.
- Maintaining silence and prohibiting food and drink in the library.
- The borrower is responsible for replacing lost or damaged books.
- A clearance certificate is issued to graduating students only after all borrowed materials have been returned.

Seventh: Performance Indicators

- Number of up-to-date references added annually and the proportion of courses covered by references.
- Number of loans and users.
- Student and faculty satisfaction with library services.

Eighth: Review and Entry into Force

This policy shall be reviewed annually, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

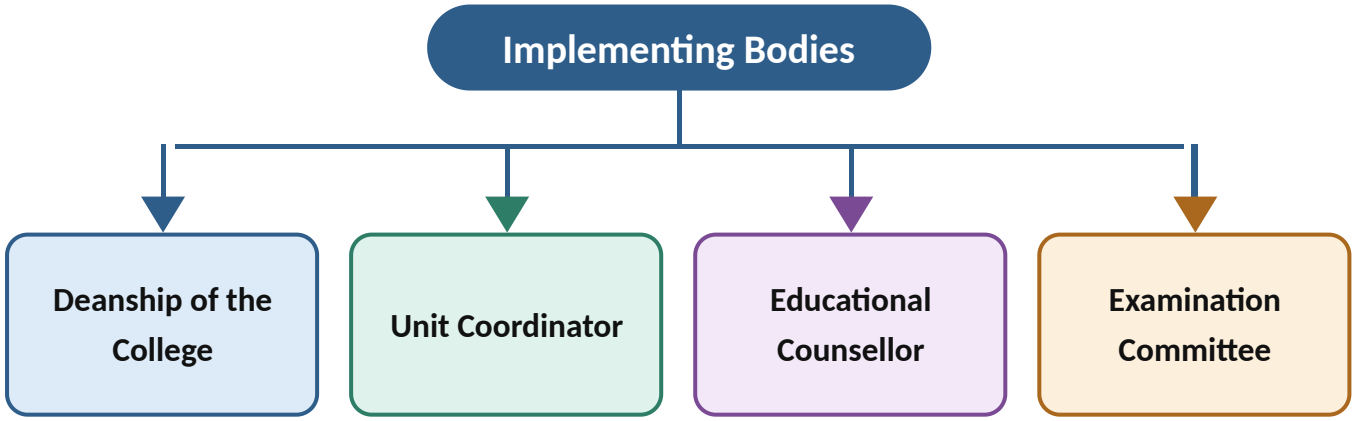
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Persons with Distinctive Abilities Unit Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Persons with Distinctive Abilities Unit Policy – College of Pharmacy

Derived from the Persons with Distinctive Abilities Unit Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Persons with Distinctive Abilities Unit Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the College Coordinator of the Persons with Distinctive Abilities Unit
Derived From	The Persons with Distinctive Abilities Unit Policy approved by Alayen Iraqi University
Target Group	College students and staff with disabilities or special needs
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Unit Coordinator, the educational counsellor, the scientific branches and the Examination Committee
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Persons with Distinctive Abilities Unit Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to guarantee equal opportunity for its students and staff with distinctive abilities (persons with disabilities and special needs) and to provide the accommodations that enable them to study and work with dignity and independence.

Vision: An inclusive college that offers persons with distinctive abilities equal opportunities in pharmaceutical education.

Mission: To provide an accessible learning environment and reasonable academic accommodations, while observing safety requirements in laboratory work.

Second: Objectives

1. Guaranteeing the right of persons with distinctive abilities to education and equal opportunity.
2. Providing an accessible physical environment for halls, laboratories and facilities.
3. Providing reasonable academic accommodations in teaching and examinations.
4. Offering psychological, social and counselling support.
5. Promoting a culture of inclusion and respect for diversity among College members.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Supporting the Unit and providing the necessary resources and accommodations
College Unit Coordinator	Registering cases, identifying each student's needs and coordinating with the University Unit
Educational counsellor	Providing psychological and counselling support and monitoring adjustment
Scientific branches	Implementing academic accommodations in lectures and laboratories
Examination Committee	Applying special arrangements in examinations

Fourth: Registration and Needs Assessment

1. The student registers voluntarily with the Unit Coordinator, supported by an approved medical report.
2. A confidential file is prepared for each student identifying needs and appropriate accommodations.
3. Scientific branches are informed of the required accommodations without disclosure of medical details.

Fifth: Accommodations Provided

Area	Accommodations
Physical environment	Ramps and accessible entrances, reserved seating in halls and safe routes to laboratories
Teaching	Electronic access to lectures, permission for audio recording and large-print materials
Laboratory work	Adapting the workstation and providing a laboratory assistant where needed, without compromising safety rules
Examinations	Extra time, a separate room, a scribe or an alternative question format, as appropriate
Psychological support	Individual counselling sessions and periodic follow-up

Sixth: Rights and Safeguards

- Confidentiality of medical information, which may not be disclosed without the student's consent.

- Prohibition of any discrimination or abuse, with sanctions for violations in accordance with instructions.
- Accommodations do not imply lowering academic standards or professional competence requirements.

Seventh: Awareness and Training

- Workshops for faculty and staff on working with persons with distinctive abilities.
- Awareness events on relevant occasions, such as the International Day of Persons with Disabilities.

Eighth: Performance Indicators

- Number of students registered with the Unit and their success and retention rates.
- Proportion of accessible facilities in the College.
- Satisfaction of beneficiary students with the accommodations provided.

Ninth: Review and Entry into Force

This policy shall be reviewed annually, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

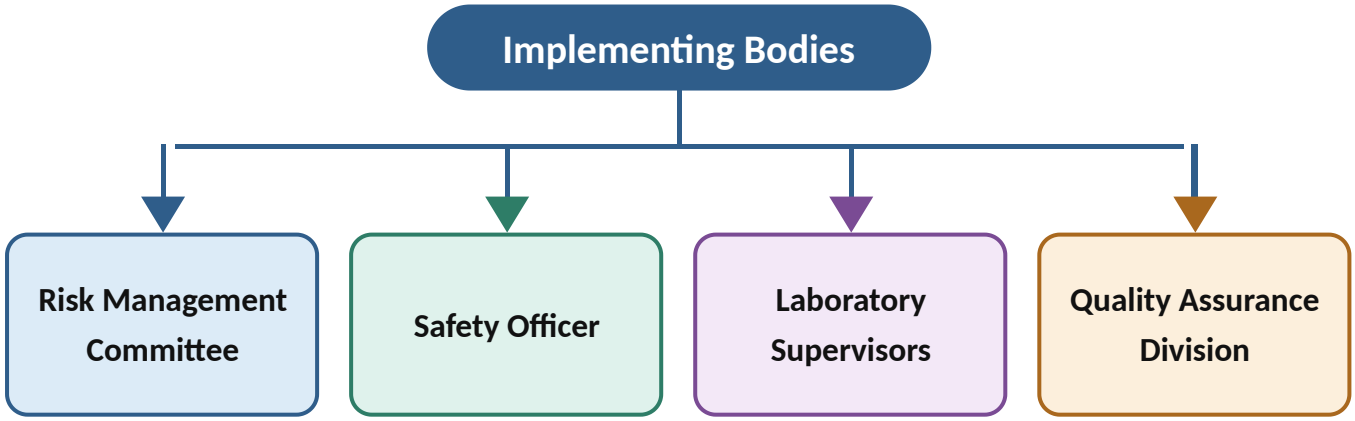
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Risk Assessment and Management Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Risk Assessment and Management Policy – College of Pharmacy

Derived from the Risk Assessment and Management Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Risk Assessment and Management Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Risk Management Committee
Derived From	The Risk Assessment and Management Policy approved by Alayen Iraqi University
Target Group	All members of the College – students, faculty, staff and technicians
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Risk Management Committee, the Safety Officer, laboratory supervisors and the Quality Assurance Division
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Risk Assessment and Management Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to identify, assess, treat and monitor in a systematic manner the risks that may affect its academic, research and administrative activities, with particular attention to laboratory, chemical and biological risks.

Vision: A college able to anticipate risks and mitigate their impact.

Mission: A clear methodology for identifying, assessing, treating and monitoring risks, and a preventive culture among all members.

Second: Objectives

1. Identifying potential risks in all College activities and recording them in the risk register.
2. Assessing risks according to their likelihood and the severity of their impact.
3. Developing treatment plans to mitigate high risks.
4. Protecting staff, students and property and ensuring business continuity.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving the risk register and treatment plans

Body	Responsibilities
Risk Management Committee	Updating the risk register annually, monitoring treatment plans and coordinating with the University
Safety Officer	Assessing laboratory, chemical and biological risks
Laboratory and unit supervisors	Reporting risks and implementing treatment measures
Quality Assurance Division	Monitoring academic and accreditation-related risks

Fourth: Risk Classification

Risk Type	Examples in the College
Laboratory risks	Exposure to toxic chemicals, fires, biological contamination and injuries from glassware and sharps
Academic risks	Shortage of specialised faculty, delays in curriculum development and failure to meet accreditation standards
Operational risks	Failure of laboratory instruments, power outages and shortages of materials and reagents
Information risks	Loss of student or grade data and cyber intrusion
Reputational risks	Academic misconduct, rumours and low stakeholder satisfaction

Fifth: Assessment Methodology

Each risk is assessed by multiplying its likelihood (1–5) by the severity of its impact (1–5), giving a risk score between 1 and 25:

Risk Score	Level	Required Action
15 – 25	High	Immediate treatment and notification of the Deanship
8 – 14	Medium	Treatment plan within one semester
1 – 7	Low	Periodic monitoring

Sixth: Risk Management Steps

1. **Identification:** Listing risks through site visits, incident reports and surveys.
2. **Assessment:** Calculating the score of each risk and recording it in the risk register.
3. **Treatment:** Avoiding, reducing, transferring or accepting the risk, specifying the responsible person and deadline.
4. **Monitoring:** Following up on the implementation of treatment plans and reassessing periodically.

5. **Documentation and reporting:** Updating the register and submitting a report to the College Council.

Seventh: Awareness and Training

- Training staff and students to carry out laboratory risk assessments before experiments.
- Encouraging the reporting of incidents and near-misses in a no-blame culture.

Eighth: Performance Indicators

- Number of high risks treated during the year.
- Number of incidents and injuries in laboratories.
- Percentage of treatment plans implemented on time.

Ninth: Review and Entry into Force

The risk register shall be updated annually, and the policy reviewed every two years or after any major incident. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

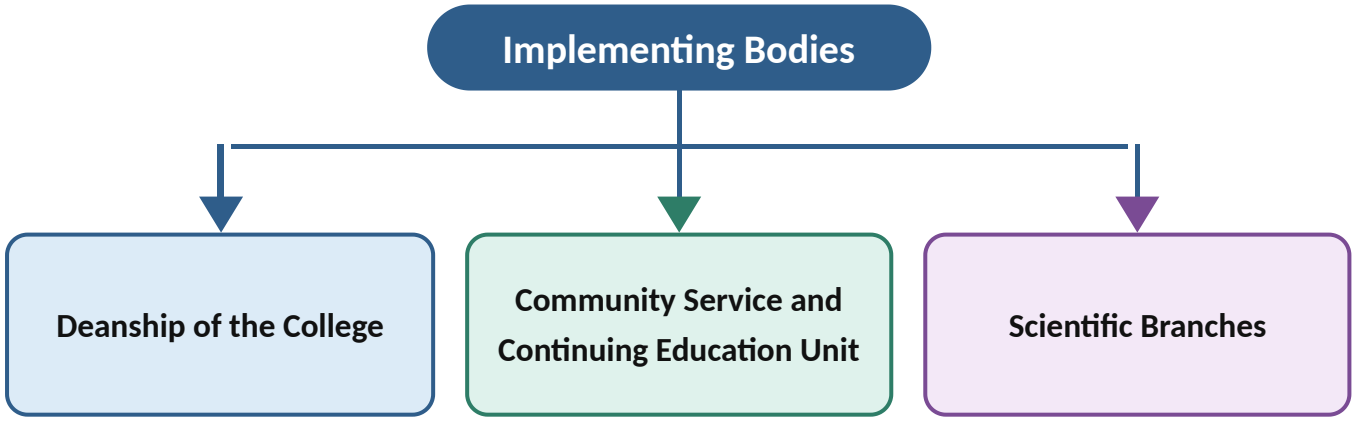
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Community Service Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Community Service Policy – College of Pharmacy

Derived from the Community Service Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Community Service Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the College Community Service Unit
Derived From	The Community Service Policy approved by Alayen Iraqi University
Target Group	Faculty members, students and staff, the local community and health institutions
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Community Service and Continuing Education Unit, and the scientific branches
Approval Date	/ / 2026
Review Date	Every two years, or upon revision of the University policy

First: Introduction

This policy is derived from the Community Service Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to place its pharmaceutical expertise at the service of the local community in Dhi Qar Governorate and to contribute to raising health and medication awareness and supporting health institutions.

Vision: A college actively engaged with its community and a partner in promoting public health and the safe use of medicines.

Mission: To provide awareness, advisory and training services to the community and health institutions with the participation of students and faculty.

Second: Objectives

1. Promoting health and medication awareness in the local community.
2. Providing scientific and pharmaceutical consultancy to health institutions.
3. Training practising pharmacists through continuing education programmes.
4. Engaging students in volunteer work and developing their social responsibility.
5. Building sustainable partnerships with the Health Directorate, the Pharmacists Syndicate and community organisations.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving the annual community service plan
Community Service Unit	Planning and delivering activities and coordinating with external bodies and the University
Scientific branches	Proposing activities and consultancy within their fields of specialisation
Student clubs	Participating in campaigns and volunteer activities

Fourth: Areas of Community Service

Area	Examples of Activities
Health and medication awareness	Campaigns in schools and markets on the rational use of medicines and the risks of antibiotics and supplements
Scientific consultancy	Quality analysis of medicines and preparations for official bodies, within the capacity of College laboratories
Continuing education	Workshops and courses for practising pharmacists in cooperation with the Pharmacists Syndicate
Volunteer work	Student participation in health campaigns, medical outreach convoys and blood donation days
Health observances	Marking international days such as World Pharmacists Day and World Diabetes Day

Fifth: Implementation Controls

- A proposal is submitted for each activity stating its objectives, target group, venue and date, and is approved by the Deanship.
- Awareness materials are scientifically reviewed before publication, and no individual prescription or diagnosis is provided.
- Each activity is documented with a report and photographs and submitted to the Community Service Unit.

Sixth: Incentives

- Certificates of appreciation for participating faculty and students, and inclusion of participation in performance appraisal.
- Featuring activities on the College website and platforms.

Seventh: Performance Indicators

- Number of community activities delivered annually and number of beneficiaries.
- Number of courses and consultancies provided to health institutions.
- Participation rate of students and faculty in activities.

The Community Service Unit prepares an annual report presented to the College Council and submitted to the University.

Eighth: Review and Entry into Force

This policy shall be reviewed every two years, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

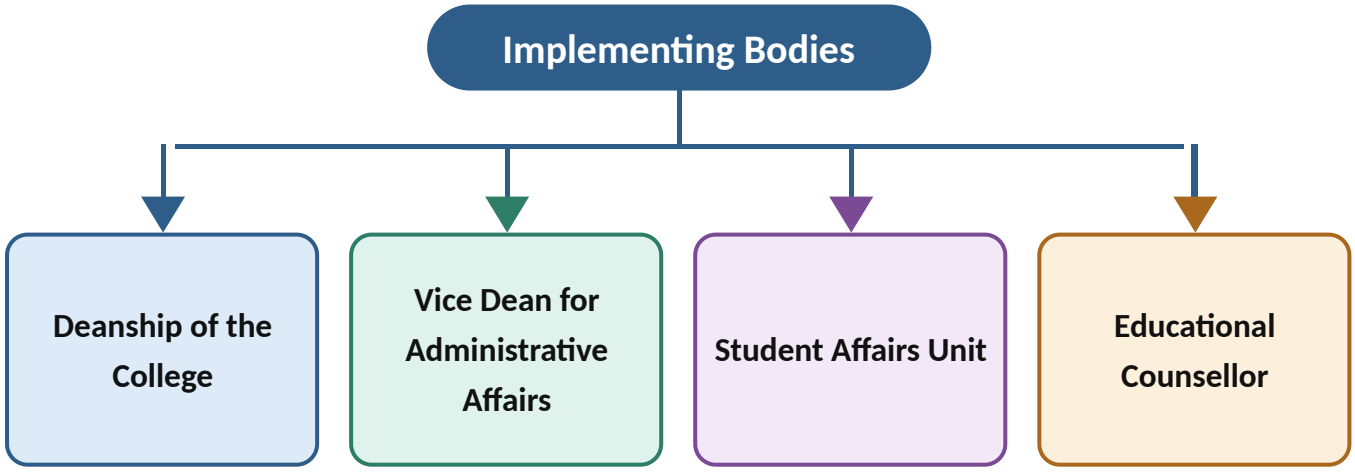
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Student Housing Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Student Housing Policy – College of Pharmacy

Derived from the Student Housing Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Student Housing Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs, in coordination with the University Residence Halls Unit
Derived From	The Housing and Residential Services Policy approved by Alayen Iraqi University
Target Group	College students residing in, or wishing to reside in, the University residence halls
Scope of Application	College of Pharmacy students in University residence halls
Responsible for Implementation	Deanship of the College, Vice Dean for Administrative Affairs, the Student Affairs Unit and the educational counsellor
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Student Housing Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to organise the accommodation of its students in the University residence halls and to provide a safe and suitable living environment that supports their academic achievement, particularly for students coming from outside the governorate.

Vision: Safe and comfortable student housing that supports the academic stability of College students.

Mission: Fair and transparent organisation of student accommodation and follow-up of residents' welfare in coordination with residence hall management.

Second: Objectives

1. Providing accommodation to eligible students according to fair and transparent criteria.
2. Ensuring a safe, clean and quiet living environment conducive to study.
3. Following up on the academic and social circumstances of resident students.
4. Regulating codes of conduct within the residence halls.

Third: Governance and Organizational Structure

Body	Responsibilities
University Residence Halls Unit	Managing accommodation, allocating rooms and maintaining facilities
Vice Dean for Administrative Affairs	Receiving and verifying College students' applications and coordinating with the Residence Halls Unit
College Student Affairs Unit	Maintaining and updating lists of resident students each semester
Educational counsellor	Following up on the academic and psychological welfare of resident students

Fourth: Eligibility and Priority

- The student must be registered at the College and in regular attendance.
- Priority is given to students from outside the governorate or from distant areas, then to female students, then to humanitarian cases and students with special needs.
- Submission of the required documents and signing of an undertaking to abide by residence regulations.

Fifth: Application Procedures

1. The student submits a housing application to the Student Affairs Unit at the beginning of the academic year.
2. Applications are verified and forwarded to the University Residence Halls Unit.
3. The names of accepted students are announced, and the student receives the room after signing a handover record.

Sixth: Residence Rules and Conduct

- Observing the designated entry and exit times and not admitting unauthorised persons.
- Preserving furniture and facilities; the student bears the cost of any damage caused.
- Prohibiting the removal of chemicals or medicines from College laboratories to the residence.
- Respecting quiet and study hours, and complying with cleanliness and fire-safety rules.
- Sanctions for violations are applied progressively – notice, warning, then removal from residence – in accordance with University instructions.

Seventh: Follow-up

- Periodic visits by the educational counsellor and monitoring of resident students' achievement.
- Annual measurement of student satisfaction with housing and submission of observations to the Residence Halls Unit.

Eighth: Review and Entry into Force

This policy shall be reviewed annually, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

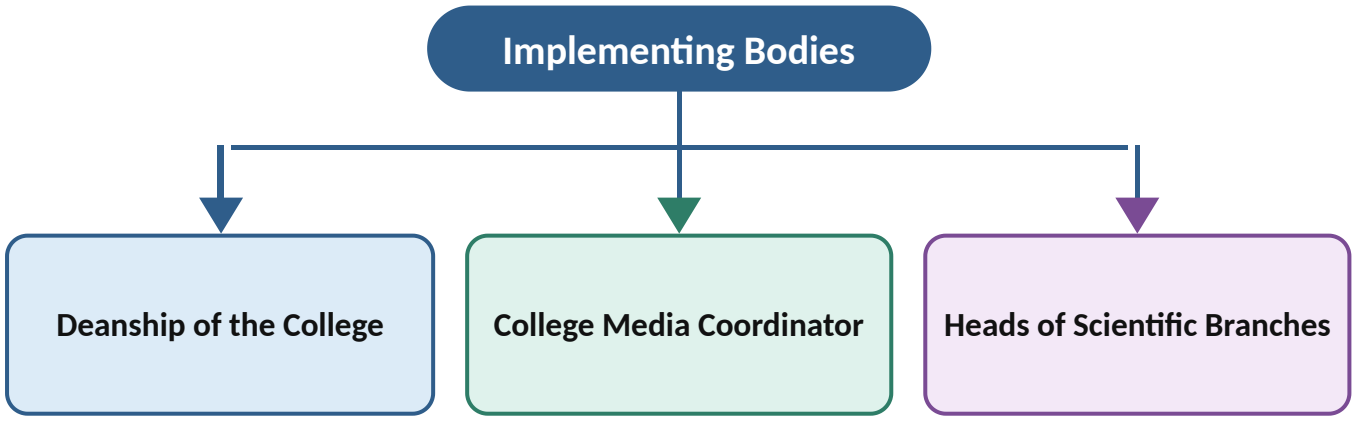
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Media and Government Communication Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Media and Government Communication Policy – College of Pharmacy

Derived from the Media and Government Communication Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Media and Government Communication Policy
Policy Owner	College of Pharmacy – College Media Coordinator, under the supervision of the Vice Dean for Administrative Affairs
Derived From	The Media and Government Communication Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Media and Government Communication Department – Assistant President for Administrative Affairs)
Target Group	Faculty members, staff and students, the media, the public and partner institutions
Scope of Application	All College units and its official pages and media platforms
Responsible for Implementation	Deanship of the College, the College Media Coordinator and heads of scientific branches
Approval Date	/ / 2026
Review Date	Every two years, or as organisational updates require

First: Introduction

This policy is derived from the Media and Government Communication Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to organise its media activity and communication with its audiences, and to present its scientific and community achievements in a unified manner consistent with the University's media identity.

The College pays particular attention to the accuracy of the health and pharmaceutical information it publishes, given its direct impact on public health.

Vision: A trusted and influential media presence that conveys the College's scientific achievements and health message to society.

Mission: Effective and professional communication that highlights the College's educational, research and community role, ensuring transparency and credibility in all messages.

Second: Objectives

1. Enhancing the positive image of the College among internal and external audiences.

2. Ensuring the consistency of the College's media discourse with the University's vision and identity.
3. Regulating the College's official social media pages and protecting its reputation.
4. Disseminating reliable health and medication awareness to the community.
5. Promoting the College programme to attract outstanding students.

Third: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Supervising media activity and approving significant content before publication
College Media Coordinator	Liaising with the University Media Unit, preparing news items and managing College pages
Official spokesperson	The Dean or his delegate, who speaks on behalf of the College on important matters
Scientific branches and units	Providing the Media Coordinator with activities and achievements in a timely manner

- **Control of statements:** College members must obtain the approval of the Deanship and the Media Unit before making any statement concerning the College.

Fourth: Publishing Tools and Digital Media

- **Official website:** The College page on the official University website is the primary platform for news and announcements.
- **Social media:** The College's official pages are managed under the supervision of the Media Coordinator according to a regular content plan.
- **Visual identity:** Compliance with the University's unified visual identity (logo, colours and approved fonts).
- **Verification before publication:** Two-level review of all content before publication, with scientific review of health and pharmaceutical content by a specialist faculty member.
- **Online engagement:** Responding to enquiries in a timely manner and handling inappropriate comments or misinformation in a way that preserves the College's credibility.

Fifth: Sub-policies

- **Media content:** Quality standards, review mechanisms and accuracy of all published information.
- **Media crisis management:** Plans for handling crises and rumours, particularly those concerning medicines and health.
- **Digital security:** Securing College accounts and refraining from publishing student or patient data.

- **Academic promotion:** Promoting the pharmacy programme and highlighting the achievements of students and faculty.
- **Archiving:** Documenting activities and events and establishing an organised media archive.

Sixth: Monitoring and Evaluation

- Growth in followers of College pages and engagement rate.
- Number of news items and reports published about the College.
- Number of health awareness campaigns delivered.

The Media Coordinator prepares a quarterly report on the College's media performance, submitted to the Deanship and the University Media Unit.

Seventh: Training and Continuous Improvement

- Training the Media Coordinator and student volunteers in news writing and account management.
- Receiving suggestions and comments and developing the content plan on the basis of monitoring results.

Eighth: Review and Entry into Force

This policy shall be reviewed every two years, or as organisational updates require. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

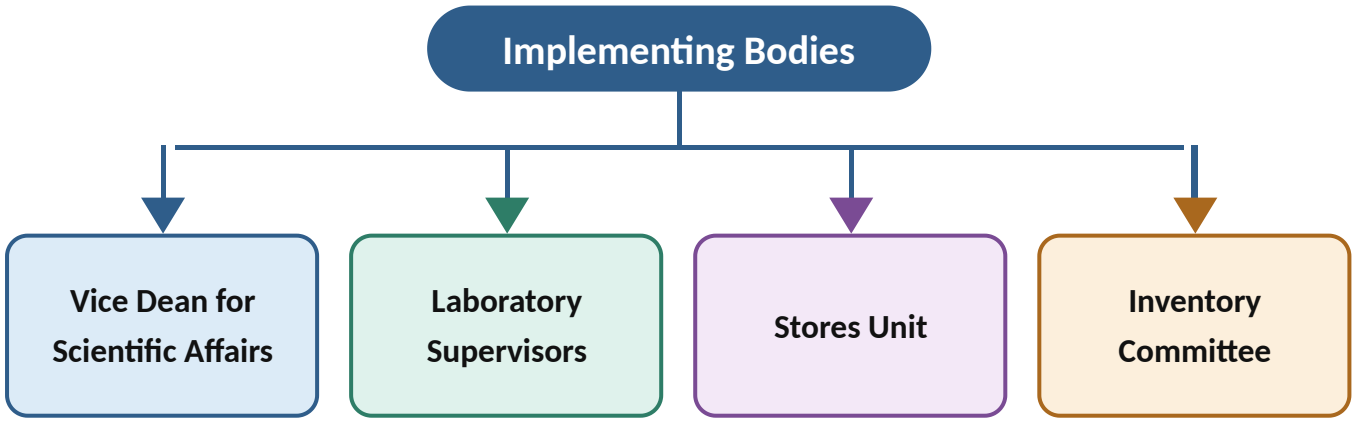
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Research Equipment Ownership and Sustainability Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Research Equipment Ownership and Sustainability Policy – College of Pharmacy

Derived from the Research Equipment Ownership and Sustainability Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Research Equipment Ownership and Sustainability Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs
Derived From	The Research Equipment Ownership and Sustainability Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Scientific Affairs Department – Assistant President for Scientific Affairs)
Target Group	Faculty members, researchers, technicians, laboratory supervisors and graduation-project students
Scope of Application	All laboratory and research instruments and equipment in the scientific branches and College laboratories
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, laboratory supervisors, the College Stores Unit and the Inventory Committee
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Research Equipment Ownership and Sustainability Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate the ownership, use, maintenance and replacement of its laboratory and research instruments, ensuring their sustainability and optimal use in practical teaching and pharmaceutical research, such as instruments for drug analysis, chromatography and spectroscopy.

Vision: Sustainable laboratory and research resources at the College, used to their full potential through effective and transparent management.

Mission: An organisational framework that promotes transparency and efficiency in managing College instruments and ensures their optimal use.

Second: Objectives

1. Regulating ownership by clearly identifying the owning and responsible party in each branch and laboratory.
2. Promoting transparency and accountability in the use and replacement of instruments.

3. Ensuring the sustainability of instruments through periodic maintenance, calibration and correct operation.
4. Preventing waste and misuse through clear handover and receipt procedures.
5. Facilitating fair access to instruments across the scientific branches.

Third: Policy Principles

- **Transparency:** Full clarity in all procedures relating to the acquisition, use and replacement of instruments.
- **Responsibility:** All parties are committed to preserving instruments and using them properly for scientific purposes.
- **Sustainability:** Ensuring the continued operation of instruments through maintenance, calibration and upgrading.
- **Integrity:** Allocating and using instruments without bias or personal exploitation.

Fourth: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving requests for purchase, replacement and redistribution and submitting them to the University
Vice Dean for Scientific Affairs	Coordinating with the Central Research Committee and monitoring the allocation and use of instruments
Scientific branches and laboratory supervisors	Submitting scientifically justified requests, ensuring proper use and reporting faults
College Stores Unit	Registering instruments in the assets register, tracking their movement and conducting the annual inventory
Inventory and Technical Evaluation Committee	Periodically assessing the condition of instruments and recommending maintenance, replacement or redistribution

Fifth: Policy Provisions

1. General provisions

- All instruments funded by the University or by grants are University property, and no party may dispose of them without official approval.
- Instruments are allocated to branches upon a justified request and the approval of the competent committee, and are recorded in the assets register.
- A custodian is assigned to each major instrument, and an operation, maintenance and calibration log is kept for it.
- Upon completion of a project or the departure of a researcher, instruments are returned to the scientific branch.

2. Replacement or disposal procedure

1. Submitting an official request stating the justification for replacement or disposal.
2. Conducting a technical inspection by the competent committee to assess the condition.
3. Submitting the report to the University Presidency for approval.
4. Implementing the decision of replacement, write-off or transfer to another unit.

3. Legal and administrative controls

- Any unauthorised disposal of instruments constitutes a violation subject to administrative accountability.
- The preservation and maintenance of instruments is the responsibility of the scientific branch and the receiving researcher.

Sixth: Monitoring and Evaluation

- **Inventory and documentation:** Periodic inventory and reports on the status of instruments (operational / under maintenance / unused).
- **Utilisation efficiency:** Analysing utilisation rates and proposing the redistribution of under-used instruments.
- **Shared operation:** Establishing rules for temporary loan and shared use among branches.
- **Auditing:** Examining compliance with the policy and preparing reports for internal review.

Seventh: Annexes

Annex (1): Laboratory / Research Instrument Receipt Form

Date of Receipt	Recipient Name	Serial Number	Instrument Name

I, the undersigned, acknowledge receipt of the above instrument and undertake to preserve it and use it solely for scientific purposes, in accordance with the approved regulations and policies.

Recipient name: ..... Signature: ..... Date: / / 2026

Annex (2): Laboratory / Research Instrument Return Form

Date of Return	Returned By	Serial Number	Instrument Name	Condition

I, the undersigned, acknowledge the return of the above instrument and accept full administrative and legal responsibility in the event of its malfunction or improper use.

Name: ..... Signature: ..... Date: / / 2026

Eighth: Review and Entry into Force

The effectiveness of this policy shall be evaluated every three years and updated on the basis of the monitoring committees' reports. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

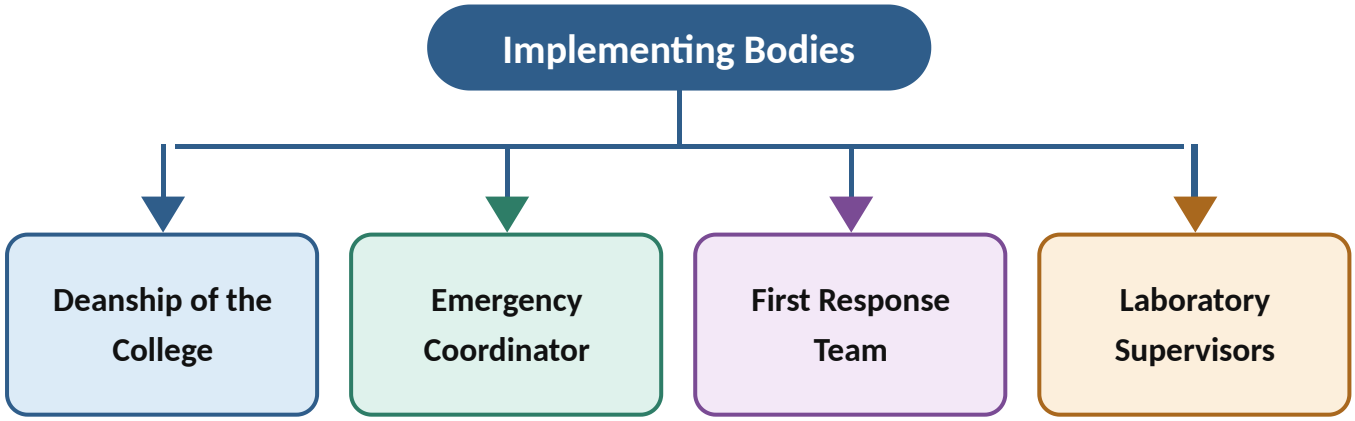
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Emergency and Evacuation Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Emergency and Evacuation Policy – College of Pharmacy

Derived from the Emergency and Evacuation Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Emergency and Evacuation Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Emergency Coordinator
Derived From	The Emergency and Evacuation Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University, effective from 29/9/2025
Target Group	All members of the College – students, faculty and staff – and its visitors
Scope of Application	All College buildings, halls, laboratories and stores
Responsible for Implementation	Deanship of the College, the College Emergency Coordinator, the First Response Team and laboratory supervisors
Approval Date	/ / 2026
Review Date	Annually, after any incident, or upon revision of the University policy

First: Introduction

This policy is derived from the Emergency and Evacuation Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to regulate preventive measures and rapid response to incidents, taking into account the nature of the College, which houses laboratories and stores of chemical, biological and pharmaceutical materials.

The policy aims to protect life first and property second, in accordance with best practices and standards in risk and safety management.

Vision: A safe college that applies safety and emergency management standards in support of academic and research excellence.

Mission: To promote a culture of safety and prevention through effective emergency and evacuation plans, training of staff and students, and permanent readiness to respond.

Second: Objectives

1. **Protecting life:** Ensuring the safety of students, staff and visitors in emergencies.
2. **Reducing losses:** Limiting damage to laboratories, instruments and pharmaceutical materials.
3. **Enhancing readiness:** Establishing clear emergency and evacuation plans for College buildings and updating them regularly.
4. **Capacity building:** Training staff and students in safety procedures and practical evacuation.

5. **Raising awareness:** Spreading a culture of laboratory safety and prevention among all members.
6. **Continuous improvement:** Reviewing and developing emergency plans after drills and incidents.

Third: Core Values and Principles

- **Safety first:** The protection of life is the highest priority in all decisions and actions.
- **Responsibility:** Everyone – management, faculty, staff and students – is bound by emergency and evacuation instructions.
- **Transparency:** Emergency plans are clear and accessible to all without complexity.
- **Cooperation:** Coordination between scientific branches, administrative units and the relevant University bodies.
- **Rapid response:** Immediate and effective action to minimise the impact of emergencies.

Fourth: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving the policy and the College emergency plan and monitoring their implementation
Vice Dean for Administrative Affairs	Overseeing implementation and providing the necessary resources
College Emergency Coordinator	Liaising with the Central Emergency Committee and the University Safety Unit, and preparing evacuation plans for the College building
First Response Team	Initial firefighting, first aid and evacuation guidance; includes trained members from each floor
Laboratory and store supervisors	Applying laboratory safety procedures, securing hazardous materials and reporting any malfunction
Quality Assurance Division	Monitoring implementation and verifying the alignment of emergency plans with quality and occupational safety standards

Fifth: Classification of Emergencies in the College

Type of Emergency	Examples in the College
Chemical emergencies	Spills or leaks of solvents, reagents and toxic substances in pharmaceutical chemistry and pharmaceutics laboratories, and uncontrolled reactions
Biological emergencies	Biological contamination or leakage in microbiology laboratories and outbreaks of infectious diseases
Fires and structural failures	Fires involving flammable materials, electrical short circuits in laboratory instruments and major electrical faults

Type of Emergency	Examples in the College
Medical emergencies	Injuries, burns, poisoning and inhalation incidents in laboratories, and sudden illness
Environmental and natural emergencies	Severe dust storms, floods and earthquakes
Security emergencies	Security threats, unauthorised entry, or tampering with stores of medicines and controlled substances

Sixth: Preventive and Proactive Measures

- **Hazard mapping:** Preparing a hazard map of the College building identifying high-risk locations such as laboratories and chemical and pharmaceutical stores.
- **Response teams:** Establishing a First Response Team trained in initial firefighting, first aid and evacuation.
- **Emergency equipment:** Providing appropriate fire extinguishers for each class of fire (CO_2 for laboratories and instruments), first-aid kits and smoke and gas detectors.
- **Laboratory safety equipment:** Providing emergency showers, eyewash stations, fume hoods and spill containment kits in every laboratory.
- **Storage of hazardous materials:** Storing chemicals according to compatibility, keeping Safety Data Sheets (SDS) up to date, and restricting store access to authorised personnel.
- **Evacuation routes:** Clear signage for emergency exits and assembly points, with exits kept open and unobstructed.
- **Written instructions:** Posting evacuation and laboratory safety instructions at the building entrance, in corridors and on laboratory doors.
- **Periodic drills:** Conducting at least one evacuation drill each semester, including a chemical spill drill.
- **Maintenance and inspection:** Documented periodic inspection of extinguishers, alarms and safety equipment, with immediate replacement of defective items.

Seventh: Incident Management and Immediate Response

1. **Activating the emergency plan:** The person discovering the incident raises the alarm and immediately informs the Emergency Coordinator and the Safety Officer.
2. **Internal and external reporting:** The Coordinator informs the University operations room and contacts civil defence, ambulance services or police as appropriate.
3. **Isolating and securing the area:** Shutting off gas and electricity in the affected laboratory where possible and preventing access to the danger zone.
4. **Orderly evacuation:** Evacuation proceeds calmly towards designated exits, giving priority to persons with special needs and ensuring halls and laboratories are cleared.
5. **Assembly at safe points:** Evacuation marshals conduct a headcount at assembly points to ensure no one remains inside.

6. **First aid:** The injured receive immediate first aid, and critical cases are transferred to the nearest hospital.
7. **Ending the emergency:** Return to the building is permitted only after the danger has been cleared and the competent authorities have given approval.

Eighth: Post-Incident Recovery and Documentation

- **Damage assessment:** Assessing human and material damage to laboratories and instruments and reporting to the Deanship.
- **Clean-up and rehabilitation:** Safe disposal of chemical and biological waste resulting from the incident and rehabilitation of the site.
- **Documentation and analysis:** Preparing a documented incident report and analysing its causes to draw lessons.
- **Plan revision:** Updating emergency plans, evacuation maps and training programmes in light of the analysis.

Ninth: Awareness and Continuous Training

- Briefing new students at the beginning of each academic year on laboratory safety rules and evacuation procedures.
- Integrating laboratory safety and the safe handling of hazardous materials into practical courses.
- Training laboratory supervisors and the First Response Team in firefighting, first aid and spill response.
- Encouraging immediate reporting of any unsafe practice or equipment malfunction.

Tenth: Periodic Review and Entry into Force

This policy shall be reviewed annually, after any incident, or upon revision of the University policy. Compliance is a collective responsibility of all College members and visitors. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

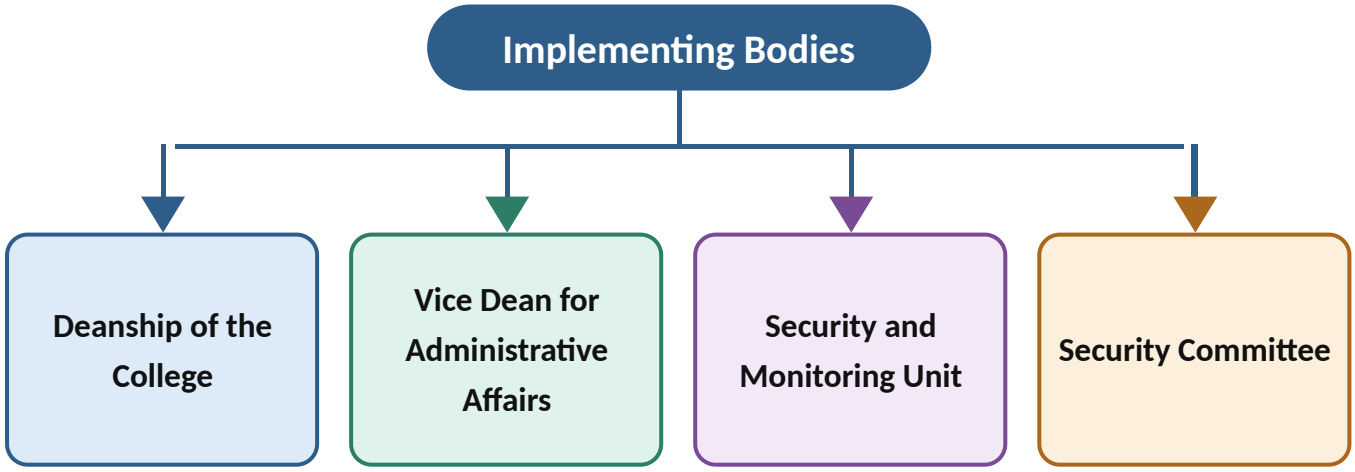
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Campus Security and Monitoring Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Campus Security and Monitoring Policy – College of Pharmacy

Derived from the Campus Security and Monitoring Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Campus Security and Monitoring Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Security and Monitoring Unit
Derived From	The Monitoring Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Assistant President for Administrative Affairs)
Target Group	Faculty members, students, staff, visitors and all persons entering the College building
Scope of Application	All College buildings, halls, laboratories and stores
Responsible for Implementation	Deanship of the College, Vice Dean for Administrative Affairs, the College Security and Monitoring Unit and the College Security Committee
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Campus Security and Monitoring Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to maintain security and order within its premises and to protect its members and property – particularly laboratories and stores of medicines and chemicals – thereby providing a safe environment for the educational process.

Vision: A safe, orderly and stimulating college for teaching and learning, in accordance with best security and monitoring standards.

Mission: To apply laws and regulations with a high degree of professionalism, protect College members and facilities, and provide excellent monitoring services.

Second: Objectives

1. Maintaining security and public order within the College and all its facilities.
2. Applying the laws, regulations and University instructions in force.
3. Protecting College facilities and laboratory instruments from damage, theft and tampering.
4. Controlling access to stores of medicines, chemicals and controlled substances.
5. Regulating entry and exit and monitoring the cleanliness and maintenance of College facilities.
6. Responding immediately to emergencies and crises.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	The direct executive and supervisory body, chaired by the Dean with the Vice Dean for Administrative Affairs as a member
Vice Dean for Administrative Affairs	Monitoring implementation of the policy and coordinating with the University Security and Monitoring Department
College Security and Monitoring Unit	Implementing security procedures and daily monitoring, and regulating the entry of students and visitors
College Security Committee	Evaluating and supporting security procedures at College level
Laboratory and store supervisors	Controlling laboratory and store keys and maintaining access logs

Fourth: Policy Provisions

1. Entry and exit

- Students enter with their university ID card; cases of loss or damage are handled according to instructions.
- Visitors enter with a visitor badge after depositing their identity document; academic guests enter with the approval of the host faculty member.
- Unauthorised persons are prohibited from entering laboratories and stores.

2. Dress code and public conduct

- Observing modest dress and courteous conduct and appearance.
- Wearing a laboratory coat and personal protective equipment inside laboratories.

3. Protection of property and facilities

- Monitoring the condition of the building, furniture and laboratory instruments, and reporting faults and hazards.
- Prohibiting damage to or misuse of College property.

4. Cleanliness and public health

- Monitoring the cleanliness of halls, laboratories and sanitary facilities and the proper disposal of waste.

5. Student violations

- Recording and documenting violations, applying sanctions in accordance with the Student Discipline Law, and referring cases to the competent committees.

6. Smoking ban

- Smoking is strictly prohibited throughout the College, particularly in laboratories owing to the presence of flammable materials.
- Sanctions: a written warning for the first offence, temporary suspension of certain services thereafter, and disciplinary measures for repeated offences.

7. Information and professional ethics

- Recording incidents and violations in official registers and maintaining the confidentiality of information.
- Treating all members courteously and applying the principles of fairness in dealing with violations.

Fifth: Crisis and Emergency Management

- The College Emergency and Evacuation Policy applies, and the Security Unit coordinates with civil defence, ambulance services and security authorities.
- Training staff to deal with emergencies and providing firefighting and first-aid equipment.

Sixth: Incentives and Development

- Certificates of appreciation for outstanding security staff and specialised training courses for them.

Seventh: Monitoring and Performance Indicators

- Number of violations recorded and resolved.
- Emergencies and incidents and how they were handled.
- Level of cleanliness and safety of College facilities.

The Security and Monitoring Unit prepares periodic (weekly and monthly) reports submitted to the Deanship.

Eighth: Review and Entry into Force

The effectiveness of this policy shall be evaluated annually and updated on the basis of reports and security developments. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

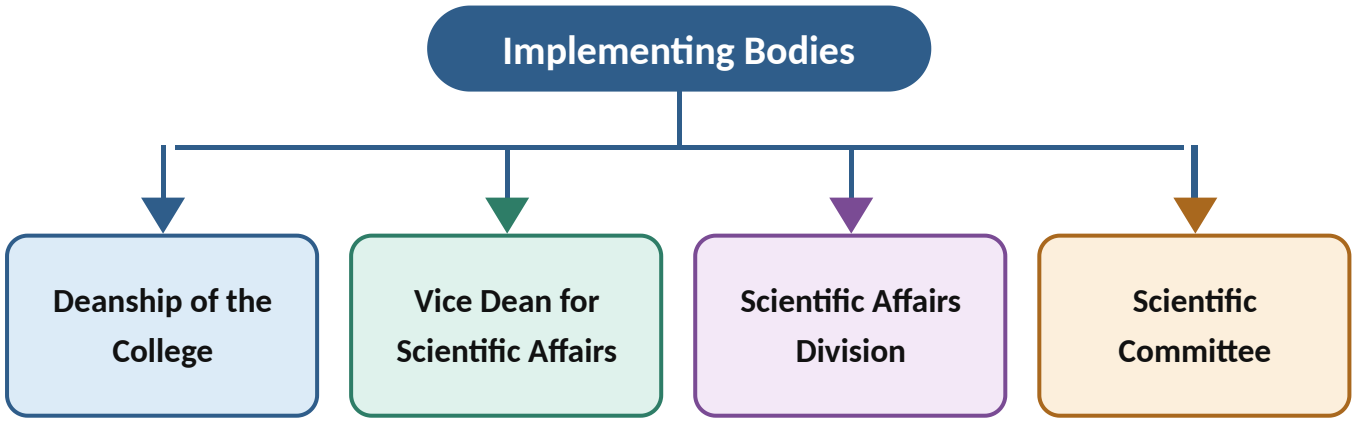
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Intellectual Property Marketing and Protection Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Intellectual Property Marketing and Protection Policy – College of Pharmacy

Derived from the Intellectual Property Marketing and Protection Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Intellectual Property Marketing and Protection Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs
Derived From	The Intellectual Property Marketing and Protection Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Scientific Affairs Department – Assistant President for Scientific Affairs)
Target Group	Faculty members, researchers and students engaged in research, innovation and graduation projects
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, the Scientific Affairs Division and the College Scientific Committee
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Intellectual Property Marketing and Protection Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to protect the rights of its members in their intellectual and innovative output and to market and exploit that output, particularly novel pharmaceutical preparations, formulations and methods of drug analysis.

Vision: Leadership in the protection and exploitation of intellectual property in the pharmaceutical sciences in service of society and sustainable development.

Mission: To support innovators at the College, embed the principles of legal protection, encourage innovation and responsible exploitation, and build partnerships with the pharmaceutical industry.

Second: Objectives

1. Supporting creativity and innovation across all pharmaceutical science disciplines.
2. Providing an environment that safeguards the intellectual property rights of College members and students.
3. Encouraging patent registration for novel pharmaceutical preparations, formulations and methods.

4. Regulating intellectual property rights arising from research, including graduation projects.
5. Expanding cooperation with pharmaceutical companies and local and international bodies to commercialise innovations.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	The direct executive and supervisory body, chaired by the Dean with the Vice Dean for Scientific Affairs as a member
College Scientific Committee	Documenting innovations, evaluating proposals, encouraging registration and following up on intellectual property rights
Scientific Affairs Division	Coordinating with the Central Research Committee and the University incubator, and following up on registration procedures
Scientific branches	Identifying ideas and results within the branch that are eligible for protection and commercialisation

Fourth: Policy Provisions

1. Intellectual property ethics

- Respecting authors' rights and the confidentiality of information, and preventing conflicts of interest in the protection and exploitation of rights.
- Preserving the rights of both student and supervisor in the results of innovative graduation projects.

2. Registration and legal protection

- Encouraging patent registration with the competent official bodies in coordination with the University Legal Division.
- Results eligible for registration shall not be published before protection procedures are completed.

3. Support for student innovation

- Supporting innovative graduation projects and enabling students to participate in faculty projects.
- Holding student innovation competitions, such as pharmaceutical product development challenges.

4. Innovation and technology transfer

- Encouraging the development of prototype preparations and applicable products.
- Showcasing and commercialising innovations in cooperation with the pharmaceutical industry and the private sector through the University incubator.

5. Data management and integrity

- Keeping laboratory records and innovation data confidential and adopting the FAIR principles for their management.

- Following up on cases of plagiarism or intellectual manipulation and applying sanctions in accordance with the Academic Integrity Policy.

Fifth: Incentives and Support

- **Incentives:** Nominating innovators for patent registration rewards and annual University awards.
- **Recognition:** Featuring innovations on the College website and granting certificates of appreciation.
- **Funding:** Applying to the University's internal innovation fund, government and international grants, and partnerships with pharmaceutical companies.
- **Technical support:** Workshops on scientific writing and legal registration, and originality checks prior to registration.

Sixth: Monitoring and Performance Indicators

- Number of patents and registered rights per scientific branch.
- Volume of innovation funding attracted.
- Number of participations in innovation exhibitions and conferences.

The Scientific Affairs Division prepares an annual report presented to the College Council and submitted to the University.

Seventh: Review and Entry into Force

The effectiveness of this policy shall be evaluated every three years and updated on the basis of annual reports and staff feedback. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

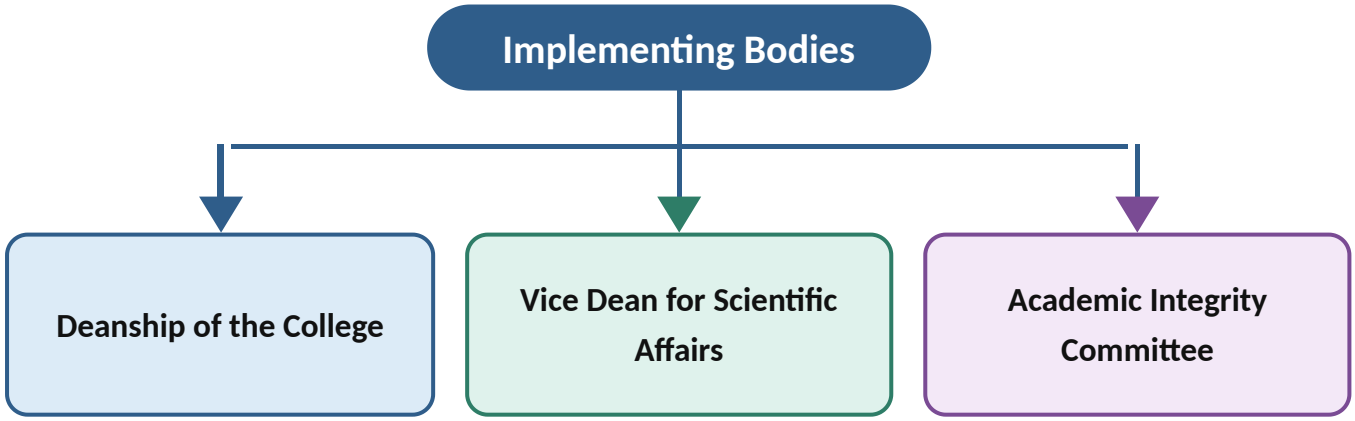
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Academic Integrity Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Academic Integrity Policy – College of Pharmacy

Derived from the Academic Integrity Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Academic Integrity Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs
Derived From	The Academic Integrity Policy of Alayen Iraqi University 2026 – Department of Quality Assurance and University Performance, effective from 6/7/2026
Target Group	Faculty members, lecturers, researchers and students in their studies, graduation projects and research
Scope of Application	All scientific branches, laboratories and units of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs and the College Academic Integrity Committee
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction and Regulatory Background

This policy is derived from the Academic Integrity Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to embed scientific honesty in teaching, research and laboratory practice in accordance with the ethics of the pharmacy profession.

This policy is consistent with and complements the following laws and regulations:

- The Iraqi Labour Law, the University Service Law and the instructions of the Ministry of Higher Education and Scientific Research.
- Code of Conduct No. (1) of 2016 and its first amendment, issued by the Iraqi Commission of Integrity.
- The Intellectual Property Marketing and Protection Policy, the Job Security Policy and the Scientific Research Policy of the University and the College.
- The Student Discipline Law for institutions of the Ministry of Higher Education and Scientific Research.

Second: Objectives

1. Embedding the principles of scientific honesty and academic integrity in educational, research and laboratory activities.
2. Building a culture based on mutual respect, fairness, transparency and accountability.

3. Protecting the intellectual and moral rights of researchers and students and ensuring their responsible use.
4. Clearly defining the duties of faculty, staff and students and ensuring their fair application.

Third: Scope and Target Group

The provisions of this policy apply mandatorily and without exception to all College units, and target:

1. Faculty members and lecturers.
2. Researchers in the scientific branches and laboratories.
3. College students in examinations, laboratory reports, graduation projects and research.
4. Participants in innovation projects and research collaboration with health and pharmaceutical bodies.

Fourth: Core Principles of Integrity and Conduct

- **Honest and dedicated performance:** Performing academic and professional duties with honesty, dedication and impartiality in the public interest of the College.
- **Prevention of conflicts of interest:** Refraining from any activity that creates a conflict between the interests of the College and personal interests, including relationships with pharmaceutical companies.
- **Objectivity and non-discrimination:** Delivering educational and research services impartially, without discrimination on grounds of sex, race, religion, sect, belief or political affiliation.
- **Compliance with laws and instructions:** Knowing and applying the relevant laws and instructions in force without breach or negligence.
- **Confidentiality and information integrity:** Maintaining the confidentiality of information and of patient and participant data, and applying the FAIR principles to research data management.
- **Honesty in laboratory work:** Recording laboratory results exactly as obtained and keeping complete experimental records.

Fifth: Forms of Academic Misconduct

Any of the following acts constitutes a violation of academic integrity and intellectual property:

Violation	Description
Plagiarism	Copying texts, ideas or innovations and claiming ownership without proper citation of original sources
Fabrication and falsification	Distorting scientific results or fabricating research or laboratory data
Cheating in examinations and reports	Cheating or assisting in cheating in examinations, or copying laboratory reports and graduation projects
Breach of research ethics	Publishing joint research without listing actual contributors, or exploiting students' work without preserving their rights

Violation	Description
Breach of intellectual quality standards	Submitting research that does not meet the requirements of genuine originality and approved similarity-checking tools

Sixth: Governance and Organizational Structure

Body	Responsibilities
Dean of the College	Overall supervision of the application of the policy in the College
Vice Dean for Scientific Affairs	Monitoring implementation and coordinating with the Assistant President for Scientific Affairs
College Academic Integrity Committee	Reviewing research projects, following up on cases of plagiarism or manipulation, and ensuring integrity in the exploitation of rights
Research Ethics Committee	Reviewing research involving human participants and laboratory animals prior to implementation
Investigative and disciplinary committees	Investigating reported violations and applying disciplinary measures in coordination with the University Legal Division

Seventh: Disciplinary Procedures and Appeals

- **Principle of fair progression:** Sanctions are applied progressively and fairly, from the least to the most severe, in proportion to the gravity of the violation and the offender's record.
- **Right of defence:** The College guarantees staff and students the right of defence; the competent committee hears their statements before any sanction is imposed.
- **Confidentiality of investigations and complaints:** Disciplinary cases, complaints and appeals are handled in strict confidence, and complainants are protected from any retaliation.
- **Legal accountability:** Serious breaches of integrity or forgery expose the offender to legal accountability under the Iraqi laws in force.

Eighth: Support and Incentive Mechanisms

- **Continuous training:** Periodic workshops for researchers and students on academic writing and citation, and awareness sessions on academic integrity for first-year students.
- **Screening and verification tools:** Providing similarity-checking services for research and graduation projects before defence or publication.
- **Recognition:** Recognition, such as certificates of appreciation, for outstanding research and innovations that meet the standards of scientific honesty.

Ninth: Entry into Force and Periodic Review

- **Application:** This policy applies to all branches and units without exception.

- **Review:** This policy shall be subject to periodic review and evaluation every three years, or upon revision of the University policy.

Tenth: Entry into Force

This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

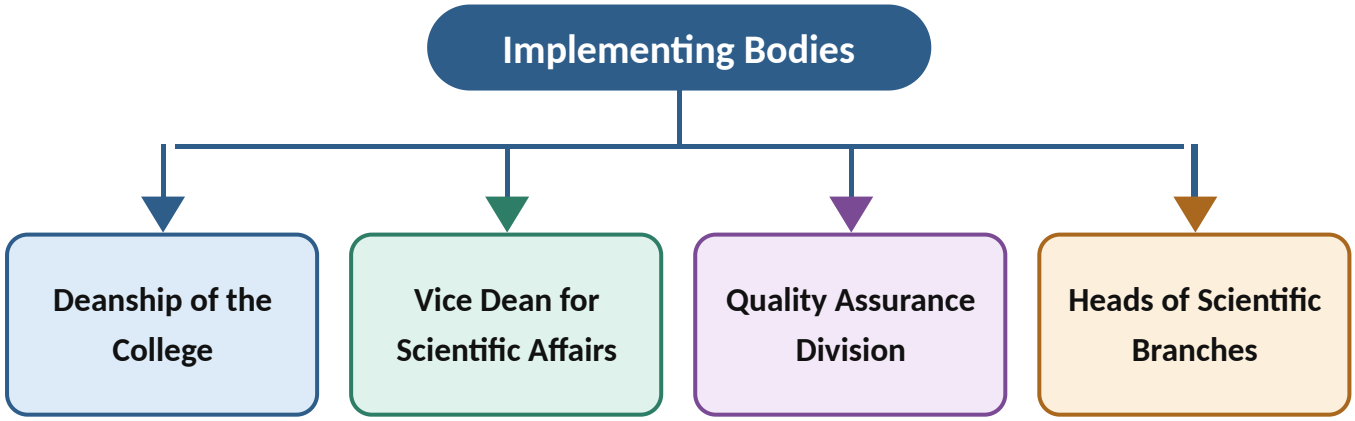
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Stakeholder Satisfaction Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Stakeholder Satisfaction Policy – College of Pharmacy

Derived from the Stakeholder Satisfaction Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Stakeholder Satisfaction Policy
Policy Owner	College of Pharmacy – Quality Assurance and Performance Evaluation Division
Derived From	The Stakeholder Satisfaction Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Department of Quality Assurance and University Performance – Assistant President for Scientific Affairs)
Target Group	College students and graduates, pharmaceutical employers, parents, faculty members and staff
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, the Quality Assurance Division and heads of scientific branches
Approval Date	/ / 2026
Review Date	Comprehensive evaluation every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Stakeholder Satisfaction Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to measure stakeholder satisfaction with its educational and administrative services on a regular basis, analyse the results, and use them for continuous improvement and for meeting the accreditation requirements for colleges of pharmacy.

Vision: An integrated system for measuring stakeholder satisfaction that ensures the continuous improvement of College services and meets stakeholders' expectations.

Mission: Scientific mechanisms for measuring satisfaction, analysing feedback and using it in development decisions with transparency and credibility.

Second: Objectives

1. Measuring the satisfaction of all stakeholder groups using reliable scientific tools.
2. Analysing results and using them to develop the academic programme and services.
3. Measuring the relevance of College outcomes to the needs of the pharmaceutical labour market.
4. Strengthening stakeholders' trust and sense of belonging and embedding a culture of continuous improvement.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	The direct executive and supervisory body for measuring satisfaction at College level
Quality Assurance and Performance Evaluation Division	Designing and administering surveys, analysing data and preparing reports and recommendations
Scientific branches	Administering course and instructor evaluation surveys and addressing feedback
Alumni Unit	Communicating with graduates and employers and collecting their views

Fourth: Stakeholder Groups and Areas of Measurement

Group	Areas of Measurement
Current students	Quality of teaching, courses, laboratories and practical training, assessment and examinations, student services and counselling
Graduates	Relevance of the programme to the labour market, quality of summer and field training, and preparation for pharmacy practice
Employers	Hospitals, pharmacies and pharmaceutical companies: graduates' competence and professional and behavioural skills
Parents	Quality of education, and communication and transparency with the College
Faculty and staff	Work environment, professional development opportunities and administrative services

Fifth: Measurement Tools and Methodology

- **Surveys:** Specialised electronic surveys for each group, ensuring data confidentiality and participant privacy.
- **Interviews and focus groups:** Interviews with representative samples and focus groups with representatives of students and employers.
- **Validity of tools:** Measurement tools are scientifically validated and piloted on a sample before administration.

1. Planning: defining objectives, samples and the timetable.
2. Data collection: administering the tools and ensuring they reach the largest possible number of stakeholders.
3. Analysis: applying appropriate statistical methods and comparing across periods.

4. Reporting: comprehensive reports with actionable recommendations.

Sixth: Measurement Schedule

Group	Frequency
Students (course and instructor evaluation)	End of each semester
Students (overall satisfaction) and parents	Once a year at the end of the academic year
Graduates	6 months and 18 months after graduation
Employers	Annually
Faculty and staff	Annually

Seventh: Use of Results

- Developing the academic programme and courses based on stakeholder views.
- Improving administrative and student services, facilities and laboratories.
- Identifying training needs for faculty and staff.
- Publishing a summary of results and improvement actions transparently to the College community.

Eighth: Performance Indicators

- Survey response rate for each group.
- Average overall satisfaction and satisfaction in each area.
- Graduate employment rate within the first year after graduation.
- Percentage of proposed improvement recommendations implemented.

Ninth: Review and Entry into Force

This policy shall undergo a comprehensive review every three years and be updated on the basis of evaluation results. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

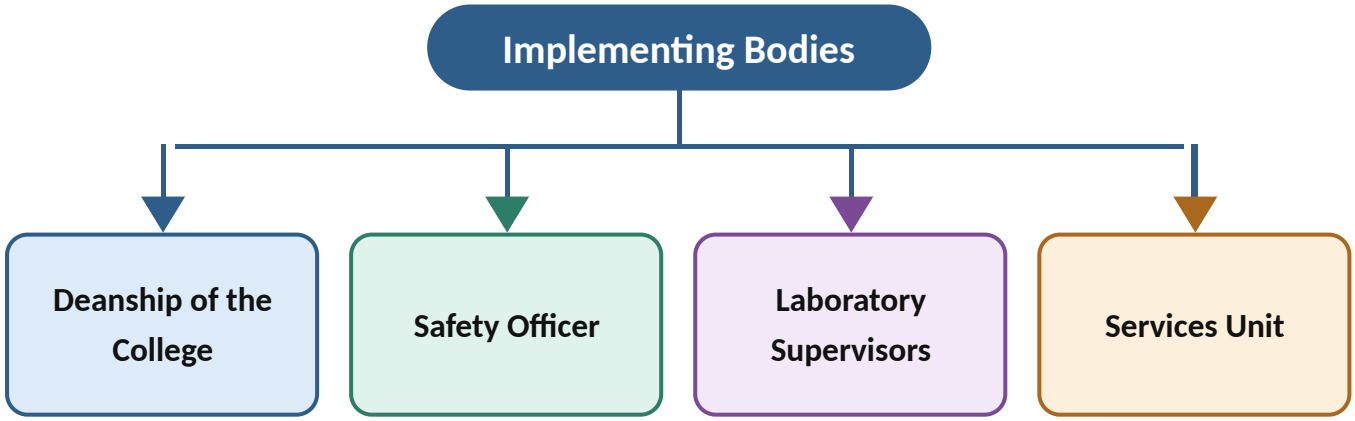
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Waste Management and Recycling Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Waste Management and Recycling Policy – College of Pharmacy

Derived from the Waste Management and Recycling Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Waste Management and Recycling Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Chemical and Biological Safety Officer
Derived From	The Waste Management and Recycling Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University (owned by the Chemical, Biological and Radiological Safety and Security Division, the Environment Unit and the Sustainable Development Unit)
Target Group	All members of the College community: students, faculty, staff, technicians and visitors
Scope of Application	All College buildings, laboratories, stores and halls
Responsible for Implementation	Deanship of the College, the College Safety Officer, laboratory supervisors and the Services Unit
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Waste Management and Recycling Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to manage the waste generated by its activities in a safe and sustainable manner, with particular attention to the chemical and biological waste and expired medicines produced by College laboratories and stores.

Vision: A clean and sustainable college that serves as a model for the safe management of laboratory and pharmaceutical waste.

Mission: To embed a culture of reduction, reuse and recycling, ensure the safe disposal of hazardous waste, and raise awareness of environmental responsibility among the College community.

Second: Objectives

1. Safe disposal of chemical, biological and pharmaceutical waste in accordance with approved standards.
2. Reducing the volume of general waste produced by the College and increasing the recycling rate.
3. Implementing a “Plastic-Free College” initiative and reducing paper consumption.
4. Raising environmental awareness among students and staff.

Third: Core Principles

- **Inverted waste hierarchy:** Reduce, then reuse, then recycle, then recover, and finally dispose safely.
- **Shared responsibility:** All members of the College are responsible for sound waste management in their daily activities.
- **Responsibility at source:** The laboratory generating hazardous waste is responsible for segregating, documenting and handing it over safely.
- **Transparency:** Periodic disclosure of the quantities of waste generated and the recycling rates achieved.

Fourth: Governance and Organizational Structure

Body	Responsibilities
Deanship of the College	Overseeing implementation of the policy and providing the necessary resources
College Safety Officer	Developing and monitoring plans for the disposal of hazardous waste, in coordination with the University Safety Division
Laboratory supervisors	Segregating chemical and biological waste at source, recording it in a dedicated log and training students
Services Unit	Collecting and transporting general waste, maintaining containers and coordinating with contracted companies
All staff and students	Complying with segregation rules, reducing waste and reporting any violation

Fifth: Implementation Mechanisms

1. Segregation at source (colour-coded container system)

Container	Type of Waste
Blue	Paper and cardboard
Yellow	Plastics
Grey	Metals
Green	Organic waste
Red	Hazardous waste: chemicals, expired medicines and batteries
Black	General non-recyclable waste

2. Hazardous waste in laboratories

- **Chemical waste:** Dedicated, labelled containers for chemical waste in every laboratory, with separation of organic solvents and incompatible substances.

- **Biological waste and sharps:** Sealed containers for biological waste and rigid containers for sharps such as needles and broken glass.
- **Pharmaceutical waste:** Collection of expired medicines and preparations from laboratories and stores, and their handover to accredited entities for destruction.
- **Prohibition and tracking:** Pouring chemicals or medicines into sinks is prohibited, and a tracking system is applied from source to final treatment.

3. Reduction initiatives

- Banning single-use plastics at College events and providing refillable water containers.
- Encouraging digital tools and double-sided printing, and placing paper collection boxes.
- Collecting used electronic devices and batteries at a dedicated collection point.

Sixth: Awareness and Training

- Training first-year students in the safe disposal of laboratory waste as part of practical courses.
- Training technicians and cleaning staff in segregation techniques and the safe handling of hazardous waste.
- Awareness campaigns, a campaign to collect expired household medicines from the community, and participation in the University “Green Week”.

Seventh: Monitoring and Performance Indicators

- Monthly quantity of hazardous waste handed over for treatment.
- Recycling rate and percentage reduction of general waste compared with the previous year.
- Results of field surveys on the quality of segregation in laboratories.

The Safety Officer prepares a quarterly report submitted to the Deanship and to the University Safety Division.

Eighth: Review and Entry into Force

This policy shall be reviewed every three years and updated on the basis of results and new developments. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

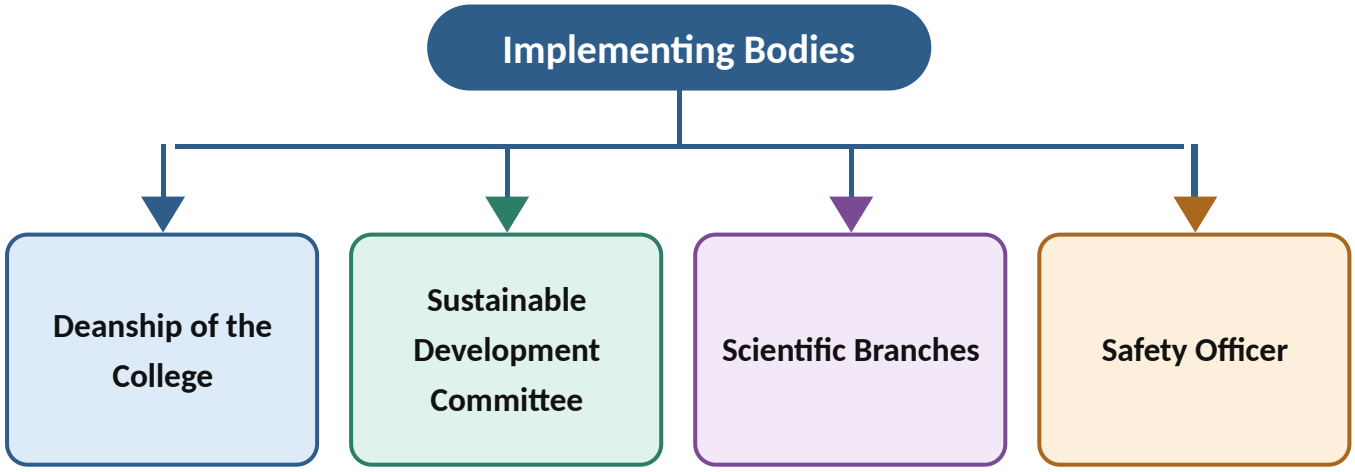
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Sustainable Development Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Sustainable Development Policy – College of Pharmacy

Derived from the Sustainable Development Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Sustainable Development Policy
Policy Owner	College of Pharmacy – Vice Dean for Administrative Affairs and the College Sustainable Development Committee
Derived From	The Sustainable Development Policy approved by Alayen Iraqi University
Target Group	All members of the College – students, faculty and staff – and partner organisations
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, the Sustainable Development Committee, the scientific branches and the Safety Officer
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Sustainable Development Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to integrate the principles of sustainability into teaching, research and daily operations, and to contribute to the United Nations Sustainable Development Goals (SDGs), particularly Goal 3: Good Health and Well-being.

Vision: A sustainable college of pharmacy contributing to community health and environmental protection.

Mission: To integrate sustainability into curricula, research, laboratory and administrative practices, and to build sustainable awareness among students and staff.

Second: Objectives

1. Linking the College's educational and research activities to the Sustainable Development Goals.
2. Reducing the consumption of energy, water and materials in laboratories and buildings.
3. Promoting green chemistry and environmentally friendly pharmaceutical practices.
4. Raising awareness of the rational use of medicines and of antimicrobial resistance.
5. Building partnerships with the community and the health sector to support sustainability.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	Approving the annual sustainability plan and monitoring its implementation
College Sustainable Development Committee	Preparing the plan, tracking indicators and coordinating with the University Sustainable Development Unit
Scientific branches	Integrating sustainability concepts into courses and research
Laboratory supervisors	Rationalising the use of materials and energy and applying green chemistry practices

Fourth: Areas of Application

Area	Measures in the College
Teaching	Including sustainability, green chemistry and environmental pharmacy topics in relevant courses
Research	Encouraging SDG-related research, such as studies on local medicinal plants and environmentally safe medicines
Laboratories	Reducing reagent quantities (microscale), replacing hazardous solvents with safer alternatives, and switching off instruments after use
Energy and water	Rationalising lighting and air-conditioning, repairing leaks and using energy-efficient equipment
Administration	Digital transformation of transactions and reduction of paper use
Community	Awareness campaigns on the rational use of medicines and the safe disposal of household medicines

Fifth: Awareness and Partnerships

- Participation of the College in the University's environmental events, such as the Green University Week.
- Workshops for students and staff on sustainability and environmentally friendly practices.
- Cooperation with health and environmental institutions in joint initiatives.

Sixth: Performance Indicators

- Number of courses and research projects linked to the Sustainable Development Goals.
- Percentage reduction in energy, water and paper consumption.
- Number of community awareness campaigns delivered.

The Sustainable Development Committee prepares an annual report presented to the College Council and submitted to the University.

Seventh: Review and Entry into Force

This policy shall be reviewed every three years, or upon revision of the University policy. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

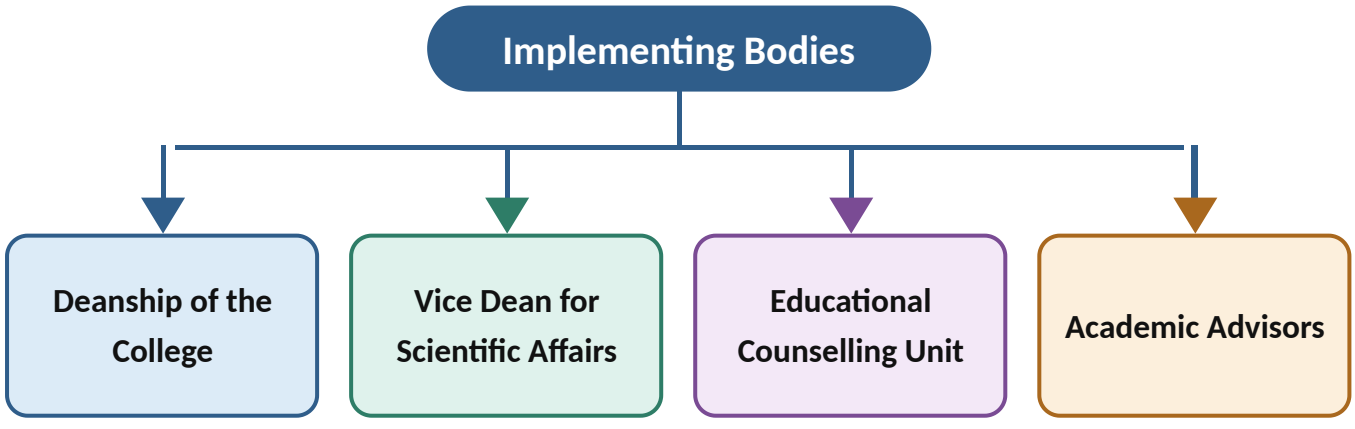
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Educational Counselling and Psychological Support Policy



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Educational Counselling and Psychological Support Policy – College of Pharmacy

Derived from the Educational Counselling and Psychological Support Policy approved by Alayen Iraqi University

Item	Details
Policy Title	Educational Counselling and Psychological Support Policy
Policy Owner	College of Pharmacy – Vice Dean for Scientific Affairs and the College Educational Counselling Unit
Derived From	The Educational Counselling and Psychological Support Policy issued by the Supreme Committee for University Policy-Making – Alayen Iraqi University
Target Group	College students, faculty members and staff, educational counsellors and participants in counselling programmes
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	Deanship of the College, Vice Dean for Scientific Affairs, the Educational Counselling Unit, and academic advisors for branches and stages
Approval Date	/ / 2026
Review Date	Every three years, or upon revision of the University policy

First: Introduction

This policy is derived from the Educational Counselling and Psychological Support Policy approved by Alayen Iraqi University and is adopted by the College of Pharmacy to provide a supportive environment that helps students adapt to the demands of pharmacy studies and addresses the psychological and social factors affecting their achievement.

Vision: Integrated counselling services that contribute to the personal development of pharmacy students and their psychological, social and academic adjustment.

Mission: To deliver specialised counselling services, promote mental health and personal growth, and reinforce ethical and professional values.

Second: Objectives

1. Promoting the mental health and psychological well-being of students and staff.
2. Supporting new students in adapting to the university environment and pharmaceutical study.
3. Developing students' skills in problem-solving and in managing academic and examination stress.

4. Improving academic achievement and addressing learning difficulties and academic underperformance.
5. Preventing harmful behaviours, including the misuse of medicines.
6. Guiding students towards appropriate pharmaceutical career pathways.

Third: Governance and Organizational Structure

Body	Responsibilities
College Council	The direct executive and supervisory body, chaired by the Dean with the Vice Dean for Scientific Affairs as a member
College Educational Counselling Unit	Implementing counselling programmes and managing services as needed, in coordination with the University Counselling Division
Academic advisors	A faculty advisor for each academic stage who follows up on students' achievement and academic difficulties
College Counselling Committee	Evaluating and supporting counselling programmes at College level

Fourth: Policy Provisions

1. Counselling ethics

- Respecting students' rights and the confidentiality of personal and counselling information, and preventing conflicts of interest.
- Defining access rights to counselling records and keeping them securely.

2. Counselling services

Type of Counselling	Application in the College
Individual counselling	One-to-one sessions for students requiring specific psychological or educational support
Group counselling	Programmes for groups of students with shared needs, such as new students
Academic counselling	Monitoring academic achievement and addressing underperformance in core courses
Career counselling	Guiding students towards fields of pharmaceutical practice: clinical pharmacy, the pharmaceutical industry and community pharmacy

3. Integrated student counselling

- An orientation programme for first-year students at the beginning of each academic year.
- Dedicated programmes for high-achieving students and students with special needs.
- Support for students before final examinations and during summer training.

4. Mental health and prevention

- Awareness programmes on mental health and stress management.

- Programmes to prevent harmful behaviours and addiction, drawing on the pharmacological expertise of College faculty.
- Provision of initial support and referral to specialists when required.

5. Service delivery

- Face-to-face counselling within the College, remote electronic consultation, workshops and awareness programmes.

Fifth: Crisis and Emergency Management

- **Rapid intervention protocol:** Clear procedures for handling psychological emergencies.
- **Coordination:** Coordination with the University Psychological Crisis Management Committee.
- **Partnership:** Cooperation with hospitals and health centres to provide specialised support.

Sixth: Incentives and Support

- Certificates of appreciation for outstanding counsellors and visibility of counselling activities on the College website.
- Training courses for academic advisors in educational and psychological counselling.

Seventh: Monitoring and Performance Indicators

- Number of students benefiting from counselling services at each stage.
- Number of programmes and workshops delivered and number of trained counsellors.
- Student satisfaction with counselling services.

The Counselling Unit prepares an annual report that is presented to the College Council and submitted to the University Counselling Division.

Eighth: Review and Entry into Force

The effectiveness of this policy shall be evaluated every three years and updated on the basis of annual reports and student feedback. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University

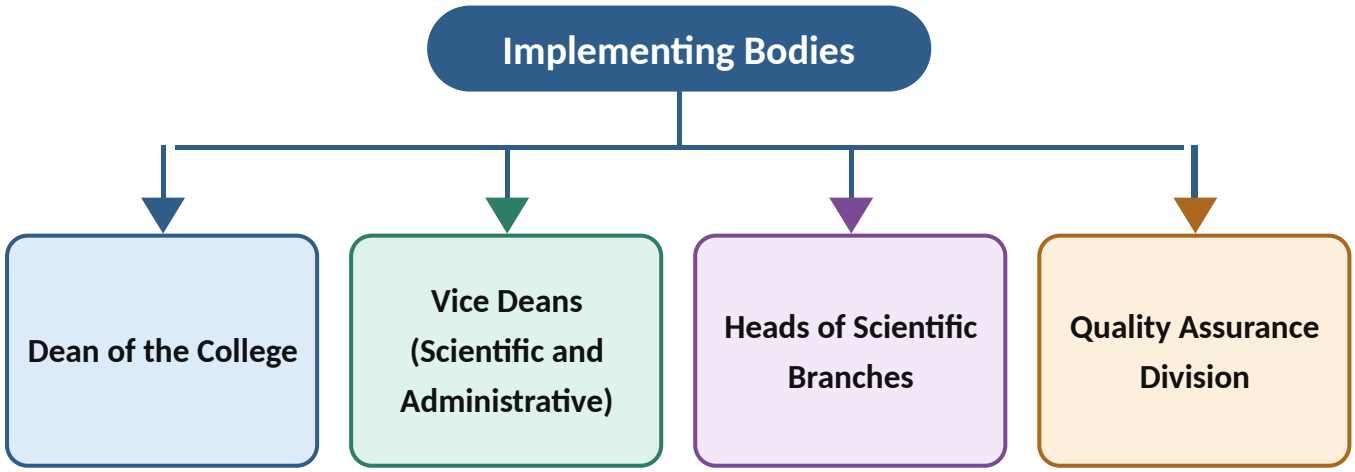
College of Pharmacy

Quality Assurance and Performance Evaluation Division

Policy Development Committee

College Policies 2026 – 2027

Policy on Activating Legislation Supporting Decentralisation



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Policy on Activating Legislation Supporting Decentralisation – College of Pharmacy

Derived from the Policy on Activating Legislation Supporting Decentralisation approved by Alayen Iraqi University

Item	Details
Policy Title	Policy on Activating Legislation Supporting Decentralisation
Policy Owner	College of Pharmacy – Deanship of the College
Derived From	The Policy on Activating Legislation Supporting Decentralisation approved by Alayen Iraqi University
Target Group	The Deanship and the College Council, heads of scientific branches and units, and standing committees
Scope of Application	All scientific branches, units and divisions of the College of Pharmacy
Responsible for Implementation	The Dean, the Vice Deans for Scientific and Administrative Affairs, heads of scientific branches and the Quality Assurance Division
Approval Date	/ / 2026
Review Date	Annually, or upon revision of the University policy

First: Introduction

This policy is derived from the Policy on Activating Legislation Supporting Decentralisation approved by Alayen Iraqi University and is adopted by the College of Pharmacy to activate the powers delegated to it by the University and to distribute powers internally to the scientific branches, units and committees, thereby accelerating decision-making and improving efficiency while maintaining accountability.

Vision: Effective decentralised management that gives scientific branches flexibility in decision-making within a clear framework of accountability.

Mission: Considered delegation of powers, clarity of responsibilities and regular monitoring of performance.

Second: Objectives

1. Accelerating day-to-day academic and administrative decisions and reducing bureaucracy.
2. Empowering heads of scientific branches to manage the affairs of their branches.
3. Clarifying the limits of powers and responsibilities at each administrative level.
4. Promoting participation in decision-making and accountability for results.

Third: Principles of Delegation

- **Legality:** Only powers permitted by law and University instructions may be delegated.
- **Written and clear delegation:** Delegation is made by a written administrative order specifying the power, its duration and the delegate.
- **Shared responsibility:** The delegating authority remains responsible, and the delegate is accountable for the proper exercise of the power.
- **Flexibility:** The Dean may withdraw or amend a delegation at any time.

Fourth: Proposed Delegation Matrix

Level	Examples of Delegated Powers
College Council	Approving study plans, results and internal policies, and submitting matters requiring University ratification
Vice Dean for Scientific Affairs	Monitoring timetables, approving scientific activities and supervising graduation projects
Vice Dean for Administrative Affairs	Regular leave for staff, maintenance requests and service affairs
Heads of scientific branches	Allocating teaching and laboratory loads, requesting laboratory materials and proposing course amendments
Standing committees	Making technical decisions within their remit and submitting recommendations

Fifth: Controls and Accountability

- Every decision taken under delegation is recorded in a dedicated register.
- Each delegate submits a quarterly report to the Deanship on the decisions taken.
- A delegate may not sub-delegate a power without written permission.
- Decisions exceeding delegated authority are reviewed and revoked, and the decision-maker is held accountable in accordance with instructions.

Sixth: Training and Follow-up

- Training heads of branches and units in leadership and decision-making skills.
- Circulating the delegation guide to all units and publishing it on the College website.

Seventh: Performance Indicators

- Average processing time of transactions before and after delegation.
- Number of decisions taken at the level of the scientific branches.
- Number of decisions revoked for exceeding delegated authority.

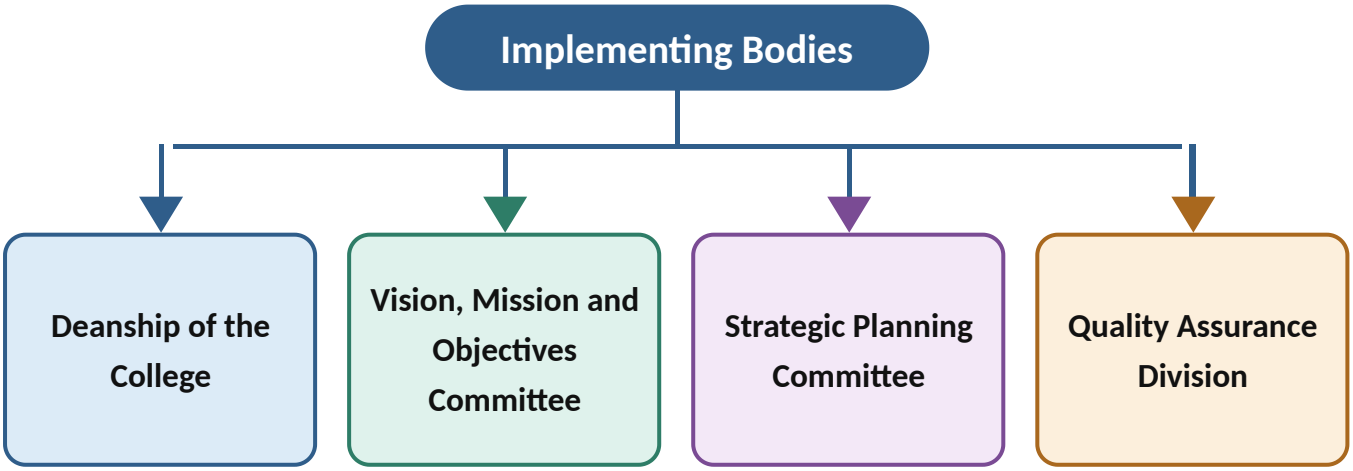
Eighth: Review and Entry into Force

This policy and the delegation matrix shall be reviewed annually, or upon revision of University instructions. This policy shall enter into force on the date of its approval by the College Council, provided that its provisions do not conflict with the University policy or with the instructions, regulations and laws in force at the Ministry of Higher Education and Scientific Research.

Alayen Iraqi University
College of Pharmacy
Quality Assurance and Performance Evaluation Division
Policy Development Committee

College Policies 2026 – 2027

Policy on the Development and Review of the Mission, Vision, Objectives and Strategic Plan



Republic of Iraq
Ministry of Higher Education
& Scientific Research
Alayen Iraqi University
College of Pharmacy
Policy Development Committee

Policy on the Development and Review of the Mission, Vision, Objectives and Strategic Plan – College of Pharmacy

Item	Details
Policy Title	Policy on the Development and Review of the Mission, Vision, Objectives and Strategic Plan
Policy Type	College-specific policy
Policy Owner	College of Pharmacy – Vision, Mission and Objectives Committee
Target Group	Academic, administrative and quality units of the College
Scope of Application	Strategic planning and the development of the mission, vision and objectives
Responsible for Implementation	Deanship of the College, the Vision, Mission and Objectives Committee, the Strategic Planning Committee and the Quality Assurance Division
Review Date	Mission: every 2–5 years; Strategic Plan: every 3–5 years, with annual progress reports

First: Purpose

This policy sets out the structured approach for the development, approval, implementation, review and updating of the mission, vision, objectives and strategic plan of the College of Pharmacy, Alayen Iraqi University, ensuring their alignment with the University's vision and with national and international accreditation standards.

Second: Scope

This policy applies to all academic, administrative and quality units involved in strategic planning and in the development of the mission, vision and objectives within the College of Pharmacy.

Third: Policy Statements

1. The College Mission

Development

- The mission is drafted by the Vision, Mission and Objectives Committee in collaboration with the Strategic Planning Committee, based on the College's values, societal needs and stakeholder input.
- It is benchmarked against national and international standards.

Adoption

- It is reviewed by the College Council and stakeholders.
- The final version is submitted to the University Council for ratification.

- It is communicated to stakeholders through the website, reports and the student handbook in a clear and visible manner.

Review and Updating

- The mission is reviewed at least once every 2–5 years.
- The review incorporates feedback from faculty members, students, alumni and the community.
- Any amendments follow the same approval process.

2. The Strategic Plan

Development

- Led by the Strategic Planning Committee in coordination with the academic and administrative units.
- Based on SWOT analysis, performance data and institutional priorities, in line with the University's strategic plan.
- Comprises the vision, mission, strategic goals, initiatives and timelines.

Adoption

- The draft is presented to the College Council and stakeholders for discussion and approval.
- It is endorsed by the Dean and submitted to the University Presidency for alignment and confirmation.

Review and Updating

- A full review of the strategic plan is conducted every 3–5 years.
- Annual progress reports evaluate the implementation of the strategic objectives.
- Adjustments are made on the basis of performance indicators, feedback and changes in the external environment.

Fourth: Responsibilities

Body	Responsibility
Dean of the College and the College Council	Overseeing the implementation and approval of the mission and the strategic plan
Vision, Mission and Objectives Committee, with the Strategic Planning Committee	Leading drafting, review and monitoring
Quality Assurance Division	Ensuring compliance with quality standards and maintaining the related documentation
College Council	Discussing and approving the final versions
University Council	Final ratification