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- **Guidelines:**
  - Department of Student Affairs
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- **Library:**
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- Mission
- Strategic objectives
- Intellectual property.
- Copyright protection

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E-Mail: nurse@acc.aun.edu
Professor/ Mohammed Mostafa Kamal

Assiut University President

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E-Mail: nurse@acc.aun.edu
Prof./ Mohamed Said Ibrahim
Vice President for Eduction and Students' Affairs

Prof./ Mohamed Ragab Bayoumi
Vice President Post Graduates' Studies and Research

Prof./ Mohamed Ahmed Abdel Rahman Al-Shanawany
Vice President for Community Services and Environmental Development

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Faculty Administration

Prof. Dr. / Ekram Ali Hashim
Dean

Prof. Dr / Zeinab Abdel-Latif Mohamed
Vice Dean for Education and Students' Affairs

Prof. Dr. / Shukria Adly Labib
Vice Dean for Postgraduates' Studies and Research

Prof. Dr. / Manal Farouk Mustafa
Vice Dean for Community Service and Environmental Development

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Faculty Vision:
The Faculty Nursing - Assiut University seeks to upgrade health care service and satisfy the needs of society and to be effective and interacting with the scientific and technical development in the field of nursing through outstanding programs of study and training to match the national and international academic standards in order to graduate scientifically and professionally qualified nurses able to compete in the labor market. It also seeks to develop the research abilities of researchers to contribute effectively in solving the problems of community health.

The Faculty Mission
Preparation of qualified graduates equipped with scientific knowledge and training skills required in the field of nursing in order to provide integrated nursing care preventive, therapeutic or rehabilitative. It works on the ongoing development of educational process and follow-up health care needs in the community and to the preparation of a distinct-quality and high skill graduate, able to compete in the labor market. Also it work to gain the trust of the stakeholders from students and faculty members in the Faculty performance and in the level of education quality and research. Also, it seeks to gain the trust of society through the optimum use of the Faculty available human resources and research potentials in the field of nursing to be able to solve health problems related to environmental aspects as an essential service to the overall development of society. It seeks to find a mechanism for continuous evaluation of the educational process and modifying the path when necessary to gain access to codified quality education, subject to control and supervision,

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and to establish a mechanism in order to satisfy the requirements of labor market inside and outside the country.

**Strategic objectives of the faculty:**

1 – Developing the scientific and educational activities for undergraduate students.
2 - Working on the application of national referential standards on the academic programs.
3 - Developing scientific research activities for the undergraduate students in order to upgrade the scientific skills of faculty members and their assistants
4 - Upgrading the performance level of graduates to improve health service provided to patients in all sites.
5 - Interaction with the community and participation in solving the problems of health services and upgrading the health of community members
6 - raising the level of community trust in the results of Faculty outputs.

**Departments of the Faculty:**

faculty of Nursing consists of the following scientific Depts.:

1 - Department of Adult Nursing
2 - Department of Pediatric Nursing
3 - Department of Obstetrics and Gynecology Nursing
4 - Department of Psychiatric Nursing
5 - Department of Community Health Nursing
6 - Department of Nursing Management
7 - Department of Critical Care Nursing
8 - Department of Nursing the elderly
Scientific Degrees granted by the Faculty

Assiut University Council grants, upon the recommendation of the Faculty Council, the following Degrees:
1 - Bachelor of Science in Nursing.
2 - Graduate Diploma in one of the disciplines of Nursing Science.
3 - Master's degree in one of the disciplines of Nursing Science.
4 - Doctoral degree in one of the disciplines of Nursing Science.

Quality Assurance Unit

The vision:
To Establish a quality assurance system inside Faculty of Nursing - Assiut University to ensure the ongoing development and advancement of the educational process and application of quality standards in the field of nursing.

The Mission:
The preparation of faculty of Nursing - Assiut University for the implementation of all requirements of the National Authority for Quality Assurance and the active pursuit to improve the educational process, research activity and community service, according to a deliberate plan with specified time frame to ensure quality performance and to improve all academic activities, according to stated and approved criteria, in order to obtain accreditation.
Strategic objectives of the Unit:

1. Promote quality awareness among faculty members and their assistants, students and administrative staff.
2. Increase awareness about the concept of quality performance between faculty members and their assistants, students and administrative staff.
3. Stimulate faculty members and their assistants, students, administrative staff and personnel to improve the quality and performance.
4. Contribute to the efforts of continuous improvement of quality of performance.
5. Description and documentation of faculty performance.
6. Establish a database for future comparison.
7. Identify the strengths and weaknesses in the educational process, the areas of administration and finance, scientific research and community services.
8. Setting Plans to enhance the strengths and overcome weaknesses
Strategies Quality Assurance and Accreditation Center – Assiut University:

The Necessary steps to achieve the strategic objectives of faculty quality assurance Unit that are compatible with the strategies of Quality Assurance and accreditation Center at the University:

First: working on achieving the full conviction of faculty members by importance of performance evaluation and academic quality assurance through series of seminars and workshops to promote a culture of evaluation among members of the faculty, students and administrators.

Second: carrying out internal control of the quality inside the faculty and the implementation of quality assurance mechanisms, Besides, working on the institutional accreditation of the Faculty as well as academic support of its programs from high ranked authorities.

Third: Following-up evaluation and development of the educational process and to obtain the accreditation of the degrees of academic programs periodically.

Fourth: pursuit of advancing the scientific and skillful level of graduate to raise the quality of their performance up to the international levels, and working on the increase of their understanding and thinking, innovation and decision-making, supporting their ability to compete in the labor market as well as their ability to serve the community and solving problems of health.

Fifth: the development of education systems to raise the quality of the output by:

A - Development of curricula and teaching methods as well as academic and administrative regulations, leading to facilitation, efficiency, seriousness and objectivity to keep pace with global developments in the field of nursing.

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B - Creating information database for all theoretical and practical academic programs

C – Improvement of written and oral examinations systems scoring techniques to ensure objectivity, fairness, transparency and promote trust between the student and professor, as well as discovering talented students.

D - Setting systems for the development of freedom of thought and the ability to debate and criticism to the student.

E - Updating laboratories for training on nursing skills.
And - Updating classrooms and providing them with recent audio-visual systems.

Sixth: Following-up the development of global scientific and technical and interaction with national and international authorities concerned with the evaluation of education quality.

Seventh: Follow-up publications of international professional organizations of nursing

Eighth: Working on opening channels with global scientific centers that correspond to Faculty of Nursing to exchange of experiences and cultures with them.

Ninth: developing of the faculty's library and providing it with internet points as well as the latest versions of the references in the field of nursing.

Tenth: expanding the base of participation in decision-making among faculty employees in participation with members of the unit

Eleventh: Following-up seriousness, firmness and objectivity in the application of rules and procedures.

Twelfth: Working on establishing a system of open learning and distance education.
Thirteenth: Conducting studies on labor market to estimate the needs of different disciplines of nursing.

Fourteenth: Designing questionnaires to measure the opinions of stakeholders’ sample about the output (faculty graduates) at all sites of the health service in the surrounding environment in which they work and analyzing the results statistically to identify deficiencies in the graduate level and to develop the right confrontation strategy.

Fifteenth: Following-up the ongoing evaluation system and modifying the approach if necessary.

Fields of Work for Graduates of faculty of Nursing

1 – Medical insurance sector, and includes: -
- University Hospitals in various specializations.
- Military hospitals.
- Health insurance Hospitals.
- Hospitals of the Ministry of Health.
- Private hospitals.
- Various rehabilitation centers.

2 - Preventive sector and includes: -
- Nursing inspectors at the central level and local levels.
- Motherhood and Childhood care centers
- Specialized centers for family planning services.
- Scientific research centers.

3 - The educational sector and includes: -
- Faculties of Nursing.
- Technical institutes of health.

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• Technical institutes of Nursing.
• Technical secondary schools of nursing.

Internal Bylaw of the Faculty

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<th>First:</th>
<th>Undergraduate</th>
<th>Stage</th>
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**Admission requirements:**

According to the general provisions prescribed in the executive bylaw of the Law Organization of universities applicants should fulfill the following:

1. Holding a completion of General Secondary School certificate-Scientific Section or any other equivalent certificate approved by the Supreme Council of Universities.

2. It is permissible to accept female students with university degrees from any other Faculty or other institute with general estimate not less than Good, and acceptance is in the order of degrees of success.

3. It is permissible to accept holders of Technical Health Institute Diploma in Nursing or students of Technical Institute of Nursing (second year) with a percentage 5% of the number of students enrolled, under the following conditions:

   - applicants for admission are graduates of Technical Institute of Nursing and Technical Health Institute of Nursing in the same year of graduation.
   - Total Score is not less than seventy-five percent (75%) of the total scores of this certificate.

4. Applicants of technical secondary schools of nursing in the first year may be accepted within 5% of the number of new students on the
following conditions:

- Total Score is not less than seventy-five percent (75%) of the total score of this certificate and within two years from the date of graduation.
- Applicants should pass supplementary exams in the level of secondary school (scientific section) organized by the Supreme Council of Universities.

5. To be full-time students

**Admission requirements:**

In general, all applicants regardless of their degrees should fulfill the following conditions:

1. To pass a medical examination by the Faculty committee to the including a medical examination muscular and neural consistency - Hearing - Vision - heart - Chest – psychological examination. The examination results should be free from infectious diseases and suitability to study in the Faculty in accordance with the rules set by the Supreme Council of Universities and the Faculty Board.
2. To pass the tests conducted by the faculty to verify the validity of the student for nursing profession and other personal or written tests of English languages or other abilities required by the faculty Board.

1. The student is to be of good reputation and conduct.
2. The student is to submit the approval to complete her study from her work authority she was a governmental employee.

The Period of study required to obtain the bachelor's degree is four academic years based on a two-semester system. Followed directly by a

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compulsory training year. The graduate is not allowed to practice the profession of nursing before the successful performance of compulsory training year in university hospitals under the supervision of nursing services department in the faculty.

### First year

#### First Semester

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Continuous courses (*)

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Second semester

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### Quality Assurance Unit

Elderly Nursing (Surgery and internal medicine)

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Second Year  
First Semester

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Elderly nursing (general surgery and internal medicine)

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2- Special surgery:

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<th>Hours per week</th>
<th>Urology (5 hours)</th>
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- Internal Medicine

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- Neurology (15 hours)

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- Total 71 hours

Continuous courses (*)

### Second Semester

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Continuous courses (*)

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## Third Year

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Continuous courses (*)

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### Second Semester

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*Continuous courses (*)

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[http://www.aun.edu.eg/fac_nursing/index.htm](http://www.aun.edu.eg/fac_nursing/index.htm)

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### Quality Assurance Unit

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*English language

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Second Semester

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(*Continuous Courses

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(1) **Introduction to Adult Nursing:**

Includes basic principles of health, diseases and development of nursing skills. It also focuses on human needs, nursing role in maintaining health condition and protection against diseases.

(2) **Adult Nursing:**

This course provides the necessary information and methods of development of skills which enable students to provide a comprehensive nursing care for adult patients, as well as setting the necessary plans to be applied after leaving the hospital.

(3) **Microbiology:**

Includes ways of Bacterial, viral and fungal infection. It also includes ways of protection and control via the usage of disinfection and sterilization.

(4) **Anatomy:**

The course aims at acquainting students with human body structure and morphology.

(5) **Physiology:**

The course includes the physiological functions of human body and the interrelation among bodily organs.

(6) **Parasitological:**
The course includes methods of common parasite diseases infection as well as protection and therapeutic means.

(7) Pharmacology:

The course includes the pharmacological effect of drug groups on human body and ways of elimination. It also includes the therapeutic application of drugs, its toxic effects and drug interaction.

(8) Biophysics:

The course design provides assistance to students in using different physical laws while providing nursing care services.

(9) Biochemistry and Hygienic Nutrition:

The course includes the components and needs of human nutrition. It includes the different chemical substances which react inside the human body such as proteins, sugars, carbohydrates .....etc.

(10) General Surgery:

The course includes the directions of essential surgical care provided to the patients as well as the surgical inputs and its relation with body organs.

(11) Internal Medicine:

The course includes common diseases, its symptoms, protection ways and therapeutic methods.

(12) Community Health:

It includes environmental and social factors that influence individual health and its control techniques.

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(13) English Language:
The course includes the basic medical terms. It also focuses on comprehension and reading skills.

The Second Year

(1) Adults Nursing (special surgery and internal medicine Nursing):
The course includes the basic information and skills necessary for providing comprehensive nursing care for patients during their stay in the hospital and after leaving it.

(2) Psychiatry and Mental Health Nursing:
The course includes psychiatric diseases and their theoretical concepts. It also focuses on psychiatric and behavioral reaction of patients with psychiatric disorders. Nursing care is provided after the scientific and practical qualification of students.

(3) Special Surgery:
The course includes (Orthopedics – Burns – Neurosurgery – Urology). It provides common surgical operations for each branch.

(4) Internal Medicine Subspecialties:
(A) Renal Dialysis:
The course includes the directions of recognizing patients who need renal dialysis.

(B) Clinical Pathology:
The course focuses on sample taking technique and interpretation of lab results.

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(5) **Pathology:**

The course design includes definition of inflammation, causes and cell alteration, healing of wounds, fractures digestive, respiratory and neural diseases.

(6) **Psychiatry:**

The course introduces types of psychiatric diseases, causes symptoms and the pathological changes resulting from these diseases. It also focuses on types of treatment methods.

(7) **Psychology:**

The course introduces the basics and influencing factors of human behavior, the related theories. It also focuses on personality development stages, adaptation process and mental health.

(8) **Therapeutic Nutrition:**

The course is designed to assist students in identifying suitable nutrition of different diseases.

(9) **Vital Statistics:**

Includes the application of statistics on health studies and services. It introduces the statistical methods required in practicing the profession, epidemic diseases investigations.

(10) **Forensic Medicine:**

The course introduces common forensic aspects, causes of death and changes that occur after death.

(11) **English Language:**

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The course focuses on reading, comprehension and translation skills which are related to health, illness terms, as well as Greek and Latin origin's of medical terms.

The Third Year

(1) Pediatric Nursing:
The course introduction the nursing care provided for healthy and sick children. It also displays the basics of growth and development during childhood.

(2) Reproductive Health Nursing:
The course provides the fundamentals of reproductive health nursing with a focus on woman needs. It introduces the normal conditions that occur during pregnancy and labor and post-labor aspects as well as labor complications.

The course comprises gynecological nursing care which affects the woman during pregnancy and labor and after labor, the natural characteristics of babies.

(3) Reproductive Health Medicine:
The course provides the basic principles of embryological development, normal and abnormal pregnancy, pre and post labor stages. It introduces common gynecological diseases.

(4) Pediatrics and Pediatric Surgery:
The course provides information on pediatrics, common diseases and treatment.

(5) Sociology:

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The course focuses on studying society dynamics, structures contemporary social theories. It also introduces the optimal social systems and its role in the modern society and the most important contemporary issues.

**6) Children Psychology:**

The course focuses on studying cognitive, social and psychological development of children and its practical applications. It focuses on the behavior and reaction of children against illnesses.

**7) Woman Psychology:**

The course focuses on the social and psychological needs of a female and the influencing factors.

**8) Introduction to Nursing Research:**

The course aims at introducing research methodology designed in a simplified outline.

**9) Introduction to Nursing Education Process and Hygienic Awareness:**

The course introduces the education process and its applications on nursing education development and health awareness units.

**10) English Language:**

The course focuses on developing communication skills (writing and conversation) and composition of general topics related to health.
(1) Community Health Nursing:

The course introduces a general framework on community health nursing. It provides students with the essential information and skills required to stand on the society needs. It focuses on improving health and preventing illness, taking into consideration health care basics.

(2) Critical Care Nursing:

The course focuses on nursing care services and problem solving techniques in the field of critical care nursing.

(3) Elderly Nursing:

The course focuses on providing nursing care for the healthy and patients and to identify their physical psychological and social needs.

(4) Community Medicine:

The course sheds light on common hygienic problem and management methods.

(5) Community Health Management:

The course focuses on teaching the students health services.

(6) Ethics of the Nursing Profession:

The course sheds light on principles and basics of nursing and the responsibilities of the nurses both nationally and internationally.

(7) Management of Nursing Services:

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The course includes the concepts, basics, functions and skills of management which are applied in the field of nursing.

(8) Epidemiology:
The course introduces epidemics, infectious and non-infection diseases. The course focuses on some common diseases.

(9) Elderly Medicine:
The course focuses on rendering health care services for elderly patients and the healthy. The course identifies common diseases and treatment.

(10) Modern Theories and Trends in Nursing:
The course focuses on general theories and principles of physiology required to provide nursing care services.

(11) English Language:
The course focuses on developing communication skills (both written and conversation) in issues related to health and illness.

(12) Planning and Coordination of Hospitals:
The course focuses on theories of hospitals planning and its influence on default jobs, different types of hospitals. It focuses on mechanisms of work in major hospitals, planning of units and nursing offices.
Evaluation and Examination System

A student is considered Failed if she scored less than 30% in any of the study courses.

Examination System:

I- Nursing Courses:

The student is allowed to take nursing courses exams if she satisfied the following conditions:

A- Percentage of attending nursing courses is not less than 75% for theoretical, practical and clinical lectures.

B- According to a reduction issued by faculty council, a student is not allowed to take the exam of the attendance percentage was not achieved, the student is therefore considered failed.

C- If the student did not realize at last 60% of the total score of year work in one of the nursing courses, she is therefore will be forbidden from taking the exam in this course, and will be considered "Failed". The student, in this case, has to be re-enrolled in the same year to re-study and re-exam this particular course upon the approved of the faculty council.

D- If the student passes year work exams and does not pass the final written exam of the semester, she will be permitted to take a re-sit exam in the second session and she has the right to maintain the scores of the year work. If the student did not pass the re-sit exam, she has to get re-enrolled in the same academic year to re-study and re-exam the flunked course.

II- Behavioral and Medical Sciences and Assisting courses:

1. The student takes the stated examinations at the end of each semester.

2. Student who has one flunked course in any of the two semesters should take a re-sit exam on the second session of the same year.

3. A student is not promoted to the following year unless she successfully passes all course of the academic year.

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The successful completion of nursing, medical and behavioral sciences in addition other assisting sciences as well as the general grade is estimated as follows:

- **Excellent**: from 85% and more
- **Very Good**: from 75% to less than 85%
- **Good**: from 65% to less than 75%
- **Pass**: from 60% to less than 65%

Flunk estimates are as follows:

- **Weak**: from 30% to less than 60%
- **Very weak**: less than 30%

* **Promotion to Higher Stages:**

Students are promoted to faculties of nursing in the Arab Republic of Egypt after compensation and counting the authorized hours according to the approval of the faculty council and the university council.

* **Enrollment Transfer:**

Enrollment may be transferred from the faculty to any other faculty at the same university or in other universities by resolution of the council of both faculties. This on condition that the student has got the number of grades required to join this faculty in the year of getting the certificate of completing secondary education.

* **Enrollment Pending for Social Reasons:**

1. Accompanying the spouse to work abroad and the student has to present an authenticated copy of his / her passport to prove that he / she is working. Travelling abroad itself is not consiered an excuse.
2. Caring for Childern: The student has to present the child's birth certificate during 3 years from the date of birth.
3. The parents’ illness that required special care. In all cases of enrollment pending, the student has to present the authorized documents to accept his excuse.

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* Students Disciplinary System*

**Article (124):** Breaching laws, bylaws and rules is considered violation specially:
1. Violating the faculty system.
2. Delaying study or un attendance of lectures.
3. Bad conducts that violate the rules inside or outside the university.
4. Damaging building, instruments, substances, and academic books.
5. Editing magazines or gathering signatures without previous permission from the academic authorities.
6. Striking inside the university buildings or taking part in demonstrations.
7. Organizing assemblies inside the university without a license from the specialized authorities.

**Cheating Cases:**

**Article (125):** The student who commits cheating is taken out of the examination hall by the dean or the one in responsibility, forbidden from completing the examination, considered failed, and promoted to the disciplinary council. In the other cases, the examination is cancelled by the resolution of the disciplinary council or the faculty council, and the scientific degrees are void if given to the student before discovering the cheating case.

**Disciplinary Punishment:**

**Article (126):**
1. Written or Oral Notification.
2. Warning.
3. Depriving of Student Services.
4. Depriving of Examination.
5. Enrollment Pending.

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6. Dismissing from the faculty a semester.
7. Depriving of the examination in one or more semesters.
8. Dismissing from the faculty for more than a semester.
9. Final dismissing from the university, and the student can not be enrolled in any other university in the Arab Republic of Egypt.

The student's parents has to be informed with the resolution of the faculty council, and the resolution is to be kept in the student's file. The university council has the right to review the resolution of final dismissing after 3 years at least from the date of issue.

Article (127): The responsible authorities for punishment are:
1. Professors / Associate professors.
2. Dean.
3. The university president.

Prizes and Grants from the University
1. Fresh students who have a total score at least 80% are to be given a grant of 84 L.E. annually.
2. Students who got a general grade of "Very Good" are to be given the same grant.
3. Students who got a general grade of "Very Good" are to be given a grant of 85 L.E.
4. Students who got a general grade of "Excellent" are to be given a grant of 120 L.E.
5. Students transferred from other faculties are to be given the same grants for getting the same grades.
Internship
The internal bylaw of intern year required by graduates of
Faculty of Nursing – Assiut university

Article (1): Getting Bachelor's Degree in Nursing Sciences is a pre-condition for enrollment in intern.

Article (2): The duration of intern year is 12 months starts on:
1. The first of Sept. as regards the graduates of the first session (May Session)
2. The first of December as regards the graduates the second session (September Session)

The start of the intern year is announced after the approval of the fourth year results.
Graduates are to direct to graduates' affairs administration to know about the date and place of holding the academic program and to check the distribution schedule of intern students.

Intern Student is to bring the following:
1. The required uniform.
2. 12 recent photos.
3. A photocopy of the identification card.

Article (3):
The intern year is preceded by a general training period. The attendance of the training is considered obligatory. In case of absence, the student is not allowed to start the internship except after passing the guidance period. In this case, the student's delay is to be compensated at the end of the internship year.

Article (4):
The "internship guidance" booklet is distributed among intern students at the beginning of the internship year. The booklet includes the vision and mission of the internship year as well as

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the strategic objectives, the program description, the regulatory rules and basics of work, rights and duties of the nursing resident and intern student.

Article (5):
Intern students are trained in Assiut University Hospitals they can receive their training in other hospitals affiliated to other universities which include faculties of nursing that handle the supervision and follow up of the program.

The University Hospitals handle the following:
1. Execution of appointment procedures of intern students at the beginning of internship year.
2. Provision of suitable accommodation for students from outside the governorate, if possible. The accommodation is prioritized according to the cumulative score.
3. Ensuring the signature of students in the log book official books.
4. Calculating the absence percentage (work cessation ordinary leaves, sick leaves or casual leaves) the necessary procedures are to be applied.
5. Providing the necessary training facilities.
6. Approving all types of leaves from the official in charge.
7. Investigating and penalizing intern students according to reports field by Head of Nursing staff after the approval of Faculty of Nursing.
8. Notifying the Faculty of Nursing with investigation results.
9. If any authority field an official petition against any intern student, the petition will be investigated by legal affairs administration, faculty of nursing.

Article (6):
A supervisory and follow up committee is formed to stand on the execution of the students' training program. The committee is headed by the Dean and with the membership of:
1. Head, Nursing Management Dept., as an academic coordinator between the concerned depts. and training places.
2. Heads of the concerned departments:
   a- Adults Nursing Dept.
b- Pediatric Nursing Dept.
c- Obstetrics and Gynecology Nursing Dept.
d- Critical Care Nursing Dept.

3. Nursing Supervisors, concerned departments.
4. Official in charge of intern students affairs- Assiut University Hospitals.
5. Official in charge of graduates’ affairs – Faculty of Nursing
6. The supervision committee might include some administrative heads of the training units.

**The supervisory committee is in charge of:**
1. Setting objectives and strategies of the intern year program.
2. Setting the plan of the program.
3. Coordination of the training via the academic.
4. Coordinator of the faculty and the training units inside the hospitals.
5. Discussing problems which hinder the execution and suggesting appropriate solutions.
6. Evaluation of the program at the end of the intern year.
7. Setting proposals for the future plans of the training program, taking into consideration the optimum benefit of intern students and community needs.
8. Consideration of postponement demands or re-holding of training courses for intern students.

**Second: Common Leaves:**

1. The intern has a 15 days common leave after 6 months from the beginning of the training.
2. The intern is not to be given more than 3 days common leave at once.
3. The leave is to be submitted in advance.
4. Rest days are not to be delayed and added to common leaves.
Third: Sick Leaves:
The sick leave should be sanctioned by the University Hospital in which the intern is trained.
1. Rest days should be counted to the sick leave.
2. The intern is to present after the end of the sick leave.
3. The intern is to do her work after the end of the sick leave.

Forth: Absence:
1. If the intern is absent without permission, the university hospital in which she is trained is to discount the days of absence from her monthly bonus.
2. The rates presence and absence are counted at the end of the training course. The intern is to repeat the training, if she exceeds the permitted absence rate.

Article (9):
- To pass the training course, the intern's presence rate should be 90% of the training course.
- The intern has the right to delay their training course or part of it after submitting the reason of delay and after the acceptance of the supervision committee.

Article (10):
The intern's performance is to be evaluated during and after the training by the evaluating system which includes:
1. The log book.

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2. Skills list of different specializations.

3. The procedure check list.

The final evaluation is part in the final report of each intern as follows:

- Unsatisfied: less than 60%
- Pass: from 60% - to less than 65%
- Good: from 65% - to less than 75%
- V. Good: from 75% - to less than 85%
- Excellent: 85% - or more

**Article (11):**

The intern has to have a general grade of pass (60%) at least to pass the training year successfully.

**Article (12):**

If the intern’s grade is less than pass (60%) or if her absence rate exceeds 10% from the total training period, the intern is to repeat the training year. In this case she will have a general grade of 60% (pass), even if she has more than 60%.

**Article (13):**

The intern to be given a certificate that certifies that the intern has successfully passed her training. The certificate indicates the date of beginning and ending the training, the departments in which she is trained, and her general grade.

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General Instructions

Technical Departments

1- Students' Affairs:

Tasks

• Extraction of Medical and personal examination cards
• Registration and enrollment of students
• Take the transference procedures
• Extraction of payment vouchers
• Extraction of enrolment certificates
• Extraction of Academic cards
• Issuing university hostels application
• Issuing railway subscription application
• Review of course scoring application
• Preparation of distinction award
• Preparation of students' lists for each course
• Participation in exam works
• Edition of delegation letters
• Edition of field training letters
• Edition of exam committees letters

4- Graduates' Affairs:

Tasks

• Extracting and editing the certificates (graduation, internship, estimates) in Arabic and English.

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• Extracting original certificates (in lieu of lost and damaged ones
• Extracting payment vouchers for graduates
• Editing decisions of granting scientific degrees
• Constructing of graduates’ databases
• Editing a record of graduates who have received their certificates during the year.
• Sending lists of graduates and their original birth certificates to internship Committee
• Sending lists of graduates (each session separately) to Department of Nursing Ministry of Health and Population – Cairo
• Studying labor market needs at home and abroad to identify the required specializations.
• Following-up needs and requirements of graduates in various health care institutions services inside and outside the country.

The Library

Mission of the Library

The library is concerned with collection, organization and transmission of sources of information in science and Nursing fields and then facilitating the access of researchers and stack holders to these sources with least time and effort. And to achieve this target, the library organizes and provides the required means of information as well as the various equipment and materials necessary to the production of audio-
visual media. In addition, it creates the right atmosphere, which helps to search and study. The library puts its resources and services between the hands of visitors (students and researchers) to contribute as a key element in the performance of the educational mission of the University

**Vision of the Library**

Library aims to ensure the achievement of the goals of Faculty of Nursing - Assiut University. It contributes in the graduation and developing a new generation of scientists, experts and specialists in the field of nursing. It also seeks to broaden the base of awareness of reading and culture, and to expand knowledge of computer. Besides, it provides advanced services. The library also aims at providing a selected range of journals of Science and Nursing with its different specializations

**Strategic Objectives**

1 - Collecting the maximum amount from sources of specialized information in the field of nursing, whether those sources were periodicals, books, microfilms, audio-visual materials or data files, or laser discs.

2 - Organizing and analyzing the sources of information so as to facilitate access to any of them or to any information with minimum effort and time.

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3 - Contacting internal and external information networks, in order to link students and researchers with the recent specialized information and enabling them to access information from anywhere.

4 - Providing the widest range of information services to students and researchers in the field of nursing and other related sciences such as reading and borrowing, bibliographic services and reference services, transmission and direct communication services with external databases.

**Intellectual Property**

- Intellectual property refers to creations of mind: inventions, literary and artistic works, symbols, names, images, models and artificial designs.

**Copyright:**

- Copyright is a legal term describing rights given to creators and innovators in their literary and artistic works. It is a fundamental right of human creativity to encourage the creators to publish their works without fear of duplication, copying or piracy. The creative work is considered protected under copyright as soon as it is prepared.

- Copyright includes the following types of works: literary works such as novels, poems, plays and references, newspapers, computer programs and databases, films, music, artistic works such as paintings,

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drawings, photographs, sculptures and works of architecture and geographical maps and technical drawings.

Rights Conferred by Copyright:

- The original creator of the work and his heirs enjoy the right to use or authorize others to use the work on agreed terms. The creator of a work can prohibit or authorize the following acts:
  
  - Reproduction in various forms such as printed publication or sound recording.
  - Public performance, as in a play or musical work.
  - Make recordings of the work on CD or audio tapes or videos.
  - Broadcasting the work by radio or cable or satellite.
  - Translating the work into other languages or modifying it from a story of fiction into a movie.

The Standard Legislation for Copyright Protection

Section I: Scope of Protection

Article I

- The protection granted in this legislation applies to all creative works whether literary, artistic and/or scientific, whatever the value of such works or the purpose of their authorship or manner or form of expression, once the work is created and without any formal procedures.

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Section II: Sanctions

Article forty-two

• The competent judge may, at the request of any stakeholder, in case of abuse of the rights set forth in this legislation, judge as follows:
  • To abuse of right.
  • Appropriate civil damages compensation
  • Confiscation of infringing copies, tools and equipment used in the abuse.

• The right holder has the right to deduct from their value, the amount of entitled compensation

Article Forty-three

• It shall be punished by imprisonment of not less than or more than (...) (...) and a fine of not less than (...) and not more than (...,
Every person who violates a right of the moral rights of the author or financial with the confiscation of infringing copies.
• Confiscation of equipment and tools used in the commission of any of the material acts of the above.
• Publishing a summary of the sentence imposed in a daily newspaper or more at the expense of the convicted person.

1- Library starts work at 8:30 a.m. until 5:00 p.m. throughout the academic year, and until 2:00 p.m. during the summer holidays.
2-The library provides internal access service, as well as direction and guidance.
3-The library provides current comprehension service and selective transmission of information.

4-The library provides service of photocopying of books, periodicals and scientific papers, as well as printing service (with fees) using computers in the library.

5-The University prepared well equipped, quiet studying halls for all university students to study their lessons in a calm atmosphere. Work starts at 8:30 am and continue until 12:00 a.m. during the academic year.

6-The library forbids photocopying of full-text references or scientific theses except after getting the approval of the author to reserve the intellectual property rights. The library forbids copying CDs to prevent any financial benefit.

7-The library also provides external borrowing service, when there are more than one copy and susceptible to borrowing rules stated in the bylaw of university libraries, and duration of borrowing is fifteen days. The borrower is to restore the books during that time or else he/she will be subject to the bylaws of university libraries. The library has the right redeem the borrowed books during that time.

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8- The borrowing limits are maximum ten books for faculty members and seven books for their assistants, and two books for students enrolled in the faculty as well as employees working in the same Faculty of the library.

9- The library provides the service of lending scientific CDs (CD) to be illustrated to students through computers and display screens inside lecture halls, and during the period of the lecture only.

10- Borrowing Service is stopped during the period of annual inventory of the library; however, it allows only internal reading service in cases of extreme necessity without disrupting the library inventory.

**Laboratories**

1- Surgical and Internal Medicine Nursing Lab.
2- Emergency and Critical Care Nursing lab.
3- Gynecology and Obstetrics Nursing Lab.
4- Pediatrics Nursing lab.
5- Community Health Nursing Lab.
6- Elderly Nursing lab.
7- Nursing Basics lab.
8- Critical care Center

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9- Health Center

Training Instructions:

1. It is not permitted to enter the lab after work times.
2. It is forbidden to take food or drinks inside laboratories.
3. The good usage of tools and models.
4. Maintaining silent atmosphere inside the lab.
5. Maintaining arrangement and order inside the lab.
6. Wearing the lab uniform.
7. Maintaining good conduct with librarians.
8. Restoring the laboratory order before leaving.
9. Consulting the faculty staff member presented in the laboratory in case a student fails to use a model or a tool.
10. Maintaining the cleanliness of the lab.

Special Units

1. Training and Continuous Education Center:

The center offers the following services:

1. Provides scientific experience and consultation in the fields of nursing both on the national and the international levels.
2. Planning and holding of training courses in order to develop skills and to upgrade information in the fields of nursing.
3. Making joint cooperation agreements with competent scientific centers on the national and the international levels as for the exchange of experiences, visits and publications as well as the

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organization of joint programs. These agreements are executable unless after the approval of faculty council.

4. Holding training courses for employees of other fields than nursing in order to help individuals in maintaining their health, self-care and environmental safety.

2. Nursing Education Development Center:

The center offers a lot of services and activities:

1. The Educational training of demonstrators.
2. Updating knowledge and clinical skills for staff members in the field of nursing.
3. Studying the needs of faculty departments.
4. Organizing courses for demonstrators and assistant lecturers in issues related to teaching and training.
5. Providing experience, technical and scientific consultation required for upgrading nursing curricula to be relevant to modern scientific inputs.
6. Organizing conferences, workshops and seminars in collaboration with competent scientific authorities in the field of nursing both nationally and internationally.
7. Making agreements with scientific centers in the field either local, Arab or international as for exchange of experiences, visits and publications.
8. Organizing period training courses for hospital employees.
9. Accreditation of training courses and workshops certificates held by the center.
10. Establishing a bank of questions in collaboration with scientific departments.
1. **Rail way tickets reservation office**: Behind the central restaurant.

2. **Post Offices**:
   A- Beside Faculty of Pharmacy.
   B- Behind the Central Restaurant.

3. **The University Website**: [www.aun.edu.eg](http://www.aun.edu.eg)

4. **Study Halls**:
   A- Study Hall (B): In front of Faculty of Education.
   B- Study Hall (C): In front of Faculty of Law and Faculty of Commerce.
   C- Study Hall (D): In front of Faculty of Law and Faculty of Commerce.

5. **Central Student Library**: In front of Faculty of Education

6. **Sport Stadium**: Which offers different activities (sports activities- Arts activities- Social activities- Cultural activities- Scouts activities- All sports types)

7. **Students Hospital**: Beside the gate of west university complex.
Transportation Lines

- **Line No. (1):** From Nazlet Abdellah Parking to the University and Assiut University Hospital (Round Trip)
- **Line No. (5):** From Al- Sadat Parking to the University and Assiut University Hospital (Round Trip)
- **Line (9):** From Al-Mogahedeen Parking to the University and Assiut University Hospital (Round Trip).
- **Line (11):** From Al-Shader Parking to the University and Assiut University Hospital (Round Trip).
- **Line (15):** From Al-Azhar Parking to the University and Assiut University Hospital (Round Trip).

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### Phonebook of the Faculty

#### Administration:

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http://www.aun.edu.eg/fac_nursing/index.htm
E-Mail: nurse@acc.aun.edu
### Departments Heads

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### Phone Numbers of Faculties of Nursing, Egyptian Universities

- [http://www.aun.edu.eg/fac_nursing/index.htm](http://www.aun.edu.eg/fac_nursing/index.htm)
- E-Mail: nurse@acc.aun.edu
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