

# Registration and Admission Policy

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Al-Ayen Iraqi University

Prepared by: The Higher Committee for University Policies

Academic and Educational Policies

# Vision and Mission



## Vision

Leadership in attracting outstanding students and creating a stimulating educational environment that supports academic excellence and innovation



## Mission

Providing a fair and flexible admission and registration mechanism based on approved academic standards, ensuring scientific and cultural diversity and contributing to graduating professionals capable of meeting labor market and society requirements

# General Objectives of the Policy



Ensure fairness and transparency in admission and registration procedures



Attract qualified students according to specific academic criteria



Facilitate enrollment procedures for students from inside and outside Iraq



Achieve compliance with ministerial instructions and academic accreditation guidelines



Provide an accurate and updated database for admitted students

# Governance and Organizational Structure



## University Council

Approves the policy and supervises its implementation



## Faculty Council

Submits proposals for capacity, open programs, and determines admission requirements



## Quality Assurance Council

Monitors the compliance of admission policy with accreditation and quality standards



## Central Admission Committee

Supervises all admission phases and establishes general guidelines



## Departmental Subcommittees

Handles applications, verifies documents, and sends lists to the deanship



## Equivalency and Transfer Committee

Examines transfer requests and equivalency, preparing reports for approval



## Electronic System Unit

Manages the electronic system for application and registration



## Document Archiving Unit

Maintains admitted students' documents in secure paper and digital systems

# Admission and Registration Mechanisms



Opening applications during periods specified by the Ministry of Higher Education



Apply electronically or on paper according to the approved form



Review and verification of student files by the admission committee



Announcement of results and issuance of admission decisions



Completion of registration procedures (documents, medical examination, payment of fees, receiving university ID)



Follow-up registration through the university's approved electronic system

# Admission and Registration Requirements



High school certificate or officially recognized equivalent



Meeting the minimum admission requirements set annually by the Ministry of Higher Education



Passing any special examinations or interviews if required by the college



Submitting complete and authentic official documents: Original certificate, ID, and personal photos



Payment of tuition fees according to the approved financial regulations



Admission to programs requires available capacity and approval from the deanship

# Registration Procedures



## Completing the Application Form

Fill out the electronic or paper application form accurately and submit it to the relevant authority during the announced application periods



## Submitting Original Documents

Submit original official documents and their certified copies according to the requirements of the college and the requested specialization



## Paying Initial Fees

Pay the initial tuition fees according to the university's financial system before starting the registration process



## Receiving University ID Number

Receive the university ID number and confirm final admission after meeting all required conditions and obtaining official approval

# Selection Criteria for Applicants



## Overall GPA

The student's overall GPA in high school certificate or equivalent is the primary criterion for differentiation between applicants, taking into account the minimum thresholds approved for each major



## Test Results or Interviews

Results of specific tests or interviews are considered for majors that require special skills such as medicine, engineering, arts, and others



## Special Priorities

Special cases are considered such as families of martyrs, gifted students, people with special needs, and students who excel in scientific, athletic, and cultural fields



## Application Date

When applicants are equal in the above criteria, priority is given based on the application date and order of submission, considering the completion of required documents



# Transfer Regulations and Admission to Other Programs



## Transfer Between Programs and Colleges

Transfers between colleges or from other universities are permitted according to the conditions and regulations approved by the University Council and ministerial guidelines.



## Transfer Admission Requirements

Transfer depends on the availability of vacant seats and the minimum required GPA in the desired specialty, taking into account the program's capacity.



## Course Credit Transfer

Equivalent courses are calculated according to the university's internal system, provided that the student's grade in the course is not less than the acceptable minimum and does not exceed the allowed period for course equivalency.

# Emergency Procedures for Admission



## Activating Alternative Mechanisms During Crises

Organizing the admission process during crises and emergencies (such as disasters or pandemics) through a rapid response plan that ensures continuity and safety of the admission process



## Remote Electronic Submission

Providing alternative submission methods (electronic - remote) that facilitate students completing admission procedures without the need for physical presence



## Extending or Modifying Application Periods

Possibility of extending application periods or reducing personal interview requirements in accordance with emergency circumstances while maintaining process quality



## Coordination with Government Agencies

Coordinating with government agencies to facilitate the enrollment of affected students and provide alternative solutions for lost or difficult-to-obtain documents



## Maintaining Minimum Academic Standards

Issuing special exceptional decisions while maintaining minimum academic standards to ensure quality educational outcomes

# Appeals or Objections to Admission Decisions



## Application Submission

The student submits a written request to the Admissions and Registration Unit within (3-5) days of the results announcement



## Application Referral

The relevant department refers the request to the Higher Committee for Admission for review



## Review and Evaluation

The committee reviews the request and documents and issues a final decision within a week



## Result Notification

The student is notified of the decision via email or official notification

# Conditional and Temporary Admission



## Granting Conditional Admission

Regulates cases where students are admitted without completing all required documents or conditions, with a monitoring mechanism established for completion



## Setting a Time Deadline

Students are given a temporary period to complete missing requirements (typically not exceeding the end of the first academic semester)



## Cancellation of Admission for Non-Compliance

If requirements are not completed within the specified deadline, admission is automatically canceled without additional warning



## Signing a Written Pledge

Students must sign an official pledge acknowledging their understanding of the conditions, obligations, and consequences of non-compliance

# Scholarship System



## Academic Excellence Scholarships

Awarded to top students from schools or university academic years, including full or partial tuition waivers based on their cumulative GPA



## Humanitarian Scholarships

Provided based on social and financial assessment of student circumstances, including special grants for children of martyrs and people with disabilities according to unified regulations in coordination with official authorities



## Activities and Talents Scholarships






For students participating in sports, cultural, or volunteer activities representing the university and enhancing its reputation, according to special evaluation criteria



## External Scholarships

In cooperation with sponsoring agencies or supporting educational institutions, announced periodically according to the conditions specified by the granting authorities

# Tuition Payment Mechanism

-  Installment plans on semester or monthly basis: The total amount is divided into 3 or 4 payments during the academic year
-  First payment is due at registration or the beginning of the semester
-  A schedule is determined for the remaining payments according to Student Affairs and Finance Department instructions
-  Approved payment methods: Direct payment at the university's finance department, bank transfer, electronic payment
-  Payment notification: Students receive an official receipt or electronic notification after each payment

## Policy Enforcement:

This policy is applicable from the date of approval, and all colleges must comply without exception. The policy provisions are effective provided they do not conflict with the instructions, regulations, and laws in force by the Ministry of Higher Education and Scientific Research.

Higher Committee for University Policy Development - Al-Ayen Iraqi University