

# ITRO.



## IN THE NAME OF GOD THE MOST MERCIFUL

The Department of Public Relation at An-Najah National University is pleased to offer its students this 'guide' which contains complete information on the University, its formation and development along with introductory information about the Colleges and Departments affiliated with this University.

This Guide contains information on the awarding of academic degrees which is highly essential for students to be acquainted with in order to follow well-defined steps in their pursuit of their desired academic study. In addition, this 'guide' provides students with the study plans which help students decide on the programs of study offered by the various colleges of the university and lays out the ways and steps which enable students to select their major which he/she desires to pursue to obtain a university degree on.

Seeking Al-mighty God help and strength

### *University's Origin & Evolution*

An-Najah began as an elementary school in 1918, welcoming students from all parts of Palestine and some other Arab countries and then it has evolved and developed over the years to become to be one of the largest Palestinian Universities in Palestine.

In 1941, this elementary school came to be known as An-Najah National College while its evolutionary program had been in progress until 1965 when an institution for the preparation of teachers was established during which this university used to award a two-year-degree of instruction in various disciplines. This college then evolved and developed into a full-fledged institution during which it came to be known as An-Najah National University in 1977. During that year the university opened the college of Sciences & the college of Arts and the university joined the Council of Arab Universities. In the following year the university opened the following colleges: the college of Economic & Administrative Sciences and the College of Education and Engineering.

During the eighties the university stood as a witness to the construction and development of new buildings such as the new building of the college of Arts and the opening of new specialized and scientific centers such as the Center for Urban Studies and the Center for Documentation & Research. During the nineties, the university witnessed the establishment of Marine & Environmental Center, the Center for Studies & Consultation and other technical services.

In 1981, the university was accepted as a member in the World Federation of Universities and due to the increasing need of Palestinians for education and the enhancement of their level, the university established M.A. programs in Administration & Curriculum at the college of Education which started 1980/1981.

In 1985 the university expanded its field of graduate studies to include various specializations such as chemistry.

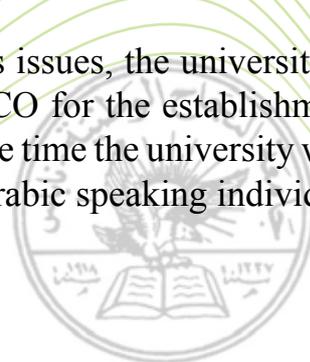
The increase of students' population has prompted the university to develop new specializations such Agricultural Sciences, Medical Tests, and Fine Arts. Such development has extended itself to cover university apparatuses represented in human resources: academic and administrative service, staff; and university buildings, library, encyclopedias, and lab facilities etc.

The university has spared no efforts to develop and enhance the academic capabilities and competence of its faculty staff in addition to attracting other competent candidates with higher education whether at home or abroad. The university has also sent many graduates with B.A.s and M.A.s from various academic disciplines abroad to pursue their graduate and postgraduate studies. In the nineties, the university was able to turn three academic departments into three full and independent colleges. These academic departments have developed into the following colleges: college of Shari'ah, college of Agriculture, and college of Fine Arts. The university has also started granting a Master degree in Arab language, History, Civil Engineering, and Water and Environment Specialization.

In 1994 the university established a College of Pharmacy, and has developed some Colleges and specialized Scientific Centers such as the Academic Program of Forced Migration and the Center for Marine & Environmental Studies which has been transformed into the Institute of Water and Environmental Studies, Center for Studies, Consultancies, and Professional Services; and Business and Technology Incubator.

In 1995, a College of Law was established. In 1996, there was a gigantic leap in the academic life of the university when the university began working with other German, British, Canadian, and Spanish Universities to open a Ph.D. program in chemistry in addition to opening two new departments – Industrial and Mechanical Engineering at the College of Engineering. It has also developed the Master programs in Environmental Sciences, Mathematics, and Physics at the College of Sciences. The Center for Renewable Energy was established along with the Center for Earth Sciences & Seismic Engineering. During the same year the College of Agriculture was transferred to the College of Al-Khudury in the city of Tulkarim due to the availability of spacious land which gives students the opportunity for practical application.

In 1997 and in an act confirmation for human rights issues, the university signed an agreement with the Director General of the UNESCO for the establishment of a program on Human Rights & Democracy and at the same time the university was keen on establishing an Arabic language Program for non-Arabic speaking individuals.



The year 1998 had witnessed a remarkable development when the Board of Trustees took the decision to establish the Center for Urban & Regional Planning. The year 1999 witnessed another major accomplishment manifested itself in the establishment of a College of Medicine. Such an accomplishment was done with the cooperation of three major Palestinian universities: An-Najah National University; Al-Quds University; and Al-Azhar University in Gaza. It is important to note that the Medical College at An-Najah National University has been considered an independent and a credited college by the Ministry of Learning & Higher Education since the academic year of 2007-2008.

The year 2000 has also witnessed a remarkable accomplishment represented by President Yasser Arafat's laying out the foundation stone for the College of Technological Engineering in Munib Al-Masri Building. Such remarkable accomplishment occurred on the new campus of the university at Al-Junaid campus on 25 of June, 2000.

The same year had also witnessed the establishment of the College of Veterinary Medicine, and other scientific majors such as Computer Engineering at the College of Engineering, Statistics at the College of Science, and Economics & Agricultural Development at the College of Agriculture. In the year 2001, the College of Information Technology was established which includes: Computer Science Dept, Management Information Technology (MIS), and Computerized Information Systems (GIS).

In 2003, the university established two M.A. programs in Private and Public Law along with a Bachelor degree of Methods of Technological Education. In 2004, the university was able to establish several undergraduate programs in Nursing, Computer Information Systems, and Optics.

During the academic year of 2004-2005, the university was able to make some impressive accomplishments which have given it an excellent reputation. Of these impressive accomplishments, the opening of Al-Qasim Palace in Beit Wazan which was latter transformed into a Center for Urban and Regional Planning and the Unit of the Architectural Preservation and Construction; the launching of An-Najah Scholarship Award for Scientific Research in both the scientific and humanistic fields; the opening of the College of Honors which was established for distinguished students; the opening of the Recruitment Unit for the purpose of training university graduates to find job opportunities through contacting prospective employers. In addition, the university was able to make the following accomplishments by establishing the morgue equipment to be used as an anchor for Forensic Medicine in Palestine, and the launching of a web site called Zajil in Spanish.

At the graduate level, the university has created two different specialization programs: an M.A. program in Animal Product and an M.A. in Clean Energy & Reduce Consumption. At the start of the first semester of the academic year of 2005/2006 the College of Engineering, the College of Sciences, and the College of Pharmacy moved to the new campus in Al-Junid thus making the new campus a house of ten different Colleges.

The year 2006/2007 was opened with more accomplishments for the service of both university students and the Palestinian community. During this year the Medical-legal Institute was opened as part of the Medical College; and An-Najah Recruitment Unit whose primary purpose is to assist and qualify university students to enter the job market and to function as a liaison between prospective employers and university graduates. This year had also witnessed the opening of the Center for Poison Control & Drug Information which is considered to be the first of its kind in Palestine in terms of providing valuable information for people working in medical professions to diagnose poison, poison prevention, and provide treatment.

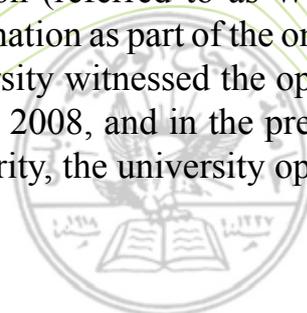
In addition, this year witnessed the transformation of the Department of Physical Education into a full-fledge independent College; in addition it has witnessed the completion of the process of accreditation of the program of Al-Sharia'a, Islamic Banks, the Master program of Plant Production, the Master Program of Engineering Management, the B.S. degree in Pharm.D., the B.S. degree in Midwifery, and the B. S. degree in Medicine.

This year was concluded by the university's earning and for the ninth times the Hisham Adeeb Hijawi's Award in the field of Energy and Manufacturing.

However, in 2007 the university opened a Computer Center for the visually impaired on the old campus; in addition to the opening of the Korean-Palestinian Information Technology Institute for Excellence through a Korean fund; this year has witnessed also the opening of an eye-clinic as part of the College of Optics; a hall cafeteria, the completion of the construction of the mosque, a theater, and the laying down of the foundation stone for the library building on the new campus; in addition, the board of trustees agreed to begin offering Evening Study during the academic year of 2008-2009.

In 2008, the university was able to obtain a separate provision for the College of Medicine from the Association of Accreditation and Quality of the Ministry of Education & Higher Learning and was also able to lease the hospital of the Zakat Committee in the Asera Street in the city of Nablus for 99 years. This hospital would eventually be converted to a teaching hospital for medical and nursing students at the university. The same hospital would be utilizing the entire northern region of the West Bank in cooperation with the Palestinian Ministry of Health. In addition, the university was able to sign an agreement with the Ministry of Transportation in order to start examining vehicles for licensing at Hisham Hijawi College of Technology in the governorate of Nablus, Tulkarim, Jenin, Qlqilia, Salfit, and Tubas.

It was noted also that the World Health Organization (referred to as WHO) has recognized the Center for Poison Control & Drug Information as part of the ones listed in the Middle East region. In August 2008, the university witnessed the opening of the new mosque on the new campus and in November 2008, and in the presence of Mahmud Abbas, the President of the Palestinian Authority, the university opened the Sports Complex in the new campus.



In 2009, the University College of Medicine was placed on the International List of Medical Colleges of Medicine known to as (IMED) - an international list which includes recognized medical colleges throughout the world. At the same, the bachelor degree in biomedical sciences is officially credited by the Ministry of Education and higher learning.

The importance of including the college of medicine on this list lies in enabling and qualifying graduates of the university medical college to take the test/examination of American Equivalence and the accreditation of kindergarten teacher for the bachelor degree from the College of Education, the Communication Engineering, and Mechatronic Engineering at the College of Engineering. In addition, the program of community-based mental health nursing and the program of specialization in Pediatrics at the college of graduate studies have been adopted and accredited.

In 2010, Tourism and Archaeology program and the faculty of Media have been adopted and accredited.

### ***University's vision***

An-Najah National University strives to earn a global respect on the basis of the grand quality of its higher education; at the same time; it spares no effort to be a worldwide scientific center and an effective base for community service and leadership.

### ***University's mission***

By and large, An-Najah National University aims at preparing professional cadres qualified enough for leadership; and developing their abilities in various fields and spheres; and providing them with the scientific knowledge and individual skills which enhance their competitiveness in the local, Arab, and International market. The university strives to make its graduates ethical and effective catalysts. It also endeavors to be instrumental in the contribution of its scientific research on a global level and to meet the needs of its community in the area of economic, social, humanitarian, and technical development. And finally, it strives to the enrichment of the human knowledge and the preservation of the cultural and religious heritage of the Palestinian people.

### ***The Strategic Plan Goals:***

1. Promoting Higher education and its development and enhancement in all fields and spheres
2. Promoting scientific research in all scientific and human fields for the enrichment of human knowledge
3. Activating the role of the university as a pioneering and instrumental catalyst in serving its community and participating in providing remedies to its problems.
4. Developing the competence of its administrative staff performance at the university level in order to enhance its administrative services which is key to helping the university achieve its mission.

### ***An-Najah University Councils:***

University policies are determined by university councils which operate in harmony with university regulations, provisions, and systems. These university councils consist of:

First: Board of Trustees: this council is considered the highest legislative authority at the university. It approves the university financial and administrative provisions and systems; it supervises the provisions of financial resources of the university.

### ***The board of trustees consists of:***

Mr. Sabih Taher Al-Masri                      Chairman of the board of trustees

Mr. Farouq Zuaiter                              Vice-President

Board of Trustees:

1. Dr. Nihad Al-Masri
2. Dr. Hashim Abed Al-Hadi
3. Mr. Mustafa Al-Natsheh
4. Mr. Wahid Al-Hamdallah
5. Mr. Farouq Tuqan
6. Judge Imad Salim
7. Dr. Mazin Inibtawi
8. Mr. Akram Haniyeh
9. Mr. Walid Al-Sabe'a
10. Dr. Muhamed Hani An-Nabulsi
11. Mr. Samir Izreiq
12. Father. Yousif Sa'ada
13. Miss Adlah Ghanim
14. Mr. Nasir Al-Alul
15. Mr. Bashar Al-Masri



## ***Second: Deans' Council***

This council determines and reviews the university academic policies; makes the proper decisions and recommendations in accord with university provisions and regulations which result in the approval of study and teaching plans and defining and determining the needs of the various colleges and departments at the university.

The Dean's Council consists of

1. The President of the University: Chairman of the Council
2. Vice-president and their assistants
3. Deans
4. Coordinators of Scientific Centers

## ***Third: Colleges' Councils:***

A college council is usually formed for each college. This council is charged with responsibility to study the academic and administrative affairs of that college and to coordinate the relations among its various departments and with other colleges at the university and other administrative units. This council is also charged to make decisions and provide recommendations through its Dean to university specialized departments. It also decides on and approves of matters pertaining to each college.

The college council consists of:

1. College Dean: Chairman of the Council
2. Dean Assistant
3. Department Chair
4. Representatives in the rank of assistant professors from the faculty members of the same college would be elected annually by the faculty members of the same college.

## ***Fourth: Department Councils:***

A department council is usually formed in each academic department at the university. It consists of the faculty members of affiliated in that department.

This council studies the academic affairs pertaining to the faculty members of its department; provides recommendations to that effect to the college council. The chairman of the department is responsible for administering the affairs of the department, the application and implementation of all university provisions and regulations pertaining to his responsibilities.

The department chairman is charged with the responsibility of coordinating curriculum and teaching plans for the department courses, providing proposals and suggestions to the college council on study plans, reviewing and evaluating students' academic results per semester.

## ***Deanship of Students' Affairs:***

The deanship of student's affairs is considered one of the most distinguishing and leading university deanships. It sponsors students; oversees their various activities; and plays an instrumental role in developing student's personality and acclimating them to shoulder the responsibility of becoming effective and active members in their society.

The following are some of the responsibilities of Deanship:

1. Supervising the work and performance of the various departments at the deanship and laying out the plans and directions in coordination with department chairs.
2. Coordinating students' reviews with the deanship and its departments.
3. Copying and printing of forms, letters, and books pertaining to the deanship and the Council of Students' Union with keen supervision of the incoming and outgoing process.

## ***Departments of Deanship of students' affairs***

1. Department of Cultural, Social, and Technical Activities
2. Department of Students' services
3. Department of Sports Activities
4. Department of Health
5. Department of Social Supervision

Various Activities of Deanship of Students' Affairs

### ***1) Physical Activity:***

This type of activity includes:

- Organizing training for the preparation of sports teams
- Organizing meeting and matches between university teams and other sport teams from outside the university
- Laying out sports programs to develop students' hobbies and expand student's sports base
- Supervising sports facilities and coordinating the effective use and benefits from its tools and equipment
- Social Activity: The deanship of students' affairs promotes and encourages social activities by organizing and supervising such events to include the following activities:
  - Acquainting students with historical, geographical, and cultural sites and landmarks;
  - Organizing students trips/visits to public institutions;
  - Coordinating students' services for the local community;
  - Inspiring & instilling a spirit of moral commitment among students; organizing the relationship between students and community through holding social events and seminars.

## **2) Cultural & Artistic Activities:**

The Deanship of Students' Affairs promotes and encourages cultural and artistic activities which are likely to enhance students' national, cultural, and spiritual awareness through the adoption of the following means:

- The organization of programs for lectures and seminars;
- The holding of concerts, exhibitions, and festivals;
- Displaying students' intellectual and artistic works in the university special publications;
- Preparing training programs in the fields of performing arts and music.

## **3) Transportation:**

The Deanship of Students' Affairs insures the availability of transportation means for its university students living outside the city of Nablus through contacting transportation companies and providing remedies to any related contingencies.

## **3) Cafeteria:**

It offers students a daily full meal in addition to light snacks along with soft drinks. A committee of university students along the Deanship of Students' Affairs and the working staff oversee the works at this cafeteria. The annual income of this cafeteria goes directly to students' income fund

## **Public Service:**

The Deanship of Student's Affairs issues university identification cards, certificate of good conduct, and assists in organizing and directing newly accepted students by introducing them to the university facilities and make them feel at home and experience a sense of abundant friendship at the university.

## **Students' Fund**

This fund offers financial assistance to university students through student loans and by providing scholarship to needy students; In addition, it assist students in terms of providing them with job opportunities on and off campus within the capacity and limitation of the university.

## **Medical Clinic**

Through the supervision of its nursing medical staff, the health clinic on campus is able to provide first aid medical services to university students. Serious medical cases are usually transferred to local hospitals, specialized labs, and medical sealifts.

## **Guidance**

The Deanship of Students' Affairs prides itself on the type of services it provides its students in finding solution to the type of problems they face at the university whether these problems are personal, social, or academic in nature. The university provides students with professional counseling to help them select their program of

interest/ major field of study which is consistent with their abilities and aptitudes. The university provides students also with academic counseling pertaining to their academic accomplishment and else by referring them to a counselor at the Department for which they are applying. It also provides students with some psychological counseling by making them understand their psyche and analyzing their situations and offering remedies and solution which are likely to assist them overcome any impediments by adapting themselves to any circumstances.

### ***Library:***

The university has a central library which serves the university and local community. It has developed over the years which compelled the university administration to construct another building in 1999. The newly constructed building is a five-story building designed in accord with the latest architectural specifications of libraries. It includes a range of private libraries donated by several professors, researchers, and scientists from the Palestinian people. It contains a wide range of collection of rare books, manuscripts, documents, and tapes of microfilm and microfiche. At the present time the new campus is witnessing the establishment of a central library.

### ***Library Sections:***

Periodicals: are designed to serve the library with the most recent periodicals, Journals, and news papers with proper binding and easy access.

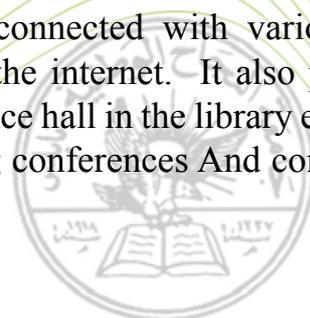
Supply; this section is related to publishers and book sellers to follow up on the latest publication in various majors and specializations.

### ***Indexing & Classification:***

This section focuses on the indexing of books in accord with the descriptive rules of the world indexing catalogue and the classification of books according to the 'Dew Decimal'.

- References: which include dictionaries, encyclopedias, atlases, and books of Facts?
- Circulation: this section is in charge of handing out and receiving books and renewals of borrowed books and other materials.
- Counseling & Guidance: this section serves students in terms of checking out and accessing some information.
- Photocopying services: this section provides photocopying services of pages of books and journals for students.

The library provides online information services connected with various data bases available on CD-ROM and directly online via the internet. It also provides abstracts and indexes to researchers. There is a conference hall in the library equipped with the most up-to-date technology set up for holding conferences And conducting communication via video-conferencing.



## ***Deanship of Admission & Registration***

By and large, the initiation of the relationship between students and university begins at the college of Deanship of Admission & Registration where new students obtain an application form for admission to be filled out and returned back to the same Deanship. So the deanship is also the place in which students obtain their graduation documents. Therefore, there is some sort of continuing relationship which develops between students and their university throughout students' period of study. So the deanship provides students with certificates of proof of their enrollment for various purposes and it also issues academic transcripts upon request for the purpose of transferring when students intend to transfer to other institution. Furthermore, the relationship is not only continual but also renewable particularly when the deanship keeps its students posted and informed about any academic changes in their study plans or any changes on the awarding of a bachelor degree and other pertinent matters. Consequently the importance of the Deanship of Admission & Registration lies in having a lasting relationship with students throughout their study period.

## ***The Deanship's Objectives and Works***

The Deanship aims to apply and comply with the academic rules and regulations which are in force and approved. It relies on records and statements which point out students' academic status ever since their enrollment in the university until their graduation. And in cooperation with other specialized committees, the Deanship lays down the instructions and procedures concerning registration for various semesters. It also announces the study program and prepares the examination program.

On account of its being the Department where all students academic grades are stored, it is part of the responsibility of the Deanship to notify students who are failing, or are bound to receive an academic warning via 'Zajil program; at the same time it is part of the responsibility of the Deanship to inform the deans of the students whose names should be on the 'honor list'.

On account that An-Najah National University is an emerging and developing institution, the Deanship of Admission & Registration strives to develop the work procedures adopted at this institution by bringing in experts in registration procedures, visiting more developed universities, subscribing to global registry associations, and attending conferences for Admission & Registration officials at Arab universities for the purpose of exchanging experiences in the areas of admission & registration.

## ***Admission Procedures:***

After the completion of the General Secondary School Examination, the Deanship of Admission & Registration announces its readiness to accept admission application from high school students in Palestine. The basis on which high school students

are accepted at AN-Najah University depends on students' average or GPA on the General Secondary Examination which should not be less than 90% if students intend to apply to Medical College, 85% TO Pharmacy College, 80% for the College of Engineering and College of Optics, 75% for the College of Veterinary Medicine & Nursing, 70% for the College of law & Information Technology, and 65% for the remaining Colleges with exception to the College of Fine Arts and College of Physical Education where admission at these two colleges is contingent upon the fulfillment of two conditions: student's GPA on high school examination and passing the so called capability entrance exam.

Students would not be eligible to apply to any college at An-Najah should their certificate of General Secondary high school have passed five years with exception to the college of Fine Arts.

After determining the accepted GPAs in each college, the university will advertise a time-table for the completion of the other admission procedures in the local news papers.

New applicants should submit an original copy of their high school grade record/transcript or a certified copy, an original birth certificate or a certified copy, a copy of the student's personal I.D. (Hawiah), a personal photo taken recently, and paid enrollment fees. After complying with all of the above procedures including the submission of the proper documents and paying off the tuition fees, the student has become officially enrolled in the university and he/she will receive a registration number and a university student's I.D.

### **Public Relation Department**

The department of public relation is responsible for the activities related to the university's relation with other parties whether inside or outside. It is also responsible for the regulation and organization of such relationship including maintaining and preserving the reputation of the university and the enhancement of its standing in the community. It is also responsible for the coordination of university relations with its Arab, foreign, and friendly counterparts of institutions.

The Department of Public Relation serves the following functions:

- Organizing relationship with national parties at home, and with other friendly universities abroad;
- Coordinating relationships and cultural & public activities with other universities; organizing exhibitions and concerts which help the university's interaction with the community and enhances its leading role;
- Collecting information from various media outlets pertaining to the university and being able to classify and analyze such information and then inform the university officials about it.
- Collecting and storing statistics and information about cultural, scientific, and

educational institutions in the world.

- Supervising the execution of scientific studies pertaining to citizens' attitudes or students' attitudes towards the university in cooperation with the concerned academic and administrative bodies in the university.
- Issuing bulletins & printed publications about the university and its various activities.
- The Department of Public Relations is the official entity authorized to speak on behalf of the university.