

Administrative Unit

A unit dealing with administrative matters competent and staff of College of Arts, and this unit is under the supervision of Associate Dean for Administrative Affairs, and take it upon themselves to archived files of staff and Alderson and follow-up and completion bonuses and promotions to employees of the college and the issuance of the official books issued by the Faculty of Medicine to address the presidency of the university and other official bodies

Library

Library of the College of Arts was established in 2008. The library also contains a prestigious group of literature and humanities journals and also contain a wide range of books and disks containing the library at the Hall of access to the Internet. The library offers its services to all the students of the college, college staff and visitors.

Stores Unit

this is a unit of the College of Arts and its duty is to record the material contained(only the static material) If the purchases or devices from the presidency of the university, as well as gifts and to preserve the public money as well as the processing of college needs of the materials in the stores from Home and Garden Library and consumables for the functioning of the college

Legal Unit

It is a unit of the College of Arts and its duty is to oversee the legal work in the college, job boards investigative, and work contracts for clubs and stalls and arenas, investigation and audit documents for students, staff and faculty, and committees discipline students, and is the legal representative of the Faculty of Arts.

Informatics & Internet Unit

It is a unit of the College of Arts and its duty is to oversee the internet and technical I.T in the college, Computers, Printers and other devices are also monitored by this unit.

The I.D cards for students (Undergraduates/Postgraduates) with a data base is being made by this unit.

The main and most important duty is to maintain and update the website of the college in cooperation with other division and units in the college

Accounts Unit

Duties carried out by the unit in accordance with the laws applicable and outgoing:

1. Finance Division for the purpose of audit and exchange
2. Checking the application to teaching college lectures and sent to the university and follow-up for the purpose of exchange of wages
3. Organize lists of daily wages and wage contract with college and send it to the university and follow-up for the purpose of disbursement of wages.
4. Organize summary commissions expenses (purchases and maintenance) depending on the availability of the total budget allocations for the fiscal year.
5. Organizing Forum the to allocations exchange students sixth stage, send it to the university and follow-up for the purpose of exchange.
6. College Fund on behalf of (Higher Education Fund / Faculty of Medicine.)
7. To open a current account College Higher Education Fund on behalf of the Rafidain Bank in Anbar.
8. The receipt of funds from the students or amounts received donations of connecting the catch according to the laws of the Higher Education Fund and report all catch reached a daily record fund and organize daily vid document the end of each month.
9. Support and organized public daily records and ledger.
10. Organization of instruments to exchange restrictions, the Higher Education Fund of the College.
11. Deposit receipts in the calculation of the Open Higher Education Fund in Anbar Rafidain Bank.
12. Account for the College as the Anbar magazine for Medical Sciences open with the Rafidain Bank.
13. Receipt amounts Alnscherllcilh the connecting arrested and deposited in the account of the magazine.
14. Organization of the instruments of exchange restrictions for the magazine.
15. Organization and preparation of the final accounts and trial balance to fund higher education in our college for the year ended.
16. Preparation of all final accounts and sent to the Office of Financial Supervision end of the year for the purpose of verification

Student Affairs Unit

The Student Affairs Unit of the complementary units Registration Division of the Faculty of Arts, the role of the student affairs unit senior is the main link between the students and the Dean in all its branches and departments.

Tasks and student affairs unit by applicable laws:

- Provide students with the housing form internal departmental
- Divide students into groups depending on your partition key at every stage
- Release the identities of students
- Follow up of the Students and issuing administrative orders in case of their absences
- Providing students with the medical examination form
- Sort Schedule periodic meetings between students and the Dean
- Follow-up of students in case of delayed student returns to help books curriculum
- Students urged to pay attention to the common attire decision and follow-up work on the subject.
- Educational Guidance by file numbers contain the groups of students distributed by Dean of the Faculty of Medicine under supervision of faculty members
- Urged the students to participate in student conferences, which is carried out annually presidency of the university
- Configuration and the number of paragraphs on the annual graduation ceremony

Scientific Affairs and Graduate Studies

Scientific Affairs Unit and Graduate Studies

These relate to the unit directly related to the office of Mr. Associate Dean for Academic Affairs and Graduate Studies in our college and the Department of Scientific Affairs and Graduate Studies at the University of administratively and technically.

Includes scientific affairs unit sub-units of the following:

- 1. Postgraduate unit**
- 2. Scientific Affairs Unit**

Scientific Affairs Unit

Each of scientific matters activities planned as seminars, conferences and scientific research and monitoring of achievement throughout the school year. As well as with respect to research and missions which include calls that are on our college of Arab or foreign universities for the purpose of obtaining scientific data to carry out scientific research For completion message master's or doctoral thesis for graduate students

Postgraduate

Each relation to graduate from opening and development departments or resume study in the Department of particular scientific study, which was suspended due to certain reasons. As well as graduate students and also teaching owners of a campaign of scientific titles and degrees. As well as with regard to students includes graduate students new applicants and students in the two phases of ongoing courses, research and writing, as well as graduate students, as well as with regard to graduation and give them orders Official Records of the senior certificates, obtaining them from our college.