



**Knowledge**  
UNIVERSITY

**Quality Assurance Handbook  
2022-2023**

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## Chapter 1: Executive Summary

### Executive Summary

Teaching Quality Assurance (TQA) at Knowledge University started working at the beginning of its establishment in 2014 following a new region wide strategy to ensure quality in public higher education institutes. This is monitored by a ministerial Quality Assurance committee to regulate and standardize the ways to promote academic quality as a means to academic achievements which are in line of the vision of the universities. In 2014, Knowledge University set a new roadmap to enable a wide electronic wise university which could promote its academic community and secure a global presence. In line with Knowledge University long term strategy to become an electronic enabled university and engage all members of its academic community with its successful presence locally and internationally, the Quality Assurance Directorate created an innovative engineered Sustainable Paperless Online System (SPOS) to assure quality teaching practices to support a rapid teaching quality assurance policy. SPOS offers a platform where all academics can be credited for their scientific achievements during an academic year, more efficient. SPOS consists of the digital interaction between the teachers and their University (T-U), between teacher and teacher (T-T), between teachers and students (T-S) and between the students and their University (S-U).

## Chapter 2: QA Academic Calendar

### QA Academic Calendar

1. The academic calendar of the Quality Assurance Directorate starts on June 1st and ends on **June 1st** of the next year. All files/proof letters issued within the QA academic calendar should be uploaded to SPOS no later than June 1st .
2. The online Student Feedback starts on **April 15th** and ends on **May1st** .
3. The online Teacher Feedback starts on **May 15th** and ends on **June 1st**.
4. The Portfolio evaluation committees starts evaluation on **June 1st** and ends on **June 15th**.
5. The CAD assessment committees starts assessment on **June 15th** and ends on **July 1st**.

## Chapter 3: SPOS

### Spos

1. With the Sustainable Paperless Online System (SPOS), the Directorate of the Quality Assurance is assuring the quality of teaching/learning at Knowledge University. The academic needs to follow these websites:
2. The profile page, which is shared with public and linked with their Knowledge University personal academic profile website [https://knu.edu.iq/all\\_staff](https://knu.edu.iq/all_staff)
3. The Portfolio and Continuous Academic Development (PF&CAD) site, which is shared within Knowledge University academic staff only. The Academics have their PF&CAD websites and should complete typing/uploading the scientific activity proofs within the QA academic calendar.
4. Course Module

## Chapter 4: Who is Involved in SPOS

### Who is Involved in SPOS

1. All academic who are teaching at Knowledge University departments are involved in SPOS and the minimum score to be achieved is based on their academic titles, i.e., Assistant Lecturer, Lecturer, Assistant Prof. and Full prof.
2. All academics having administrative posts and working at the University Presidency Building or other places are also involved in SPOS as long as they are lecturing inside Knowledge University.
3. PhD students who are lecturing at Knowledge University are involved in SPOS too, and they are obliged to achieve the half score given in the minimum CAD scoring list table.

## **Chapter 5: Duty of the QA Officer/Coordinator**

### **Duty of QA Officer/Coordinator**

In addition to the duty mentioned in the Quality Assurance regulations, the department Quality Assurance coordinator (if applicable) is obliged to give at least two seminars per semester for his department staff about the latest regulation/resolutions and the online system process. This is a part of the coordinator job and it will not be scored for him and for the audience, as well. One missing seminar will be scored as -3 points for the coordinator. The seminar should be announced with an official e-mail to the College Quality Assurance officer and the Quality Assurance Directorate.

In addition to the duty mentioned in the Quality Assurance regulations, the College Quality Assurance officer is obliged to give at least one seminar per semester for his College staff about the latest regulation/resolution and the online system process. This is a part of the officer duty and it will not be scored for him and the audience, as well. One missing seminar will be scored as -6 points for the officer.

The academics are responsible to get the latest information and updated regulation via the above mechanism and the University is not responsible for any academic's lack of information.

The College Quality Assurance officer should have a room equipped with a copying/scanner machine. The academics can use this machine whenever they need to upload their certificate/proof files to the PF&CAD site.

The department Quality Assurance coordinators/officers are obliged to attend at least two meetings with the DQA office per semester. These meetings are part of the coordinator/officer duty. One missing meeting for any reasons will be scored as -3 points.

The Quality assurance College officers are obliged to be in a continuous contact with their College Quality Assurance Officials.

## **Chapter 6: QA Course/Subject Coordinator**

### **QA Course/Subject Coordinator**

Since the process of assuring a quality teaching/learning at Knowledge University became electronic online process with applying SPOS, no more need for the Course/subject coordinator. The course book and the course peer review are written and uploaded electronically to the PF&CAD academic teacher.

## Chapter 7: Scoring, Crediting and Appreciation Criteria

### Scoring, Crediting and Appreciation Criteria

Scoring the Student Feedback and Teacher Portfolio do not depend on the teacher's academic title, whereas, scoring the CAD depends on the academic title.

The scoring scale of the Student Feedback is (1 - 5). The scoring scale of the Teacher Feedback is (1 - 5). The scoring scale of the CAD is (0 – Infinity)

The minimum CAD scoring list is shown below

Points	Total Score (min)	Active score	Passive score
Assistant Lecturer	25	10	15
Lecturer	35	16	19
Assistant Prof.	50	28	22
Full Prof	60	35	25

\* The PhD student who is involved in teaching is obliged to achieve the above minimum scores, except for the CAD that it will be divided by 2.

Crediting:

- The Equivalent Student feedback credit in descending scale is: A\*, A, B, C, D

This scale does not depend on the academic title of the teacher.

- The Equivalent Teacher feedback credit in descending scale is: A, B, C, D

This scale does not depend on the academic title of the teacher.

- The Equivalent CAD credit in descending scale is: A\*, A, B, C, D, E

This scale depends on the academic title of the teacher.

The Equivalent Credit against each score is available with the MHE regulation and every academic can find these regulations with QA College Officer. Since 2013, a bit little change suggested by the MHE which gave every University a Locked Excel Crediting Sheet (master Sheet) that gives credit for each score automatically. The academic can download the master sheet (at the end of this page) and test his/her credit by typing the score of each activity accompanied by the academic title.

## Appreciation Criteria

The appreciation criterion for the three activities, i.e., Student Feedback, Teacher Portfolio and CAD is explained in the following table.

No	CAD	Student Feedback	Portfolio	Status
1	A or A*	A*	A	Ministry Appreciation
2	A or A*	A	A	University Appreciation
3	A or A*	A or A*	B	College Appreciation
4	A or A*	B	A	College Appreciation
5	B	B	B	His/her rights are reserved as they are.
6	A or A*	A or A*	C	His/her rights are reserved as they are.
7	A or A*	C	A	His/her rights are reserved as they are.
8	A or A*	A or A*	D	Failure in Quality Assurance.
9	B or Less	C	Any	Failure in Quality Assurance.
10	C or Less	Any	B	Failure in Quality Assurance.
11	Any	C or Less	B	Failure in Quality Assurance.
12	C	Any	Any	Failure in Quality Assurance.
13	A or A*	D	A	Failure in Quality Assurance.
14	B or Less	D	Any	Failure in Quality Assurance.
15	D	Any	Any	Failure in Quality Assurance.
16	B or Less	B or Less	D	Failure in Quality Assurance.
17	E	Any	Any	He/she is considered as negligent.

## Chapter 8: Evaluation of the Teacher Portfolio

### Evaluation of the Teacher Portfolio

The evaluation of the Teacher Portfolio is achieved via committees established at each department with head and members of committees assigned according to the regulation of the TQA/MHE. The evaluation committee letter (Farman) should be issued before **May 15th**. The committees evaluate every individual teacher's portfolio electronically via the teacher's PF&CAD site, where they asked to complete an online evaluation form and answer 19 questions. The QA directorate has the authority to assigned committee to review the evaluation committee scores of questions 14-19, only and in certain circumstances. The teacher has no right to complain on the evaluation committee scoring, but in rare circumstances. At the time we all appreciate the efforts of the evaluation committee; the scoring of the evaluation committee that evaluates the teacher portfolio which are not according to the scales written in the online evaluation form is considered questionable.

#### **The evaluation committee members are, at least;**

1. Head of the Department
2. Head of Quality Assurance of College
3. An experienced lecturer
4. A senior Assistant/full professor from inside/outside the department.
5. Director of Higher Education Unit at the College

The academics who have posts, e.g., Director of QA, Director of Curriculum development, etc., their evaluation committee should be consists of the following members, at least;

1. Vice president for the scientific/administrative affairs depends on the post of the academic under evaluation.
2. Head of the academics' department.
3. QA directorate officer.
4. Director of the University Higher Education Directorate.



## Chapter 9: Crediting CAD Activities

### Crediting CAD Activity

#### 1. Seminar

##### Seminar Activity

Definition; A presentation of a scientific topic, related to the academic's research/teaching field only, in the Department/College/University with a presence of at least 6 academics, excluding the QA officer, for at least 40 min and no more than 50 min. The academics do not need to upload any proof letter to their PF&CAD site concerning this activity.

1. The seminar topic should not interfere the topics that usually presented by the University directorates, e.g., Quality assurance, curriculum development, health, etc.
2. The attended/presented seminars to be considered are only that registered via the Quality Assurance online system inside Knowledge University. Any other seminars outside the university are not considered.
3. One week online seminar registration in advance is compulsory.
4. Holding two seminars per College or two seminars per Department at the same day will not be considered.
5. Registering a seminar in the online system needs an approval from the scientific committee of the department. The approval is the duty of the Quality Assurance Officer. The Seminar online registration is achieved by the following few steps:
  - Visit the following link; [https://knu.edu.iq/event\\_register](https://knu.edu.iq/event_register)
  - Click on "Seminars" on the side bar.
  - Click on your College link, e.g. Seminars at college of Education.
  - Finally, click on "(Submit)"
6. Scoring the seminar attendance needs online feedback within **10** days.
7. Every academic can present no more than one seminar per year. Other seminars based on journal/book publications during the academic year or based on outside the University training course can be presented after registration via the QA online system.
8. The seminar presenter is obliged to send the QAD the electronic presentation no more **7** days after the presentation, otherwise the activity will not be considered.
9. The academic does not need to upload any proof letter to his/her PF&CAD site for the seminar activity, it is scored by the online system.
10. No CAD certificate needed to be issued by the College Quality Assurance officer and will not be considered since the online system is the reference.
11. A seminar that presented by the new staff as a part of the interview to be accepted as a teaching staff is not considered in this activity.
12. A seminar that presented by any academics for the sake of the scientific promotion is not considered, but for the attendees, in this activity.
13. Attending the seminar is scored by **1** point and presenting the seminar is scored by **3** points.
14. Lecturing in a training course is the only activity that considered as presenting a seminar and it is scored by **3** points per day, for no more than **5** days.

## **2. Workshop/ Conference/ symposium**

### **Workshop/Conference/Symposium**

The national and international workshop/Conference/symposium are considered as two activities; attending the conference days or/and presenting an accepted paper. According to the international regulation, publishing a paper without a live presentation during the conference will not be considered. Presenting the paper is not considered as a seminar since it is considered as a conference publication. The “speaker” activity is considered as attending the seminar day.

1. A maximum 5 days per conferences/symposium is considered.
2. Attending each day of the conference is scored by **2** points, including the day of presenting the paper.
3. Publishing/presenting a paper inside the conference is scored by **3** points inside the country and **5** points abroad.
4. A maximum of 3 days will be considered for workshop without paper submission/presentation. Every day attendance is scored by **2** points and **3** points for the lecturer/presenter per day.
5. Workshop inside the University is considered if there is an Official Letter from the college or the University. For more than one day workshop, every day attendance is scored by **2** points. For a one day workshop, every session of a complete three hours is scored by **2** points.

## **3. Article review**

### **Article Review Activity**

Only journal publication/Book/Book chapter’s review are considered in this activity.

1. The publications review for scientific promotion that belong to one academic, whatever the publication number is, are considered as a one journal publication review and scored by 1 point.
2. The reviewing for the Extraction is considered as a review for scientific promotion that belong to one academic, whatever the publication number is, are considered as a one journal publication review and scored by 1 point.
3. Reviewing the conference papers is not considered in this activity.
4. Reviewing the journal publication without Impact Factor is scored by **1** point.
5. Reviewing the journal publication with Impact Factor is scored by **3** point.
6. The Book chapter review is scored by **3** point.
7. The Book review is scored by **5** point.
8. The impact factor (IF) that considered in assessment is the one that assigned by ISI (Thomson Reuters). Any other derived impact factors are not considered;  
<http://www.thomsonscientific.com/cgi-bin/jrnlst/jlresults.cgi?PC=MASTER>

## **4. Editorial Board**

### **Editorial Board**

Journals with/without Impact Factor (IF) Editorial boards are considered.

1. A member of the editorial board of a journal inside KRG is scored by 2 points
2. A member of the editorial board of a journal without IF is scored by 1 points.
3. A member of the editorial board of a journal with IF is scored by 4 points
4. The proof is uploaded as a committee.

## **5. Publications**

### **Publications Activity**

This includes;

1. Local journal publication scored by 3 points.
2. Journal publication without Impact Factor; scored by 5 points.
3. Journal publication with Impact Factor (**Thomson and Reuters IF**); scored by 10 points.
4. Scientific Book-chapter publication; scored by 5 points.
5. Scientific Book publication upon University request; scored by 12 points.
6. Scientific Book publication without University request; scored by 4 points. This Needs a scientific committee approval.
7. Book translation upon University request; scored by 8 points
8. Book translation without University request; scored by 4 points. This Needs a scientific committee approval.
9. The patent that registered internationally; scored by 12 points.

**10.3** points will be added to each publication with/without impact factor if it is presented in a seminar via QA online system

## **6. Scientific Committees**

### **Scientific Committees Activity**

This activity includes all department/College/University/Ministry committees with the following regulations;

1. The committee should be approved by a “Farman” entitled “Committee”, otherwise it will not be considered.
2. Any Department/School/College committee is scored by **1** point.
3. Any University committee is scored by **2** points.
4. Any Ministry committee is scored by **3** points for the academic staff-member . If the committee is lasting more than one academic year, the committee letter should explain this or a new letter will be requested.
5. The conferences/symposium organization and technical committees are scored by **3** points.
6. The University promotion committee is considered as a University committee and is scored by **2** points.
7. The Msc/MA/PhD thesis examination committee is considered as a University committee and is scored by **2** points.
8. The Examination committee is scored by **1** point.
9. External assessor in and outside University is scored by **2** points.

## **7. Training Courses**

### **Training Courses Activity**

This activity includes the national and international training course and as follows;

1. Every day of participating the training course is scored by **2** points. More than **5** days are not considered.
2. Lecturing in a training course is scored as a seminar presentation and scored by **3** points per day. Maximum of **5** days are considered.
3. The pedagogy courses are not considered for the participants and the lecturers, as well.

## **8. MSc/PhD Thesis Supervision**

### **MSc/PhD Supervision Activity**

According to "Farmani Wazarat"/"MHE Resolution", this activity is not considered in the CAD. It is considered in the Portfolio assessment.

1. Supervising BSc students is scored by **1** point.
2. Supervising Higher Diploma thesis is scored by 2 points. MSc thesis examination and is scored by **2** point.
3. Supervising Msc dissertation is scored by 3 points.
4. Supervising PhD thesis is scored by **3** point.
5. Scientific and linguistic review of higher diploma thesis and is scored by 1 point.
6. Scientific and linguistic review of MSc thesis and is scored by **2** point.
7. Scientific and linguistic review of PhD thesis and is scored by **3** point.
8. Scientific and linguistic review of a Book and is scored by **3** point.
9. High Diploma thesis Examination is scored by 1 point.
10. Msc thesis examination is scored by 2 points.
11. PhD dissertation examination is scored by 3 points.

## **9. Course Book and Course Peer-review**

### **Course Book and Course Peer-review Activities**

The course book should be ready and uploaded to PF&CAD site and the class website, as well, no later than **October 25th**. Every course book should be reviewed by a peer-reviewer. It is the responsibility of the Head of Department to assign a peer-reviewer for each course book. The peer-reviewer can be from another Department/Faculty/University also. Mutual reviewing is not allowed. The peer-reviewer may review more than one course book. The peer-reviewer can download the review form from the PF&CAD site, complete it and then upload it again, no later than **October 31st**. This activity is scored by **5** points in the Portfolio assessment, and it is compulsory to evaluate the CAD

## **10. Class Website**

### **Class Website Activity**

All academic staff are obligated to have a Course module site and a class website for each subject they are lecturing. The class website should be ready no later than November 15th. This activity is scored by **5** points in the Portfolio assessment, and it is compulsory to evaluate the CAD. Uploading after November **15th** will deduct these 5 point.

## 11. Question Bank

### Question Bank Activity

The question bank of no less than **80** questions per subject per year or no less than 40 questions per subject per semester should be prepared, announced to the students via the class website and uploaded to the PF&CAD site as a one file or two files only before December 1st of each academic year. This activity is score by 5 points in the Portfolio assessment, and it is compulsory to evaluate the CAD.

## Chapter 10: Crediting Teacher Portfolio Activities

Question List of the PF Evaluation Form

لیستی پرسپاره‌کانی فۆرمی هه‌لسه‌نگاندنی هه‌گبه‌ی مامۆستا

### Important note:

The committee evaluation should depend only on the uploaded documents to the PF&CAD site, whatever the case or situation.

Q1.

The Academic Profile website is completed in percentage of:

Q2.

The teacher considers the university his/her own and dedicates 100% of the working hours for meeting its objectives. Also, the teacher's attendance is satisfactory –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 1/5. The remaining 4/5 is for the committee. For the committee, the 4 points is divided as follow;

1 point for each departmental appreciation letter, 2 points for college appreciation letter, 3 point for University/MHE appreciation letter. (Max. = 3 points)

If he involved in 2 or more committees will get 1-point

Note: If the teacher did not give feedback on Performance of his HD, 1-point is to be deducted.

Q3.

Teacher is conscientious, and compensates for missed classes –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 3/5. The remaining 2/5 is for the committee.

Q4.

Focuses on quality and takes steps towards offering quality education –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 2/5. The remaining 3/5 is for the committee. The committee may give;

1-point if the teacher gave the electronic feedback on performance of his head of department, 1-point if the teacher already gave at least one seminar and attended five seminars,

and 1-point if the teacher prepared his course book on time or has a class website.

Q5.

Prepares course book in his/her subject in good time before the course and explains the key objectives to the students –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 2/5. If he already prepared the CB the head of department may give him 2-points. The remaining 3/5 is the share of the committee and as follow;

If he prepared it on time before the course, the QA College coordinator may give him 1-3 points.

The committee should check that the teacher already uploaded the course book to his electronic PF. If it is not, 2 points are to be deducted.

Q6.

Participates in the analysis of examinations results at the end of the academic year –

Explanation:

The score of this question is the responsibility of the head of department. The head of department may give the teacher 1-4 points if he submitted the exam results of 1st semester, 2nd semester on time with no delay. If the teacher submitted graph and charts about the student results he may take extra 1-point.

Q7.

The teacher promotes critical thinking and also accepts different views –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 3/5. The remaining 2/5 is for the committee. 1 point is deducted from the this question score if the teacher has no Philosophy in teaching written in his academic Profile.

Q8.

Teacher does not discriminate between students and the students are satisfied with him/her –

Explanation:

This question is scored by the head of the department and committee members. The score is based on the teacher attitude in his department and whether the students complain about how the teacher is treat them during the class and whether they are satisfied or not.

Q9.

Teacher does not allow external interference, and his decisions are made on objective grounds in the public interest –

Explanation:

This question is scored by all committee members.

Q10.

Teacher shows the spirit of teamwork with other teachers and follows the ethics of respect and patience with them –

Explanation:

This question is scored by all committee members.

Q.11.

Teacher is expert in his field and it is a role model for others –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 2/5. The remaining 3/5 is the share of the committee that depends on teacher's scientific achievement and as it may clear in his/her CV, and also on the courses he is teaching.

Q12.

Follows University guidelines and carries out work over and beside his/her duty –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score this question as 2/5. The remaining 3/5 is for the committee. The committee may give for:



Two committees and more = 1-point

Or one departmental appreciation letter = 1 point

Or one and more College or University appreciation letter = 2 points

Or at least two committees + at least one departmental appreciation letter =2 points

Or at least two committees + at least one College or University appreciation letter =3 points

Q13.

Teacher actively assists the department in its objectives and the delivery of quality education –

Explanation:

This question is scored by head of department (2-points) and the QA College coordinator (3-points).

For the QA College coordinator, he may give:

One point if the teacher gave feedback on his/her head of department.

And one point if the teacher has a Class website.

And one point if the teacher assists the QA office and gave his course book on time.

Q14.

The teacher is an active researcher and has a national publications and participate international conferences –

Explanation:

This question is scored by the committee and as follow:

None = 1 point

One national conference publication = 2 points

Two and more national conference publication = 3 points

One International conference publication = 3 points

One national journal paper = 4 points

Two national journal papers or more = 5 points

One conference paper + one national journal paper = 5

Q15.

Teachers research is internationally recognized and published in international journals –

Explanation:

This question is scored by the committee and as follow:

None = 1 point

One international journal paper (without impact factor) = 3 points Two international journal papers

(without impact factor) = 4 points A reviewer of international Journal (with impact factor) = 3 points

One international journal paper (with impact factor) = 4 points One international book = 4 points

If he is a reviewer for international journal with impact factor + (has one international journal paper with impact factor or two without impact factor or international book) = 5 points.

Q16.

Innovative and actively participates in the different committees inside the department, College and University –

Explanation:

The score of this question is divided between the head of department and the committee members. The head of department has the right to score the teacher innovation as 2/5. The remaining 3/5 is for the committee. The committee may give for:

Two departmental committees and more = 1-point, One College

committee and more = 1 point,

One MHE or University committee and more = 2 points, And

Member of Exam committee = 3.

Q17.

Teacher actively engaging in community works, professional and charity organizations or any other activity that he/she considers being of public benefit –

Explanation:

This question is scored by the committee and as follow:

None = 1 point

For any non-academic (outside the university) activity, the teacher may get 1-point, e.g. national and international societies and organization.

2 points for Television interview. 2 points will be added to the CAD, as well.

## Chapter 11: Crediting the Student Feedback Activity

### Crediting Student Feedback Activity

University	
College	
Name of Lecturer	
Department	
Stage	
Subject/ Module	
Academic year	

Dear student, for the purpose of improving the process of education and delivering the scientific message we would like to hear your opinions and notes which will definitely serve the process of education.

Please state your opinions on the items below; the results will only be used to improve the process of education

No	Question	(1-5)	Note
1	At the start of the year the content and subjects have been explained		
2	The student is provided with a list of different references beside the main ones		
3	The nature of lecture and method of teaching are interesting and motivate the student to be expert in the field		
4	To what extent the module was effective and helped improve the student's capacity and skills in the field?		
5	How much time, if any, is given to questions and answers?		
6	Necessary tools for explanatory purposes are used such as data show, audio, video, white board, etc.)		
7	In this module the student is given the chance to do a seminar, report, research?		
8	The lecture starts and concludes on time; no time is wasted		
9	During lecture the teacher acts respectfully		
10	Do the exam questions reflect the module's contents?		
11	Did the teacher use class website for the module? Did the teacher upload the course book, syllables and module notes onto the class website which are comprehensible and easy to download?		
12	In general the teacher was successful in teaching the module		

1 – 2	2 – 3.5	3.5 – 4.5	4.5 - 5
Not accepted	Accepted	Good	Very good

## **Chapter 12: Teacher Academic Profile (TAP)**

### **Teacher Academic Profile (TAP)**

#### **1. What is the TAP**

The Teacher Academic Profile is the website that Knowledge University staff can present him/her self as an academic/researcher showing the scientific achievement, teaching career and research activities. TAP is the electronic profile that each academic staff at Knowledge University should have.

#### **2. Language of TAP**

It is important that the language of TAP should be English. This is important for the Knowledge University staff to expose him/her self to the world in a language that all can understand.

Moreover, it is useful for Google search engine to recognize Knowledge University staff via their

electronic presence using English text. It is possible to add other languages, i.e., Kurdish, beside the English.

#### **3. How to get your own TAP**

If you are a new staff-member and want to get your own TAP, kindly visit the QA office so they will share with you your TAP and let you know how to attach your dynamic CV to the TAP.

## **Chapter 13: Announcing the PF&CAD Evaluation**

### **Announcing the PF&CAD Evaluation**

After announcing the Evaluation scores of the PF and CAD, any comment or complaint will be received in **(one week)**.

Later than this period no complaint will be accepted.

Any activity of the instructor is considered from **(June, 1st )** of every academic year to **(June,1st )** of the next academic year. After this date, the activity will be considered for the next year. For example, (1/6/ 2021 - 1/6/ 2022).

## **Chapter 14: Regulations of publishing scientific articles**

Where to publish with National University Ranking (NUR) approval

1. Do not publish in any of the journals listed in the Predatory Journals List ([Click here](#)).
2. Do not publish in any of the journals listed in the Hijacked Journals List ([Click here](#)).
3. Any Journal that not listed as a Predatory/Hijacked Journal and indexed by Clarivate Analytics, with IF available in JCR.
4. Any Journal that not listed as a Predatory/Hijacked Journal and indexed by Clarivate Analytics as ESCI, without IF.
5. Any Journal that not listed as a Predatory/Hijacked Journal and indexed by SCOPUS, and not discontinued.
6. Any Journal outside Kurdistan that not listed as a Predatory/Hijacked Journal and must be a member of DOAJ.
- 7 Any Journal Published inside Kurdistan and approved by NUR.

## **Chapter 15: Guidelines of Holding Scientific Workshop** **Guidelines for Holding Scientific Workshop**

The NUR is highly supporting the Departments and Faculties at KRG-Universities to hold national and International Scientific Workshops. To assure a quality conference, better electronic presence and saving the rights of the University, the NUR is taking the attention of all who may.

concern at the University that holding a workshop, national or international, should comply with the regulation of the Ministry of Higher Education (MHE) and NUR.

The difference between a workshop and a conference is that workshops are generally smaller than conferences, and are usually only a day or two long, with no less than 2 hrs, and are dedicated to discussing a specific topic. The workshop is different than the Seminar. The Seminar depends on a presenter who presents his topic to audience, whereas, in the workshop there is a sort of lecturing, training and discussion, in addition to the presentation. The Workshop needs participants inputs, whereas, the Seminar does not. The Workshop is active, whereas, the Seminar is passive.

### **Holding a National Workshop**

1. The workshop should be under a clear title.
2. The topics should be indicated.
3. The workshop should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
4. The workshop should be announced with a University/College decree, at least 1 month, before the date of the workshop.
5. The workshop should be announced in the University website, indicating the title, number of participants, time, date, place, presenters/Instructors names and their affiliation, and attached photos.
6. The workshop can not be held without, at least, 15 participants.

### **Holding an International Workshop**

1. The workshop should be under a clear title.
2. The topics should be indicated.
3. The workshop should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.
4. The workshop should be announced with a University/College decree, at least 3 months, before the date of the workshop.
5. The workshop should be announced in the University website, indicating the title, number of participants, time, date, place, presenters/Instructors names and their affiliation, and attached photos.
6. The workshop can not be held without, at least, 30 participants.
7. 50% of the presenters/Instructors at the workshop should be from Universities or Organization outside Iraq.

## **Guidelines to Hold a Scientific Conference**

The NUR is highly supporting the Departments and Faculties at KRG-Universities to hold national and International Scientific Conferences. To assure a quality conference, better electronic presence and saving the rights of the University, the NUR is taking the attention of all who may concern at the University that holding a conference, national or international, should comply with the regulation of the Ministry of Higher Education (MHE) and NUR:

### **Holding a National Conference**

The conference should be under a clear title.

The topics should be indicated.

The conference should be under a series of known frequency, e.g., annual, every couple years, etc. Single frequency conference is not preferred.

The conference should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.

The steering committee of the conference should apply via its department or Faculty. The Scientific Committee should approve the request and explain the capacity of the Department or the Faculty to hold that conference.

It is the responsibility of the Conference steering committee to find the sponsors of their proposed conference.

The conference should be announced, at least 6 months, before the date of the conference.

The conference should be apply/ use dedicated platform that shows the accepted papers . Author names and affiliations abstracts full papers (PDF) file and the conference program

The platform should show, clearly, the scientific committee, steering committee, track editors.

The conference can not be held without, at least, 10 accepted paper presentations.

## **Holding an International Conference**

The conference should be under a clear title.  
The topics should be assigned.

The conference should be under a series of known frequency, e.g., annual, every couple years, etc. Single frequency conference is not preferred.

The conference should indicate, clearly, the Department or the Faculty that will be responsible for the conference, scientifically.

The steering committee of the conference should apply via its department or Faculty. The Scientific Committee should approve the request and explain the capacity of the Department or the Faculty to hold that conference.

It is the responsibility of the Conference steering committee to find the sponsors of their proposed conference.

The conference should be announced electronically, at least 6 months, before the date of the conference.

The accepted papers should be presented via a dedicated platform. The platform should show all the conference committees, track editors, accepted papers, author names and affiliations, paper abstracts, the Full PDF files and the conference program.

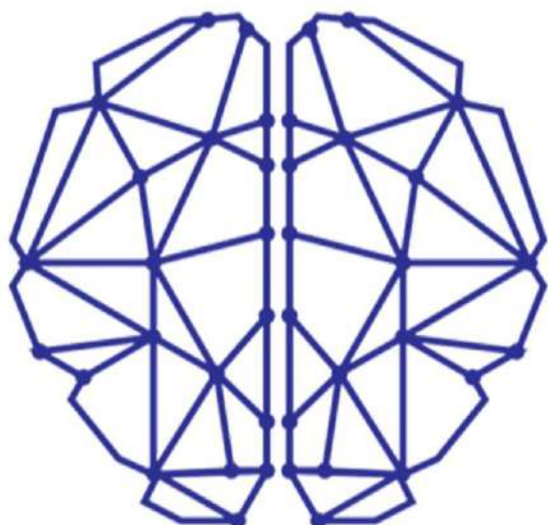
Each published paper should have a metadata page with a DOI linked to.

The dedicated platform may not show the full PDF files and there is no need for the DOI, if and only if the PDF files are deposited to digital libraries, e.g., IEEE Xplore, Springer, etc.

The conference can not be held without, at least, 20 accepted paper presentations. At least, 10% of the accepted papers should be from outside Iraq.

At least, 50% of the Scientific Committee members should be from outside Iraq. At least, 50% of the Keynote Speakers should be from outside Iraq.





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