



Staff Handbook
2021-2022

Table of Contents

1. About Knowledge University	1
1.1 Introduction	1
1.2 Vision	2
1.3 Mission	2
1.4 Core Values	2
1.5 Colleges and Programs	3
1.6 Accreditation	4
1.7 Equal Opportunity Policy	5
2. University Administration	6
2.1 Organizational Chart	6
2.2 Academic Departments	8
3. Academic Calendar	17
4. Employment	21
4.1 Recruitment and Selection of Academic Staff	21
4.2 Academic Staff Records	22
4.3 Academic Staff Orientation	22
4.4 Contracts	23
5. Academic Staff Responsibilities	23
5.1 Teaching Hours	23
5.2 Classroom Responsibility	24

5.3 Academic Advising	25
5.4 Curriculum Development	25
5.5 Research	26
5.6 Community Service	26
5.7 Office Hours / Invigilation	27
6. Role of Faculty and Administrative Faculty	28
6.1 The President	28
6.2 The Vice President	29
6.3 The College Dean	30
6.4 The Head of Academic Department	32
6.5 Coordinator	34
6.6 Head & Members of Examination Committee	36
7. Procedure for the conduct of Examinations / Tests	37
8. Procedure for Production and Secure Storage of Examination Papers	41
9. Academic Staff Development	45
10. Staff Incentives and Awards	45
10.1 Awards	45
10.2 Incentives	46

11. Annual Academic Staff Evaluation	46
12. Academic Integrity and Discipline	48
12.1 Professional Code of Ethics	49
13. Conflict of Interest	50
14. Academic Staff Discipline	51
15. Student Assessment and Grading System Course Outline	52
15.1 Credit Awarding Policies	56
15.2 Instructor Role	57
16. Faculty Academic Promotion	59
16.1 Promotion Criteria	59
16.2 Promotion to Assistant Lecturer	59
16.3 Promotion to Lecturer	62
16.4 Promotion to Assistant Professor	65
16.5 Promotion to Professor	68
17. Handling Student Code of Conduct Issues	72
17.1 Students' Rights and Responsibilities	72
17.2 Violations of Students Code of Conduct	74
17.3 Student Penalties & Grievance	75

18. Facilities and Services	78
18.1 Registrar Office	78
18.2 Quality Assurance Directorate	80
18.3 Human Resources Department	82
18.4 Research Center	84
18.5 Laboratories	85
18.6 Library	92
18.7 Conference Halls	93
18.8 Cafeteria	93
18.9 Car Parking	94
18.10 Medical Services	94
19. Health & Safety Procedures	95
19.1 Health and safety statements of intent and objectives	96
19.2 Responsibilities for health and safety	98
19.3 Arrangements for health and safety	106

1. About Knowledge University

1.1 Introduction

Knowledge University (KNU) is private university that was established in 2009. The university is licensed from the Ministry of Higher Education & Scientific Research in the Kurdistan Region of Iraq. There are six colleges in the university; namely College of Engineering, College of Science, College of Law, College of Education, College of Administrative & Financial Sciences and recently College of Pharmacy.

The university can accommodate up to 4000 students and this figure is the minimum estimation based on the current spaces available. At the time of writing this there are more than 2600 students enrolled in the university.

The university's campus is located at the suburbs of the city of Erbil, near Kirkuk road (see our location page). encompassing modern style architecture buildings and huge car parking lots surrounded by beautiful gardens. The campus is one of the best campuses in the country known for its green and sustainable program objectives.

In addition, the university has many other facilities such as an external conference hall and an auditorium hall each spanning 2275 Square meters. Other facilities include football field, basketball court, cafeterias and restaurant. Access to all buildings is facilitated either by walkways throughout the many gardens within the campus.

There are numerous labs within the different faculties. These labs are equipped with the all the necessary equipment and instruments required for conducting relevant experiments and tests. There are several computer labs with internet/intranet access. Check out our facilities page.

The university campus has the potential for future expansion and there are plans for new colleges and departments.

1.2 Vision

Knowledge University will have a significant impact on the development of the country through an advanced education system, research output, and entrepreneurship programs.

1.3 Mission

To create a remarkable development in the educational background of students focused on deep technical knowledge; high education quality; real problem-solving experience; and achieving leadership capability with self-confidence.

To contribute to society through delivering high-standard education and research to meet labor market needs.

1.4 Core Values

Knowledge University is united by five core values as follows:

1. Integrity and Ethics: Ethical standards are our main standard in delivering quality education as well as maintaining cultural and national ties.
2. Dedication: Dedication to providing students with knowledge and support, so they are fully prepared to be the leaders of the future.
3. Excellence with limitless Drive: For quality enhancement and continuance improvement.

4. Accountability and Transparency: We pride ourselves on our responsibility and transparency in our actions, providing a fair and positive work environment.
5. Innovation and Creativity: We work without bounds to improve lives through creativity and innovation in the pursuit of academic excellence

1.5 Colleges and Programs

Knowledge University has 6 colleges and these are: Pharmacy, Engineering, Science, Education, Law and College of Administrative and Financial Sciences and as shown in the table below:

College Name English/Kurdi	Program Name
College of Pharmacy	Bachelor in Pharmacy
College of Engineering	Bachelor in Petroleum Engineering
	Bachelor in Computer Engineering
	Bachelor in Environmental Engineering
College of Science	Bachelor in Medical Laboratory Science
	Bachelor in Medical Microbiology
	Bachelor in Computer Science
College of Education	Bachelor in English

College of Law	Bachelor in Law
	Bachelor in International Relations
College of Administrative & Financial Sciences	Bachelor in Accounting
	Bachelor in Business Administration
	Bachelor in Finance & Banking

1.6 Accreditation

Ministry of Higher Education & Scientific Research/ KRG

The University is fully licensed and all its programs and accredited by the Ministry of Higher Education & Scientific Research in the Kurdistan Regional Government. It was founded in 2009 according to Mandate No. 2452 dated 25-Aug-2009, signed by the KRG Prime Minister.

The Ministerial order by the Ministry of Higher Education & Scientific Research with bearing the number 6/15268 dated 10-Sep-2009 and signed by the Minister of Higher Education & Scientific Research - KRG.

Ministry of Higher Education & Scientific Research/ Federal Government / Iraq:

The university is also accredited by the Ministry of Higher Education & Scientific Research in Baghdad (Federal Government). The Ministerial order by the Ministry of Higher Education & Scientific Research with bearing the number 7474 dated 17-Oct-2017 and signed by the Minister of Higher Education & Scientific Research – Federal Government, Baghdad.

1.7 Equal Opportunity Policy

University of Knowledge is dedicated to achieving equal opportunities, respecting and valuing diversity, and applying equality of opportunity in all of its practices and educational delivery with regard to ethnic origin, age, gender, religion or belief, sex, marital status, and disability, as well as any other criterion not relevant to the point at issue.

The members of the University's Board of Trustees are responsible for the policy's overall effectiveness.

How is the policy put into practice

The University bears responsibility for promoting equal opportunities and challenging discrimination wherever it happens as a supplier of educational services to the community. This policy outlines the key repercussions of this commitment as well as the steps that must be done to attain equality of opportunity.

Management at the university will keep a close eye on all activities to ensure that we are meeting the requirements of all communities and groups. Every member of staff is responsible for ensuring that no student is treated unfairly because of their age, ethnicity, handicap, sexual orientation, religion or belief, marital status, or gender. We will listen carefully to what people tell us and what they need from Knowledge university and to do everything in our power and within our resources to ensure their needs are met.

This policy will be re-evaluated every three years or if new legislation is enacted.

Physical accessibility

The University's facilities will be assessed on a regular basis to ensure that staff and students with disabilities have access to them.

Recruiting and Hiring Procedures

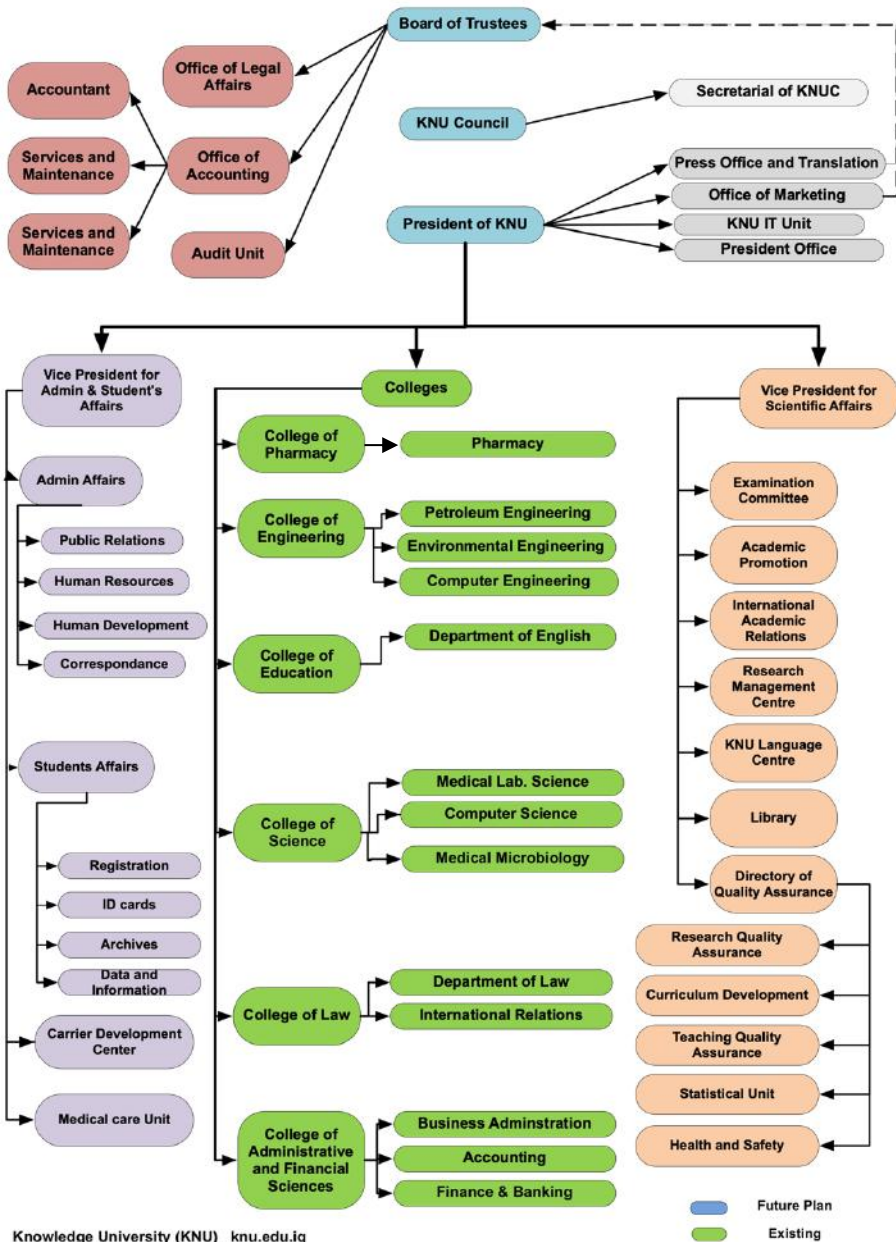
We will guarantee that our recruitment practices are geared to enable equitable access for all as much as it is within our power. To encourage people to apply, all job openings will first be published internally. Our job descriptions will be written in such a way that a wide range of transferrable experience and qualifications can be considered.

2. University Administration

2.1 Organizational Chart

Knowledge University has approved a new organization chart in 2022 that best reflects the administrative and academic structure of the university. The organization chart is disseminated to the university constituencies and unified for the new edition of the University publications. The current organization chart is depicted in Figure 1.

The members of the University Council are shown in Table (1)



Knowledge University (KNU) knu.edu.iq
president.office@knu.edu.iq

Figure 1 Organization Chart for Knowledge University

Table 1: Members of the University Council

	Name	Position
1	Asst. Prof . Dr.Kayhan Zrar Ghafoor	President of University
2	Prof .Dr.Talib Khalil Ibrahim	Vice-President of University
3	Dr.Muath Sheet Mohammed	Dean: College of Pharmacy
4	Dr. Barham H. Ali Majeed	Dean: College of Engineering
5	Asst. Prof . Dr.Nahlaa A. Abd Aljabar	Dean: College of Sciences
6	Prof .Dr.Raad Adham Abdl Hameed	Dean: College of Law
7	Bekhal Baiyz Kareem	Head: English Department
8	Asst. Prof. Dr. Ali Kattan	Director of the Research Center
9	Dr. Nabaz Nawzad Abdullah	Director of Quality Assurance
10	Shivan Mawlood Hussein	Secretary-General of University Council
11	Adnan Burhan Rajab	University Council Coordinator

2.2 Academic Departments

College of Pharmacy

The College of Pharmacy at Knowledge University was established in 2018. It offers a five-year bachelor's degree programs in Pharmacy. The college has a team of

highly qualified staff with years of academic and professional experience.

College's Vision:

The College of Pharmacy at Knowledge University aims to be a leader in pharmaceutical education and scientific research as well as pharmaceutical service.

College's Mission:

Prepare students to take leadership positions, powered by innovations to develop the region and the country. The college of pharmacy program of study provides sufficient understanding of scientific principles and techniques of pharmaceutical sciences. The program aims to develop commitment for the quest of science as well as providing comprehensive knowledge and experience for students. In addition to teaching the ethics of pharmacy to the students, exposure to latest techniques and technologies is one of the priorities of the college. It is important to cater manpower for globally growing pharmaceutical industry and for implementation of drug laws for compliance to regulatory norms. Hence, empowering our students to meet global challenges in

pharmacy profession is achieved through excellence in education.

College of Engineering

The College of Engineering at Knowledge University was established in 2009-2010. It offers a four-year bachelor's degree programs in Petroleum Engineering and Environmental Engineering. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

To be among the leading colleges in the region maintaining international standard and good reputation by sustaining a high quality of engineering education and scientific research.

College's Mission:

Prepare students to take leadership positions, powered by innovations to develop the region and the country.

The college works towards widening the horizon of engineering knowledge through scientific research and adapting diverse technologies to serve the local and regional needs. The core values of the college are

integrity, fairness and transparency. We work towards improving quality of life for our community as well as for people across the country, and ultimately the world. Since engineering labs are an integral part of the study, Knowledge University has a number of such labs equipped with all the necessary equipment to provide an actual hands-on experience for students.

College of Science

The College of Science at Knowledge University was established in 2009. It currently offers two undergraduate programs; a four-year bachelor's degree programs in Medical Laboratory Science and Computer Science. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

Promote students' learning, understanding, and appreciation of the disciplines within science.

College's Mission:

Prepare our students to lead the workforce, to play an active role in developing local community, and to grapple with and solve the complicated issues facing society.

We provide students with a rigorous curriculum and innovative opportunities to collaborate with faculty in theoretical and applied research and service activities related to our disciplines. Students are prepared to: solve problems that benefit society; be members of the work force; and be successful participants in professional and other advanced degree programs.

College of Law

The College of Law offers two undergraduate programs; a five-year bachelor's degree programs in Law and a four-year bachelor's in International Relations. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

Prepare students to become the ambassadors of a future generation of citizens capable not only of leading the development of the Kurdistan Region and Iraq but also of understanding and meeting the challenges of our globalized world

College's Mission:

Commitment to teaching, training, and research excellence in the fields of law, international relations, diplomacy and public policy.

The college offers a variety of subjects aimed to equip students with the knowledge and skills in both fields; legal and international relations for a successful career as future elites while educating them to become critical thinkers and masters of their intellectual growth.

As a way to increase their employability, students in both departments have the opportunity to participate in internship subjects in public and private institutions in KRG. Graduates from the College, would have the opportunity to work in diverse sectors as legal consultation, juristic in judicial, legislative, and executive authorities of the government as well as non-governmental and the business sectors.

College of Education

College of Education currently offers one bachelor degree program, English Language Teaching (ELT). However, there are plans for the college to thrive opening other departments such as Basic Education,

Mathematics, Chemistry, and Physics for the upcoming academic years.

College's Vision:

College of Education at KNU, through the strength of its undergraduate programs, will continue to educate English language teachers who are equipped with the skills and knowledge that will enable them to address the needs of our country and to contribute to the development of foreign language education policies worldwide in line with the ever-changing global environment for foreign language teaching. They will, in turn, educate the next generation of future academics and scholars.

The college aspires to be recognized as the center of excellence in the domain of English language education, and to be widely-acclaimed as a platform for developing teaching quality, innovations and continuous improvements.

College's Mission:

The English Department at KNU provides academic services, including lectures, seminars, workshops and academic assistance to its students. It gives students an

understanding of and appreciation for the English language and develops the skills of reading, writing, listening, and speaking in addition to persuasion, argumentation, critical thinking, translation, research writing, IT, communication and above all the art of teaching. The Department also aims at acquainting its students to some extent with the culture, tradition and history as well as social and ethical values. Moreover, it offers opportunities to explore identity, values, manners and morals; it enhances students' exploration of gender, ethnic, and cultural diversity through the study of literature and language. Furthermore, it helps students build the knowledge of the content, methods of literary studies and relevant and electives courses within a well-structured framework. The department helps to build and sustain an atmosphere of inquiry, integrity, engagement, curiosity, and creativity among students and staff. It also prepares Self-regulating autonomous learners and good citizens to become active members in the community.

College of Administrative & Financial Sciences

The College of Administrative & Financial Sciences at Knowledge offers three undergraduate bachelor's

programs; Accounting, Business Administration, and Finance & Banking. It provides an educational experience that prepares students and lifelong learners for the local, regional and international business environment. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

Stimulate active learning environment to enhance collegiality, collaboration and independent learning.

College's Mission:

Developing students' analytical thinking, knowledge acquisition skills, scientific research skills, and commitment to community service as well as aspire them to lifelong learning in the areas related to administrative, accounting, financial sciences and Media & public relations.

Students are expected to develop into leaders who can make noteworthy and viable contributions in their service to society through their chosen careers.

3. Academic Calendar

The currently adopted system at Knowledge University is the Bologna Process, which is an intergovernmental higher education reform process that includes 49 European countries and a number of European Institutions, including EUA. Prior to the application of Bologna Process, Knowledge University applied Semester-Based Program in most colleges and department.

The college of Law, follows an annual academic system whereby students Mid-Annual Exams, then Final Annual Exams.

The three calendars adopted by Knowledge University are shown below:

A KNU Academic Year Calendar

Academic Year 2021 - 2022

Bologna Based System

September 2021						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2021						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2021						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2021						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2022						
Sa	Su	M	Tu	W	Th	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022						
Sa	Su	M	Tu	W	Th	F
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2022						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2022						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2022						
Sa	Su	M	Tu	W	Th	F
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2022						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2022						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2022						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 Starting day of the Semesters	 Final Examinations	 Public Holidays	 Mid-Term Examinations
 Resit Final Examination	 Occasions		

01/09/2021	Starting the academic Year 2021 - 2022
04-08/09/2021	Training the instructors on E-learning System
10/09/2021	Uploading Lectures on E-learning system
11-09-2021	STARTING THE FALL SEMESTER 2021-2022 (Semester I)
	Starting 1st payment (1st installment)
23-30/10/2021	Mid-Term Examination for FALL SEMESTER (Semester I)
02-13/01/2022	FINAL Examination of the Fall SEMESTER (Semester I)
22-01-2022	STARTING THE SPRING SEMESTER 2021-2022 (Semester II)
26 Mar - 2 Apr/2022	Mid-Term Examination for SPRING SEMESTER (Semester II)
08-19/05/2022	FINAL Examination of the SPRING SEMESTER (Semester II)
28 May-23 June/2022	Resit of FINAL Examination
01/09/2022	STARTING THE ACADEMIC YEAR 2022 - 2023

03/10/2021	Iraqi Independence Day (National Day)
19/10/2021	Public Holiday - Prophet's Birthday
17/12/2021	Kurdistan Flag day
25-29/12/2021	Public Holiday - Christmas day -
01-01/2022	New Year - New Year
05/03/2022	Memorial Day of The Uprising Day
08/03/2022	Women's Day
10/03/2022	National Kurdish Dress Day
	Uprising of Erbil + 11th March Agreement Anniversary
12 - 23/03/2022	Spring Holiday (Nawroz)
09/04/2022	Liberty Day
13/04/2022	Yazidis' Religious Day
01/05/2022	Labour day
03-05/05/2022	Eid Al-Fitr
10-13/07/2022	Eid Al-Adha

A KNU Academic Year Calendar

Academic Year 2021 - 2022 Semester Based System

September 2021							
Sa	Su	M	Tu	W	Th	F	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

October 2021							
Sa	Su	M	Tu	W	Th	F	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

November 2021							
Sa	Su	M	Tu	W	Th	F	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

December 2021							
Sa	Su	M	Tu	W	Th	F	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

January 2022							
Sa	Su	M	Tu	W	Th	F	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

February 2022							
Sa	Su	M	Tu	W	Th	F	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

March 2022							
Sa	Su	M	Tu	W	Th	F	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		





April 2022							
Sa	Su	M	Tu	W	Th	F	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

May 2022							
Sa	Su	M	Tu	W	Th	F	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

June 2022							
Sa	Su	M	Tu	W	Th	F	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

July 2022							
Sa	Su	M	Tu	W	Th	F	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

August 2022							
Sa	Su	M	Tu	W	Th	F	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

 Starting day of the Semesters	 Final Examinations	 Public Holidays	 Mid-Term Examinations
 Resit Final Examination	 Occasions		

01/09/2021	Starting the academic Year 2020 - 2021
04-08/09/2021	Training the instructors on E-learning System
10/09/2021	Uploading Lectures on E-learning system
11-09-2021	STARTING THE FALL SEMESTER 2021-2022 (Semester I)
	Starting 1st payment (1st instalment)
23 Oct -01 Nov/2021	Mid-Term Examination for FALL SEMESTER (Semester I)
02-15/01/2022	FINAL Examination of the Fall SEMESTER (Semester I)
22-01-2022	STARTING THE SPRING SEMESTER 2020-2021 (Semester II)
26 Mar - 3 Apr/2022	Mid-Term Examination for SPRING SEMESTER (Semester II)
16 May- 2 June/2022	FINAL Examination of the SPRING SEMESTER (Semester II)
30/06/2022	End of the SPRING SEMESTER (Semester II)
01/09/2022	STARTING THE ACADEMIC YEAR 2022 - 2023

03/10/2021	Irsej Independence Day (National Day)
19/10/2021	Public Holiday - Prophet's Birthday
17/12/2021	Kurdistan Flag day
25-29/12/2021	Public Holiday - Christmas day -
01-01/2022	New Year - New Year
05/03/2022	Memorial Day of The Uprising Day
08/03/2022	Women's Day
10/03/2022	National Kurdish Dress Day
11/03/2022	Uprising of Erbil + 11th March Agreement Anniversary
12 - 23/03/2022	Spring Holiday (Nawroz)
09/04/2022	Liberty Day
13/04/2022	Yazidis' Religious Day
01/05/2022	Labour day
03-05/05/2022	Eid Al-Fitr
10-13/07/2022	Eid Al-Adha

A KNU Academic Year Calendar

Academic Year 2021 - 2022

Annual Based System

September 2021						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2021						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2021						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2021						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2022						
Sa	Su	M	Tu	W	Th	F
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2022						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31







April 2022						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2022						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2022						
Sa	Su	M	Tu	W	Th	F
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2022						
Sa	Su	M	Tu	W	Th	F
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2022						
Sa	Su	M	Tu	W	Th	F
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Starting day of the Semesters		Final Examinations		Public Holidays
	Resit Final Examination		Occasions		1ST & 2ND Half - Examinations

01/09/2021	Starting the academic Year 2020 - 2021
04-08/09/2021	Training the instructors on E-learning System
10/09/2021	Uploading Lectures on E-learning system
11-09-2021	STARTING DAY OF THE STUDY
	Starting 1st payment (1st instalment)
02 -12 Jan/2021	First Half -Term Examination
15-01-2022	STARTING SECOND HALF OF THE ANNUAL SYSTEM
26 Mar - 6 Apr/2022	Second Half - Examination
28 May-9 June/2022	FINAL Examination of the SPRING SEMESTER (Semester II)
30/06/2022	End of the SPRING SEMESTER (Semester II)
01/09/2022	STARTING THE ACADEMIC YEAR 2022 - 2023

03/10/2021	Iraqi Independence Day (National Day)
19/10/2021	Public Holiday - Prophet's Birthday
17/12/2021	Kurdistan Flag day
25-29/12/2021	Public Holiday - Christmas day -
01-01/2022	New Year - New Year
05/03/2022	Memorial Day of the Uprising Day
08/03/2022	Women's Day
10/03/2022	National Kurdish Dress Day
11/03/2022	Uprising of Erbil + 11th March Agreement Anniversary
12 - 23/03/2022	Spring Holiday (Nawroz)
09/04/2022	Liberty Day
13/04/2022	Yazidis' Religious Day
01/05/2022	Labour day
03-05/05/2022	Eid Al-Fitr
10-13/07/2022	Eid Al-Adha

4. Employment

4.1 Recruitment and Selection of Academic Staff

The procedure of recruiting academic staff members would follow the points below

- Advertisement through website and other social media channels about the vacancy available. Such vacancy is based on the need & requirement of collages/departments.
- Specific forms are to be filled by applicants and sent along with their C.V. and other necessary documents.
- A committee composed of Vice-president for scientific affairs, Q.A director, a member of the Board of Trustees, and the relevant college dean will short list candidates based on their academic qualifications, experience and the availability of all required documents.
- Short listed candidates are to be interviewed and are required to deliver a short presentation to assess their level of performance and suitability according to pre-specified criteria.

- Successful candidates are contacted for an offer and if accepted the approval is given by the president and the board of trustees.

4.2 Academic Staff Records

The university maintains a record for each full-time academic staff member and part-time academic staff member, including attested academic transcripts of academic preparation, the signed contract, and all documents required by the Ministry Higher Education & Scientific Research. The Quality Assurance Directorate possesses a file for each academic staff member. This file contains all the pertinent information such as the educational achievement, academic rank and salary.

4.3 Academic Staff Orientation

The university organizes an orientation program for new academic staff members by the Quality Assurance Directorate to ensure they are effectively engaged in the university system. Such orientation program would cover the administrative procedures, and legal issues.

4.4 Contracts

The employment contract or letter of offer establishes the terms and conditions applicable to the appointment. The contract or offer terms comply with the University policies for the category and type of appointment. Academic staff contracts will contain terms of employment with the University. Such contract will preserve the rights of the university as well as the right of the employee.

5. Academic Staff Responsibilities

5.1 Teaching Hours

Teaching hours will be based on the regulations given by the Ministry of Higher Education and based on the following criteria for full-time academic staff members:

	Academic Rank	Hours / week
	Professor	8 hours
	Asst. Professor	10 hours
	Lecturer	12
	Asst. Lecturer	14

For part-time academic staff members, the following table is used

	Academic Rank	Hours / week
	Professor	14 hours
	Asst. Professor	12 hours
	Lecturer	10
	Asst. Lecturer	8

5.2 Classroom Responsibility

All academic staff members at the University are expected to recognize the following responsibilities:

- Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting scheduled classes, clearly informing students of course requirements through presentation of course syllabi, appropriate assessment of course and program effectiveness, and fair and impartial grading according to standards established by the University.
- Responsibility to seek ways of improving their effectiveness as teachers, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student performance.

5.3 Academic Advising

- Responsibility to provide appropriate advising to assigned students in terms of developing career goals, understanding university policies, and connecting to campus resources.
- Responsibility to maintain office hours so that they may be available to students and other members of the University community at stated places and times.

5.4 Curriculum Development

- Responsibility to contribute to the curriculum at the departmental levels.
- Responsibility to participate in the continuous improvement and effectiveness of the courses taught based on feedback and assessment results.
- Responsibility to actively engage in department, college and University faculty meetings for the better operation and strengthening of the academic program at the University.

5.5 Research

- Responsibility to keep up to date with developing knowledge in their academic disciplines through familiarity with recent publications and journals and participation in local or national professional societies and meetings where appropriate.
- Responsibility to advance knowledge in their respective academic disciplines through individual research, creative work, and presenting papers at conferences or professional meetings.
- Responsibility to final year project, student research and other academic activities.

5.6 Community Service

- Responsibility to support and make useful contribution to social communities and activities in which they can make a positive contribution.
- Responsibility to positively publicize the University and be active in the outreach to the local and regional community. Such service may

include activities in the faculty member's professional area as a consultant or in a research capacity, activities as a resource person, lectures to community groups, and the participation in community activities which enhance the image of the University.

- All academic staff members are expected to participate on [committees and perform any other duties as requested by the President or Dean as long as such tasks are not incompatible with the nature of his/her work.

5.7 Office Hours / Invigilation

- Full-time academic staff are required to schedule at least two office hours per week. Such hours must be mentioned explicitly in the academic staff's weekly timetable.
- Part-time academic staff are required to schedule one office hour prorated according to their teaching assignments. Such hour must be mentioned explicitly in the academic staff's weekly timetable.

- Full-time academic staff are required to invigilate final exams relevant to the college and as scheduled by the head of examination committee.

6. Role of Faculty and Administrative Faculty

6.1 The President

Appointment

The president is appointed by the Board of Trustees. The President should be a Ph.D. holder and has an experience in academia and scientific research for at least 5 years.

Responsibilities

The President is expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the University in a timely manner. As chief executive of the University, the President is charged with the following specific responsibilities:

- Exercising effective leadership in a joint effort with the Board to implement the mission of the University, as delineated in role and scope statements approved by the Board.
- Providing effective leadership and support for an academic program that is consistent with the

University mission, the needs of those being served, sound standards of quality, and available resources.

- Maintaining lawful, equitable and efficient personnel programs, including: appointment of qualified persons to the faculty and staff and promotion, retention or dismissal for cause of the same.
- Communicating the needs of higher education to the Ministry of Higher Education and Scientific Research, other local official bodies.
- Development of an effective external relations and fundraising program for the University.
- Undertaking assignments requested by the Board.
- Demonstrating effective pursuit of the Board's goals and objectives for both the current year and the long term.

6.2 The Vice President

Appointment

The Vice President should be nominated by the President of the University and approved by the Board of Trustees.

Responsibilities

The Vice President of Academic Affairs serves as the chief academic officer of the University. The responsibilities of the Vice President are as follows:

- Educational policy and academic programs.
- Accreditation and self-evaluation.
- Assessment of student learning and advancement of student success.
- Enrollment management
- Program and curriculum development
- Encouragement and improvement of teaching and learning.

6.3 The College Dean

Appointment

The appointed dean should hold a Ph.D. relevant to the position and should be at least an assistant professor. The appointment of the Dean shall be by decision of the Board of Trustees, based upon the recommendation of

the University President. This is subject to the approval of the Ministry of Higher Education.

Responsibilities

The responsibilities of the college dean are as follows:

- Supervise the administration of academic and administrative affairs and the scientific research matters of the college in accordance with the University bylaws and policies and procedures.
- Develop the college strategic and operation plans in coordination with the other university entities.
- Follow up implementation of the decisions of the University Councils and the Board of Trustees.
- Ensure the proper functioning of the teaching and research processes and for maintaining discipline and applying of the laws, by-laws and policies and procedures.

- Foresee the need of appointing new staff or faculty members and advise to recruit the required staff to the University President.
- Evaluate department heads and faculty members in his/her college, considering their performance according to the evaluation criteria and systems implemented at the University.

- Coordinate and supervise all assessment activities in the college.
- Supervise and follow up all the assessment work done in his/her college.
- Evaluate the department heads with regards to their role in the assessment process.
- Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- Supervise implementation of recommendations for course and program improvement that result from the learning outcome assessment process.

6.4 The Head of Academic Department

Appointment

Recommended by the dean of the college to the University President who will be responsible for appointing one of the staff members holding an M.Sc. or Ph.D. This will be based upon the approval of the Board of Trustees and the Ministry Higher Education.

Responsibilities

The responsibilities of the department head are as follows:

- Ensure that teaching, research and academic activities are carried out professionally and in

accordance with the university bylaws and policies and procedures.

- Develop the department strategic and operation plans in coordination with the other college and university entities.
- Suggest conditions and specifications required for vacant posts at the department, along with defining qualifications and experiences for each post.
- Evaluate department staff and faculty members, considering their performance according to the evaluation criteria and systems implemented at the University.
- Distribute students amongst academic advisors and follow up the progress of their study plans.
- Propose the distribution of courses to be taught among staff members and submitting the same to the scientific committee of the college.
- Supervise implementation of faculty and staff development programs.
- Supervise and follow up all the assessment work done in his/her department.
- Evaluate the faculty members with regards to their role in the assessment process.
- Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- Supervise implementation of recommendations for course and program

improvement that result from the learning outcome assessment process.

- Maintain records for the activities of the department, records of university documents relating to the department and supervision of their use in accordance with university policies and procedures.
- Supervise the selection of course textbooks and references.

6.5 Coordinator

Appointment

Recommended by the dean of the college to the University President who will be responsible for appointing one of the staff members as the coordinator.

Responsibilities

Responsibilities of the coordinator are:

- Help department head/dean for supervising program effectiveness activities to ensure the proper documentation of assessment and contentious improvement and development of the program and its courses.
- Support head/dean for maintaining records for the activities of the department, records of

university documents relating to the department and supervision of their use in accordance with rules and practices followed in the University.

- Participate in the scientific committee regarding the equalization procedure (subjects/marks) for students transferring from other universities.
- Contribute for selecting of course textbooks and references.
- Propose the distribution of courses to be taught among staff members and submit the same to the head of department.
- Help students for preparing suitable study plans and selecting academic advisors for their study period.
- Contribute for preparing all reports related to the program which the dean's office or the university administration requires from the Department.
- Supervise and follow up all the assessment work done in his/her program.
- Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- Supervise implementation of recommendations for course and program

improvement that result from the learning outcome assessment process.

- Organize and conduct a start-up meeting of all course instructors at the start of each semester. This meeting is about discussing and planning for the implementation of actions developed during the previous cycle.
- Ensure all course instructors follow the course syllabus in order to achieve consistency among all course sections.

- Ensure all course instructors have all course materials and textbooks in advance.
- Coordinate the preparation of unified exams, particularly the midterm and final exams, in cooperation with all course instructors.
- Organize follow up meetings with course instructors during the semester to ensure all sections are progressing similarly.

6.6 Head & Members of Examination Committee

Appointment

Appointed by the dean of the college based on the integrity and good track record of the members/whereby the number of members for such committee is determined based on the number of students in that college.

Responsibilities

- Organize and administrate the final examinations process within that college and ensure the application of all standards.
- Prepare the examination schedule including invigilators.
- Prepare the numbering and seating plans for examination halls.
- Ensure the security of the submitted examination questions and the preparation for photocopying as well as the provision of stamped paper answer sheets.
- Announce the examination rules and guidelines to students.
- Deal with cheating cases according the university bylaws and regulations.
- Checking and verifying the marking of answer sheets submitted by the subject teachers and liaison with the relevant department to follow up with any issues until resolved.

7. Procedure for the conduct of Examinations / Tests

Conducting Examinations and Assessments

A) Examinations and Assessments conducted under 'Examination Conditions'

- Students may only enter the examination room under the instruction of the supervisor.

- Students must display their Knowledge University Student ID card on their desk throughout the examination. In the event that a student forgets their ID card, the supervisor may, at his/her discretion, allow the student to provide some other form of identification such as University ID Card or Official ID.
- All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the examination room. Hats and caps are not be worn in the examination room except for those are worn for religious reason and in this case a supervisor should check for items mentioned in the next point.
- Earphones, earplugs and the likes are not to be worn in the examination room and watch alarms must be turned off
- Cell phones are to be switched off and left with bags/personal possessions near the entrance/exit of the examination room. No other forms of electronic listening and/or receiving devices or digital/mobile technologies are permitted in the examination room.
- Students may bring only the following equipment to the examination; pens, pencils, eraser, ruler and/or a calculator (if permitted). Pencil cases, wallets and purses are not permitted on desks.

- Where calculators are permitted for an examination, they must be nonprogrammable, battery/solar powered and silent in operation. Operating manuals, reference cards, programmable calculators and printout attachments relating to use of a calculator are not permitted in the examination room without the prior permission of the supervisor. Electronic manager/diary devices with a calculator function are not allowed. Calculators must not be in cases.
- Nothing edible may be brought into the examination room. Students may bring a clear, plastic water drink bottle, specified texts are permitted where an examination is deemed to be 'open book'.
- Dictionaries, printed or electronic, are not permitted except where an examination is deemed to be 'open book' or where permission for the use of a translation dictionary has been granted, in writing, under the Special Assistance for Examinations/Test Policy to students whose first language is not English. Other materials will be permitted as specified on the examination cover sheet.
- Officially stamped papers or answer booklets will be supplied. Any rough working notes are to be handed to the supervisor at the end of the examination.
- Students will be instructed to:

- a) Write their name clearly on each sheet of writing paper used or on the answer sheet provided. If the exam is a “Final” exam, the names should be eventually obscured before handing the answer sheets for marking. In this case students should be informed that the name should be written in the specified location on the answer sheet only. Supervisors/Invigilators should inform/remind students at the beginning of the exam session.
 - b) Number each answer of the question.
 - c) Clearly cross out mistakes (white-ink should not be used).
 - d) Read special instructions with care, and follow them.
- A student may not enter the examination room after the first fifteen minutes.
 - A student may not leave the examination room in the first thirty minutes of the examination.
 - If a student wishes to go to the toilet or becomes ill during an examination, they must raise their hand and will be escorted out by a supervisor. Students must not leave the room unaccompanied to go to the toilet.
 - The supervisor will tell students when there are thirty minutes remaining before the end of the

examination and again when there are fifteen minutes remaining.

- Students will not continue writing or add anything to their answers after the supervisor has announced the end of the examination.
- Students shall not communicate with each other in the examination room or copy from another's answers.

B) Practical Assessments

The regulations for the preparation and conduct of practical assessments vary between subject areas. The subject teacher is to develop regulations for the conduct of practical assessments which incorporate the relevant aspects of all the above conditions.

8. Procedure for Production and Secure Storage of Examination Papers

The Examination Committees must consider confidentiality and security in managing the exam cycle to uphold the integrity of the examination process. The following should be considered:

1. The Examination Committee of each college is responsible for the approval of the content of written examination papers such that are deemed to be at the appropriate standard.

2. Examination materials must only be accessed in accordance with the awarding body's specific instructions (departments).
3. The time allowed for the completion of the paper and any specific instructions to the candidates, such as 'this paper may not be retained or removed from this venue', if available, the date and time of the examination must be stated.
4. The head of each Examination Committee must ensure that appropriate arrangements are in place so that confidential examination materials are only handed over to authorized members of staff of the Examination Committee. Care must always be taken to ensure the security of materials.
5. Only persons authorized by the head of Examination Committee must be allowed access to the Examination Committee Room/Storage facility.
6. Awarding bodies must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk. This includes any natural disaster, fire, theft, loss, damage or other circumstance which places the existing accommodation or secure storage of examination materials at risk.

7. Examination Committees must ensure that envelopes and boxes containing confidential materials are signed for.
8. On receipt, the question paper packets, still in their dispatch packaging, must be moved immediately to the secure room for checking and transfer to the Examination Committee secure storage facility. It is for the head of the Examination Committee to set out the appropriate terms of authorization for members of the Examination Committee.
9. Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorized members of staff, the material still in its dispatch packaging must be transferred immediately into the secure storage facility until it can be checked. The checking must take place no later than the next working day and must be undertaken in the secure room.
10. The awarding body must be informed immediately if there are any problems, e.g.
 - a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;

- b) there are any differences between the material received and the dispatch/delivery note;
- c) the material has been significantly damaged in transit or upon opening;
- d) the material appears not to meet the Examination Committee requirements;
- e) the material has been received in error.

11. Question papers must always be kept in their sealed packets.
12. Examination stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.
13. Printing must be carried out in area that can be controlled to prevent unauthorized personnel accessing live assessment materials. Only authorized members of the Examination Committee must have access to electronic question papers.
14. For each examination hall, a supervisor is assigned whose job in addition to invigilation is to receive the exam questions packs from the Examination Committee directly. Such pack would contain extra documents in addition to the exam questions. These include, list of student

names registered for the exam and sheets for registering a cheating attempt.

9. Academic Staff Development

Academic staff development activities are decentralized and are conducted basically at two levels: At the department and University-wide levels. Departments level is concerned with the preparation of seminars and training courses relevant to the department. The University is responsible for programs that are important to the institution as a whole and appropriate to a wide range of staff.

The main goal of staff development is to improve instruction by providing information on teaching techniques, research tools techniques, and current pedagogical issues in higher education that will enable faculty members to be more effective learning supporters. The additional goals of staff development are to promote professional and personnel development of members in ways that contribute to improve instruction and research.

The activities include the organization of seminars, workshops, training courses, and conferences.

10. Staff Incentives and Awards

10.1 Awards

Candidates for award must have demonstrated exceptional performance in one of the following areas:

1. Holding academic activities such as training courses, workshops and seminars.
2. Teaching performance.
3. University and Community Service.

The award will be in the form of a certificate of appreciation or a thank you letter that will be added to the staff member file.

10.2 Incentives

The Annual Bonus Award provides for incentive and a means of recognition in the form of a financial reward for academic staff members with outstanding academic research performance.

This includes successful publication in recognized scientific journals including impact factor journals, Scopus Journals and DOI and DOAJ. The amount of the incentive is determined according an annual criteria announced by the university.

11. Annual Academic Staff Evaluation

All academic staff members will be evaluated annually in areas related to teaching, research and academic performance. In addition, academic staff members will be evaluated on contributions to the quality and effectiveness of their unit, their College, and the University in the light of university's mission. The University recognizes that every

academic staff member offers a unique combination of accomplishments relative to the criteria listed above, depending on academic field, specialized scholarly interests, varying professional opportunities, and responsibilities for teaching, laboratory and field work.

The evaluation process will be through a form that is to be filled by the head of the department and the dean of college. Knowledge University has embraced the process of Quality Assurance (QA) into its education system.

The process of Quality Assurance is one sphere of quality management, and in higher education, the process of QA helps to enhance the development of education system in relation to teaching, learning and research. This is performed through consistent monitoring and assessment procedures.

The process of Quality Assurance addresses several functioning programs including: Teaching Quality Assurance (TQA), program and curriculum development, ranking, benchmarking, program assessment and auditing. In this guideline these processes, and more specifically the components of TQA as implemented at Knowledge University, are outlined and elaborated in detail. These processes are systematized and monitored by the Quality Assurance directory which oversees the ongoing implementation of the other interconnected processes and in connection with the relevant department, where necessary. The three key assessment procedures employed by the department take in student feedback, Teacher Portfolio and Continuous Academic Development (CAD). These procedures serve as a method to assess teaching activity and efficiency of courses taught, and they enhance

teaching staff's knowledge and academic proficiency. The efficiency of these procedures and assessment tools are periodically reviewed and updated for better outcomes.

As an academic staff member, you should refer to the QA Directory for the latest forms and procedures.

12. Academic Integrity and Discipline

The university takes pride in adopting the cultural values in all aspects of its activities and operations. Principles of ethical code of conduct and integrity are binding to all academic community at the University.

The main goal is to foster these principles and to develop standards of personal integrity by placing the students as our primary responsibility that requires academic honesty. Academic staff members have a general responsibility to make students aware that the honor code governs all their academic work at the university as well as to validate the integrity of any work submitted by the students.

The Dean of College as well as the Department Heads are responsible for investigating allegations of misconduct, both behavioral and academic, and for implementing the discipline process. To help students and academic staff learn what constitutes scholastic dishonesty and how to maintain academic integrity, a portion of the Academic Violations section of the Student Handbook is dedicated to educating students about plagiarism, complicity in academic dishonesty, cheating, and respecting academic and cultural rules.

12.1 Professional Code of Ethics

Faculty members are academic staff & administrative staff. They are committed to integrity, honesty, fairness, collegiality and entitlement to scholarly enquiry free of constraints. They share and respect responsibilities and standards of conduct that give effect to these commitments.

Faculty is required to recognize the special responsibilities placed upon them, which include:

- Seeking and stating the truth as they see it, in their subject.
- Devoting their energies to developing and improving their scholarly competence.
- Practice critical self-discipline and judgment in using, extending and transmitting knowledge.
- Avoiding subsidiary interests that may compromise their freedom of enquiry.

Academic teaching staff would also consider the following values:

- Offer the best scholarly and ethical standards of their discipline.
- Show respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.
- Make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit.

- Respect the confidential nature of the relationship between faculty and student.
- Avoid any exploitation, harassment or discriminatory treatment of students.
- Acknowledge significant academic or scholarly assistance from them.
- Protect their academic freedom.

As Colleagues in the University, the following should be observed:

- Do not discriminate against or harass colleagues.
- They respect and defend the free enquiry of associates.
- In the exchange of criticism and ideas, faculty show due respect for the opinions of others.
- Acknowledge academic debt and strive to be objective in their professional judgment of colleagues.
- Accept their share of faculty responsibilities for the governance of the University.
- When considering the interruption or termination of their service, faculty recognize the effect of their action upon the program of the University and give due notice of their intentions.

13. Conflict of Interest

The University considers any business or professional activity by an employee outside the University a potential conflict of interest. Employees of the University must avoid conflicts of interest especially when it may potentially harm the integrity

or mission of the University. In all circumstances, such activities must not interfere with assigned University responsibilities and should advance the University mission. An employee of the University who provides, or whose family (parents, children, brothers or sisters, spouse and spouse's parents) provides goods or services to the University must disclose this relationship to the Office of the Secretary General prior to offering the goods or services.

Faculty and professional staff may engage in consulting, service or other activities for pay only after receiving written approval from their dean, director or authorized University official. University property, equipment and facilities shall not be used to support outside employment unless approved in writing by the dean, director or other authorized official.

14. Academic Staff Discipline

Each academic staff member shall perform all academic duties assigned to him/her, in abidance of all laws, regulations, and decisions in effect at the University. Academic staff members shall also exercise collegiality with fellow faculty members, good relations with students and the community, inside and outside the University, and uphold the system of values that prevails in the region. They shall also refrain from any activity that might harm the University's reputation or that of its employees and consequently fall under the disciplinary measures specified hereinafter.

- a) The University President shall appoint on his own initiative and that of the Dean, an academic staff

member to conduct an investigation through questioning the academic staff member accused of certain offenses.

- b) The academic staff member performing the investigation shall be of a rank at least equivalent to that of the faculty member being questioned. The results of the investigation shall be submitted in a detailed report containing a clear and precise recommendation to the University President, who may then pursue any action that he might think appropriate, stop any further proceedings, issue a letter of reprimand to the accused, or forward the case, together with the findings and recommendations from the investigation, to the Board of Trustees. All aspects of the case shall be kept strictly confidential and be carried out in accordance with proper legal procedures.
- c) Following up with such a case would consider the national law of employees within KRG and following up with this in the court of law.

15. Student Assessment and Grading System Course Outline

The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the beginning of the semester and shall be kept in the course files in the college.

Final Exam

Exam questions are prepared as per the following guidelines:

1. The questions are aligned with the objectives and outcomes outlined in the course outline.
2. The questions are proportionate to the time allotted for the exam.
3. The instructor of a course, individually or in collaboration with the other instructors of the course in case of a course taught by more than one instructor, prepares the questions clearly, specifying the grade assigned to each question.
4. The questions should vary in number and type in order to measure a student's knowledge and skills in recalling, understanding, application, and analysis.
5. The language used in the questions and answers of the exam must match the language of instruction of a course.

Final Grade

The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester. The general framework for examinations shall be as follows:

- A) For Semester-based system
- For purely theoretical courses the final would be 60% and the rest 40% for course work.
 - For subjects with practical part, the final would be 40% theory and 20% practical. The rest 40% is for

course work which would be 25% for theory and 15% for practical.

B) For Bologna-based system

- For purely theoretical courses the final would be 50% and the rest 50% for course work.
- For subjects with practical part, the final would be 30% theory and 20% practical. The rest 50% is for course work with midterm 20% (10% theory & 10% practical), 30% is divided according the various assignments, quizzes and the likes.

C) For Annual-based system

This is system is implemented by the College of Law only whereby the marking in final would be 60% and the rest 40% for course work.

All final course grades are evaluated numerically and in point average according to the following grading system:

Grade	Grade Percentage	Grade Points GPA
F	< 50	0.00
E- ^{**}	Pass by decree	1.00
E- [*]	50←49	1.00
E-	54-50	1.00
E	59-55	1.33

D-	64-60	1.67
D	69-65	2.00
C-	74-70	2.33
C	79-75	2.67
B-	84-80	3.00
B	89-85	3.33
A-	94-90	3.67
A	100-95	4.00

For the Bologna Process program, Knowledge University deploys the European Credit Transfer System (ECTS) in the design of the course syllabi. ECTS (the European Credit Transfer and Accumulation System) is a standard means for comparing academic credits, i.e., the "volume of learning based on the defined learning outcomes and their associated workload" for higher education across the European Union and other collaborating European countries.

The ECTS credit system makes degree programs and student performance more transparent and comparable across all countries that are members of the European Higher Education Area (EHEA). Every ECTS credit point represents the amount of workload accomplished by the student in a period of time.

At Knowledge University, we consider the followings:

- 30 ECTS credits are assigned per an academic semester.

- 1 ECTS = 25 study hours

15.1 Credit Awarding Policies

In order for a student to be awarded the credit hours of a specific course, the student should satisfy the attendance regulations, course requirements, attend a final exam and achieve a passing grade. Policies related to these regulations are stated in the University Bylaws as quoted below.

According to University policies and procedures:

1. Students shall attend all theoretical lectures, laboratory hours, and training sessions. They shall also participate in research sessions and sit for all examinations required in the courses in which they are enrolled.
2. If student's absences reach 5% of total hours, the student will be officially informed that her/his absences reached 5%. This is considered as a "Notice".
3. If student's absences reach 7% of total hours, the student will be officially informed and this is considered as a "First Warning".
4. If student's absences reach 10% of total hours, the student will be officially informed and this considered as a "Final Warning". The Dean of the College shall issue such warning and the student would be asked to sign a commitment

agreeing to comply with attendance regulations.

5. If the student (with comply commitment as in previous point) absences exceeds 10% (without an excuse acceptable to the College), the student would be considered failing in that subject after a decree is issued by College Council headed by the Dean.
6. If absences reach 15% with a valid excuse, the student shall be warned with a final warning and the student would be asked to sign a commitment agreeing to comply with attendance regulations. If broken, the student is considered failing in that subject based on a decision from the College Council.
7. If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed that course. This includes attending both theoretical and practical exams for those subjects having them. Failing to attend any would result in failing in that course.

15.2 Instructor Role

The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the

beginning of the semester and shall be kept in the course files in the college. Examination questions shall be:

- in line with the objectives and outcomes stated in the syllabus
- commensurate with the time allocated for the examination
- clearly formulated and weighted
- varied to measure the students' aptitude and skills in terms of recall, comprehension, application, and analytical skill
- in the language in which the course is taught
- record students' attendance for each lesson whereby such attendance is supposed to be recorded in the electronic system of the department. Such attendance is to be considered when awarding credits to the students as in 13.1.

The instructor is also responsible for providing feedback on students' work. This should be carried as follows:

- The teacher should provide all test or quiz typical answers and make them available to students after the test/quiz is marked.
- Marking of tests, quizzes, homework, assignments, etc. should include comments to highlight issues and make clear to the student.
- The teacher should always provide some guidelines for any assignments given to students. Such guidelines should clearly indicate what is required and the marking scheme used.

16. Faculty Academic Promotion

16.1 Promotion Criteria

In considering the candidature of applicants for academic promotion, applicants will be assessed under each of three broad headings:

- 1- Research output
- 2- Teaching
- 3- Academic leadership and service

The guidelines cover promotions to the following positions:

- Assistant Lecturer
- Lecturer
- Assistant professor
- Professor

16.2 Promotion to Assistant Lecturer

- 1- The applicant must have a Master degree certificate.
- 2- The applicant must provide her/his bachelor and master degree certificates along with transcripts.
- 3- If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education and Scientific Research, KRG.
- 4- The total average of the Bachelor degree should be higher than 60 out of 100.

- 5- If the total average of the Bachelor degree is less than 60%, the applicant should be a full-time staff at one of the private universities in the Kurdistan Region and have published Two research papers in international journals. The research papers should not have been translated and should have been published after the master degree award. In addition, the applicant should be the first author in one of the papers.
- 6- The applicant must provide certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional institutions is not valid.
- 7- The applicant must have a minimum IELTS score of 5 and its equivalents (TOEFL IBT 65 and Pearson 54). The certificate of the English Language Proficiency test or its equivalent should not have been expired and is approved by the test center. When the applicant participates in the pedagogy course and for those who have completed the course and applying for academic title, it is essential that the certificate of the English Language Proficiency test is not expired (original copy).
- 8- A copy of the contract between the applicant and the private university/institute should be provided and clearly stated that the applicant is a full-time lecturer.
- 9- The applicant should prepare and submit all relevant official documents based on the requirements of the Ministry of Higher Education and Scientific Research – KRG to the University's President Office.

- 10- The University's President Office would then compile and send these documents to a special committee that is formed by the University's President and approved by the Ministry of Higher Education and Scientific Research – KRG, that will look into the provided documents and if all requirements are met, the applicant is to be interviewed by this committee and present a mock lecture to evaluate her/his performance and her/his suitability to be a teacher.
- 11- Special forms are used for such evaluation with a minimum passing mark of 70.
- 12- If the applicant passes the interview then the President would issue an official letter to the Ministry of Higher Education and Scientific Research – KRG / Directorate of Private Studies indicating that she/he should be awarded the "Assistant Lecturer" title.
- 13- The Ministry of Higher Education and Scientific Research – KRG would then authorize the President to award such title to the applicant.

16.3 Promotion to Lecturer

- 1- The applicant must either have a PhD or be an assistant lecturer.
- 2- The applicant must provide her/his bachelor and master degree certificates along with transcripts.
- 3- If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education and Scientific Research, KRG.
- 4- A PhD degree holder has right to apply for promotion to Lecturer position providing that she/he has worked as assistant lecturer for three years.
- 5- The applicant must provide quality assurance certificate for the three years.
- 6- The applicant must provide the application form of promotion along with approval of Head of Department, College Dean, and College Scientific Committee.
- 7- The applicant must submit two published papers. She/he should be the first author in one of them.
- 8- A seminar should be presented successfully in the relevant college.
- 9- All published papers submitted promotion should have been registered at relevant department prior to publication dates (the related official documents should be presented and confirmed by relevant college scientific committee).

10- The applicant must provide certificate of the course of pedagogy or methods of teaching (original copy).

Note: A certificate taken from an institution other than Kurdistan Region institutions is not valid.

11- The applicant must equalize all her/his degree certificates taken from universities other than Kurdistan Regional universities in Ministry of Higher Education and Scientific Research.

12- The applicant who works as an assistant lecturer for three years and does not have a PhD degree can apply for promotion to Lecturer title on condition that she/he has two academic publications.

13- The applicant not allowed to quote from her/his Master and/or PhD theses in her/his publications. This will be verified by an ad-hoc committee formed by the relevant college dean.

14- A copy of the contract between the applicant and the private university should be provided and clearly stated that the applicant is a full-time or part-time lecturer.

15- If the applicant requirements considered satisfactory, head of the relevant department sends the applicant dossier to the college dean.

16- After necessary checking, the relevant college dean sends the applicant dossier to the vice president for scientific affairs office.

- 17- After necessary checking, the applicant dossier sends to quality assurance directorate for overall checking and completion of the application form.
- 18- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the Ministry of Higher Education and Scientific Research bylaws.
- 19- University president, based on the vice president recommendation sends the complete and satisfactory applicant dossier along with an official letter to the Ministry of higher Education and Scientific Research/Directorate of Private Studies.
- 20- According to the ministry bylaws that related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top secret letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).
- 21- After successful completion of the assessment process, the Ministry will inform the relevant private university president office through an official letter to issue a decree of awarding the title of Lecturer to the nominated applicant.

16.4 Promotion to Assistant Professor

- 1- The applicant must be PhD holder (or a Master degree provided that he has scientific title of Lecturer and teaching experience of four years since his/her last academic promotion).
- 2- The PhD holder applicant must be a Lecturer at university for four years.
- 3- The applicant must provide quality assurance certificate of four years.
- 4- The applicant must fill the promotion application form along with the approval of Head of Department, Dean of College, and College Scientific Committee.
- 5- The applicant cannot apply for promotion if she/he has a disciplinary action.
- 6- The applicant must provide certificate of the course of pedagogy or methods of teaching (original copy).

Note: A certificate taken from an institution other than Kurdistan Regional institutions is not valid.

- 7- The applicant must provide her/his bachelor, master, and PhD diplomas along with transcripts.

Note: The applicant must equalize all her/his transcripts taken from universities other than Kurdistan Regional universities.

- 8- The applicant must submit at least three published papers, in one of which the applicant must be the sole author.
- 9- One of the papers submitted by the applicant must be published in a journal indexed by Thomson Reuters(newly Clarivate Analytics) and SCOPUS(SSCI and/or SCI) or papers published in Kurdistan Regional universities journals provided that they are recognized by Ministry of Higher Education and Scientific Research. Candidature applicant must make sure that the journal is not in the blacklist journals that announced by Ministry of Higher Education on NUR-KRG.
- 10- One of the three papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
- 11- The applicant must present a seminar successfully in the college.
- 12- All papers submitted for promotion should have been registered at relevant department prior to the publication dates (the related official document should be presented and confirmed by college scientific committee).
- 13- All the publications of the applicant must be related to her/his academic field of study.
- 14- Only the first three authors of a published paper or a book will be taken into consideration.

- 15- The applicant not allowed to quote from her/his Master and/or PhD theses in her/his publications. This will be verified by an ad-hoc committee formed by the relevant college dean.
- 16- A copy of the contract between the applicant and the private university should be provided and clearly stated that the applicant is full-time or part-time lecturer.
- 17- If the applicant requirements considered satisfactory, head of the relevant department sends the applicant dossier to the college dean.
- 18- After necessary checking, the relevant college dean sends the applicant dossier to the vice president for scientific affairs office.
- 19- After necessary checking, the dossier sends to quality assurance directorate for overall checking and completion of the application form.
- 20- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the Ministry of Higher Education and Scientific Research bylaws.
- 21- University president, based on vice president recommendation, sends the complete and satisfactory applicant dossier along with an official

letter to Ministry of Higher Education and Scientific Research/Directorate of Private Studies.

- 22- According to the Ministry bylaws related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top-secret letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).
- 23- After successful completion of the assessment process, the Ministry will inform the relevant private university president office through an official letter to issue a decree of awarding the title of assistant professor to the nominated applicant.

16.5 Promotion to Professor

- 1- The applicant must be PhD holder (or a Master degree provided that he has scientific title of Lecturer and teaching experience of six years since his/her last academic promotion).
- 2- The applicant must be working as Assistant Professor at a university for six years.
- 3- The applicant must provide quality assurance certificate of four years.

- 4- The applicant must fill the promotion application form along with the approval of Head of Department, Dean of College, and College Scientific Committee.
- 5- The applicant cannot apply for promotion if she/he has a disciplinary action.
- 6- The applicant must provide certificate of the course of pedagogy or methods of teaching (original copy).
Note: A certificate taken from an institution other than Kurdistan Regional institutions is not valid.
- 7- The applicant must provide her/his bachelor, master, and PhD diplomas along with transcripts.
Note: The applicant must equalize all her/his transcripts taken from universities other than Kurdistan Regional universities.
- 8- The applicant must submit at least six published papers, in one of which the applicant must be the sole author.
- 9- One of the papers submitted by the applicant must be published in a journal indexed by Thomson Reuters(newly Clarivate Analytics) and SCOPUS(SSCI and/or SCI) or papers published in Kurdistan Regional universities journals provided that they are recognized by Ministry of Higher Education and Scientific Research. Candidature applicant must make sure that the journal is not in the blacklist journals that announced by Ministry of Higher Education on NUR-KRG.

- 10- One of the six papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.
- 11- The applicant must present a seminar successfully in the college.
- 12- All papers submitted for promotion should have been registered at relevant department prior to the publication dates (the related official document should be presented and confirmed by college scientific committee).
- 13- All the publications of the applicant must be related to her/his academic field of study.
- 14- Only the first three authors of a published paper or a book will be taken into consideration.
- 15- The applicant not allowed to quote from her/his Master and/or PhD theses in her/his publications. This will be verified by an ad-hoc committee formed by the relevant college dean.
- 16- The applicant must have supervised at least two Master and one PhD theses.
- 17- A copy of the contract between the applicant and the private university should be provided and clearly stated that the applicant is full-time or part-time lecturer.
- 18- If the applicant requirements considered satisfactory, head of the relevant department sends the applicant dossier to the college dean.

- 19- After necessary checking, the relevant college dean sends the applicant dossier to the vice president for scientific affairs office.
- 20- After necessary checking, the dossier is sent to quality assurance directorate for overall checking and completion of the application form.
- 21- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the Ministry of Higher Education and Scientific Research bylaws.
- 22- University president, based on vice president recommendation, sends the complete and satisfactory applicant dossier along with an official letter to Ministry of Higher Education and Scientific Research/Directorate of Private Studies.
- 23- According to the Ministry bylaws related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top-secret letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).

24- After successful completion of the assessment process, the Ministry will inform the relevant private university president office through an official letter to issue a decree of awarding the title of professor to the nominated applicant.

17. Handling Student Code of Conduct Issues

17.1 Students' Rights and Responsibilities

Governed by the University bylaws and defined policies and procedures, the following students' rights and responsibilities are defined:

Student Rights:

- Pursue academic education as long as the student is satisfying the eligibility criteria and adhering to the academic standards.
- Receive education in professional, supportive, equal and safe academic environment
- Be clearly informed of study plans and related bylaws, policies and procedures
- Have access to University facilities, services and learning resources
- Have access to related personal and academic records and have protection against unauthorized disclosure of confidential data
- Enjoy the benefits of student services

- Form and participate in student activity associations (if any) and clubs (if any) as described in the by-laws
- Membership and nomination in Student Union as indicated in the bylaws
- File a grievance when feeling treated unjustly by the disciplinary committee
- Submit an appeal to review grading of an examination as governed by the bylaws

Student Responsibilities:

- Adhere to all applicable University bylaws and laws of the KRG.
- Respect ethics and cultural values of the KRG.
- Uphold and maintain academic honesty and integrity
- Perform all academic obligations and be an active participant in the learning environment and the welfare of the university community
- Use university property and facilities in a manner that is responsible and mindful of the rights of others
- Respect the right and dignity of faculty members, university staff, students and others within and outside of the university community
- Provide the University with correct personal data and authentic documentation and update it whenever applicable

17.2 Violations of Students Code of Conduct

Below are the University violations that call for discipline and similar cases are considered by an assigned disciplinary committee:

1. Breaking the laws and the explicit rules of the University
2. Misbehaving in classrooms, laboratories, libraries and all other places in the University
3. Dishonesty in examinations and submitted work:
All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.
4. Deliberate falsification of data: Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.
5. Interference with other students' work: Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.

6. Complicity in academic dishonesty: Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during an exam, test or quiz for other students; calling a student on a mobile telephone while taking an exam; providing a student with an advanced copy of a test; leaving inappropriate materials behind at the site of an exam or test; altering the outcome results of an exam, and so on.
7. Disrespecting colleagues or faculty members in any way that is considered unethical including cultural and religious beliefs.

17.3 Student Penalties & Grievance

The following represents different levels of punishments that are to be considered by the disciplinary committee assigned by the dean of college that should deal with the current case on individual bases and the Students' Representative is one of this committee members. These penalties listed below are those of the Ministry of Higher Education and Scientific Research – KRG.

Sending a “Attention” letter to the student:

- For cases that involves misbehavior that affects the relations between students.
- Smoking inside any building on university campus.

Sending a “Warning” letter to the student:

- Disrupt the order of the university, college or department.
- If he/she insults or disrespect other students.

Sending a “Reprimand” letter to the student:

- If he/she has a previous “Warning” and the misbehavior is repeated.
- If he/she insults or disrespects a faculty member in any way.
- Causing undeliberate damage to the university properties due to negligence.

Temporary dismissal for a period that does not exceed one academic year:

- Has two previous “reprimand” letters followed by another.
- Assaulting a university faculty member.
- Using violence against his/her student colleagues.

- Bearing arms of any sort inside the university campus
- Causing a deliberate damage to the university properties.
- Disrespecting any ethical, cultural, religious values or national values.
- Insulting any university faculty member.
- Using any sort of alcohol or drugs inside the university campus.
- Smearing the university reputation either by talking or doing inside and outside the university.
- Breaching the teaching processing in any way.

Forced dismissal:

- Repeated any of the points mentioned for “temporary dismissal”
- Misbehaving in a way that is unacceptable, indecent or obscene in the university.
- Has been convicted with felony or dishonorable misdemeanor.
- Proven that he/she has drug or alcohol abuse.

The official letter indicating the student’s punishment should be announced by the College (either on the university/college billboard or the University’s website for a period of at least one week. The student’s parents/guardians are to be informed via official letter

and the student will be called to explain the reasons behind such punishment.

The punishment of “Attention”, “Warning”, “Reprimand” and “Temporary Dismissal” of not more than one month are under the jurisdiction of the Dean of College.

The punishment of “Temporary Dismissal” for more than one month is under the jurisdiction of College Council.

The punishment of “Forced Dismissal” is under the jurisdiction of the University’s President.

The student subject to a form of dismissal for a period ranging between one month and not more than one year has the right to object to the Dean of College within a period that is not more than 15 days from the day of receiving the dismissal letter or the day of announcing it.

If the student dismissal was final, he/she can object to the University Council and the latter should consider this objection within 15 days from submitting it.

18. Facilities and Services

18.1 Registrar Office

The KNU Registrar’s Office Is dedicated to provides high quality of academic services including advising, up-to-date registration information, guidance and support to

prospective students, senior and junior students and academic departments, colleges, and Staff.

Mission

The University Registrar's Office is committed to put the university's mission into practice and acts as professional leadership in terms of strategic priorities of student success, planning, guiding, implementing, community, accountability and monitoring KNU's academic programmes and strategic plans. Further mission is to provide active and experienced candidates who are required to fulfill the needs of stakeholders locally and internationally. Registrar's Office is dedicated to high ethical and professional values in terms of accuracy, reliability, and confidentiality of student records.

Vision

The Registrar's Office strives to provide reliable high-quality student-centered services through our motivated and active staff. The Registrar's Office works with the wider University Community, national educational centers as well as government on a wide range of admissions-related issues. Constant development and technological innovation of university services through encouraging the staff toward collaboration and creativity are central visions of the Registrar's Office.

Responsibilities

The Registrar's Office deals with many areas including:

- Recruitment of Students

- Admission
- Student Information System
- Grade Reporting
- Registration Process
- Academic Calendar
- Maintaining Student Records
- Student Support
- Academic Support
- Coordination with partner universities
- Preparing and coordinating Orientation
- Assessing fee status

The process of recruiting students takes several forms:

- Hosting campus visits with prospective students.
- Interaction on the internet
- University fairs using alumni
- Contribution in the relevant exhibitions
- Visits to selected high schools by head and some members of the registration office
- Offering Fee discount or the perspective students
- Written communication using e-mail
- Telephone contact
- Billboard, print, or broadcast advertising

18.2 Quality Assurance Directorate

The process of Quality Assurance involves the systematic review of educational provision to maintain and improve

its quality, equity, and efficiency. Applying the international standards of quality assurance becomes a condition for the success of universities all around the world. The Ministry of Higher Education in KRG encourages all universities in Kurdistan Region to practice and comply with standards of quality assurance to evaluate and monitor the education process to ensure high quality of education in the region as a pathway towards development.

The Directorate of Quality Assurance and Accreditation at Knowledge University practices teaching quality assurance (TQA) under the KRG regulations to assess and monitor the education process at the University. The DQA is actively engaging in promoting the quality of education and teaching in accordance with the international standards with focus on key competencies for lifelong learning, inclusive education, and common value promotions. The directorate of quality assurance and accreditation ensures teachers' and students' engagement in the assessment process and paves the way for academic teaching staff to develop their competency and skills. The activities of DQA concentrate but not limited to the student feedback, continuous academic development (CAD), teacher portfolio (PF), peer review, implementation of Bologna Process, curriculum development, course modules assessment, teachers' profile, supervision of national university ranking (NUR), accreditation, and international standardization.

Mission

Our mission is to bring innovative ideas and modern teaching approaches to increase the quality of education and help our faculty members to present the best quality education to the students and meet future expectations through quality performance of the education.

Vision

Our vision is to embed vigorous quality assurance practice into the education process of the Kurdistan Region and becomes a distinct and leading university in terms of quality and performance.

18.3 Human Resources Department

The Department of Human Resources (HR) serves academic staff members and administrative staff in all affairs related to their employment. This is achieved through the application of procedures that contribute to the attainment of the University's objectives and the implementation of University policies. The HR Department assesses the needs of the University for human resources (academic staff and administrative staff members) and creates plans and programs to ensure the timely provision of outstandingly qualified people.

The Department of Human Resources (HR) at Knowledge University deals with academic staff and administrative staff affairs.

Mission

To study human resource needs at the university, both academic and administrative, and to develop plans and programs to ensure that recruitment needs and requirements are met in a timely fashion.

Vision

Aims to provide high-performing personnel, to develop personnel performance with regard to specific tasks and responsibilities, and to attain a high-level of job satisfaction for University employees.

Responsibilities

- To provide and attract both national and expatriate personnel, who are qualified and experienced to contribute to the achievement of the University's objectives.
- To implement, develop and propose policies, regulations and plans for the university administration, regarding staff employed by the various university units.
- To propose, implement and develop policies related to human resources planning (including strategic and short-term plans).

18.4 Research Center

Knowledge University ambition is to be a research university within the region first and the countrywide second. The academic community at Knowledge University continues to produce valuable research by focusing on the problems and challenges that affect our region and the country with global impacts.

The field of academic publishing has been undergoing numerous changes in the past few decades. The research center is to play a major role in promoting research activities within the academic community of the university. The outlines of research center goals are

- Facilitating and enhancing partnerships and collaborations between researchers of our university and other universities, nationally and internationally. Such partnerships would involve the sharing of resources, funding, expertise and staff.
- Providing infrastructure and training that promotes creativity and entrepreneurship. This would involve arranging different workshops and seminars that are related to the process of “Publication” from A to Z. It also involves inviting people for relevant talks.
- Ensuring our policies and programs advance a culture of innovation while ensuring ethical compliance.

- Fostering a diverse and inclusive work environment that would encourage students to participate in various research activities.

18.5 Laboratories

Engineering Labs:

- **Drawing Lab**
Since Engineering Drawing is a graphic representation of technical objects or parts it is the result of creative thinking by College of Engineering students'. Therefore, one of the main requirements of it is Engineering Drawing hall/Lab with all its contents where students can draw their designs and projects in a calm and peaceful atmosphere.
- **Drilling & Petroleum Fluid Properties Lab**
The main objectives of drilling lab are to teach the undergraduate students in the Department of Petroleum Engineering the main engineering aspects of design and testing of drilling fluids, cement slurry and hard-set cement used in drilling and completing petroleum and natural gas wells for a specific lithology. Such practical experimentation would enable student to design the proper drilling fluids required to drill petroleum and natural gas wells for a given lithology. It also enables them to examine the main properties of the designed drilling fluids. Several physical laboratory tests or methods for

characterizing quality could be conducted within this lab involving crude oil and its products.

- **Fluid Mechanics Lab**
The objective of this laboratory is to determine the various parameters related to fluid flow in pipes. In addition to that the students gain a hand-on experience in fluid mechanics. The Lab is used to examine the properties of fluid and conduct experiments involving both incompressible and compressible flow. Various properties of fluid could be studied within this lab, such as velocity, pressure, density, and viscosity.
- **Geological Lab Geological lab**
Is a significant branch in Petroleum Engineering. This course covers basic Earth processes and Earth materials (minerals and rocks). Students develop skills in critical thinking, observation of natural phenomena, scientific writing, detection, and exploitation of hydrocarbons and treatment of environmental problems as well as basic geological skills (creating and reading maps, rock, and mineral identification).
- **Soil Testing Lab**
It is critical to quantify the various properties of soil in order to predict how it will behave under field loading for the safe design of soil structures. This lab prepares the students to enter the field with

collection of the most common of these soil mechanics tests. Several tests could be conducted within this lab such as type and properties of the soil, compaction strength of the soil, permeability of the soil and the amount of the consolidation occurring in the soil.

- **Thermodynamics Lab**

The consolidation of the theoretical concepts as well use and learning of experiment a (techniques that are compatible with technological has been the main goals in thermodynamics and heat transfer for thermal systems. The experimental benches in this laboratory are presented. Besides, the guidelines which derive the conception of laboratory for making the engineers conscious of the deep relation the development and Experimental work is focused.

- **Water Testing Lab**

Water testing is an essential element of public and environmental safety. By undertaking water analysis, we can minimize risk and the potentially damaging impact not only on public health but also to the environment. The water testing lab accommodates wide range of equipment (portable and bench type) used for testing to ensure that water quality is in line with regulatory requirements guidelines to ensure that the water is safe and the environment is protected.

The experimental program in water testing lab develop the student skills to be familiar with following tests: Chloride and nitrate determinations, PH and temperature measurements, hardness test, turbidity, conductivity, TDS, dissolved oxygen, BOD and COD, trace elements and organic compounds.

- **Computer Labs**

There are many computer labs within the university with more than one lab in each building. Access to these labs are granted to all students either based on scheduled lessons or certain free-usage hours during the week. These labs are very spacious, air-conditioned, and furnished with an ergonomic desk/chair for a comfortable experience. All computers have internet connection and are maintained and serviced regularly by our IT Services department.

Pharmacy Labs:

- **Biology Lab**

The biology laboratory is a modern research infrastructure, providing a broad range of biological and biochemical techniques with in-depth practical training offered by experienced staff. Important routine work is on microbial and molecular analyses and biological sample preparation in general.

- **Chemistry Lab**
The chemistry laboratory is where students experience the dynamic field of chemistry firsthand. Modern technology has transformed the chemistry lab and allows students at all levels to explore the molecular world in ways once accessible only to premier research scientists. Knowledge university – Pharmacy department chemistry lab courses encourage inquiry-based critical thinking rather than rote direction-following.
- **Pharmaceutical Technology Lab**
Main focus of the laboratory is the field of innovative dosage forms, including formulation- and process-optimization activities. These forms include extrudates, medicinal films, micro- and nanoparticles, etc. and result in hard gelatin capsules, emulsions, suspensions, parenteral formulations. In addition to the physicochemical evaluation of these dosage forms, special attention is paid to their biopharmaceutical properties obtained after ophthalmic, nasal, pulmonary, oral or parenteral administration. Stability research and packaging studies complete the evaluation of the drug products. Furthermore, the more conventional dosage forms, e.g. like tablets are also evaluated.

Medical Labs:

- **Biochemistry Lab**
It is the branch of Chemistry that cannot be separated from other specific labs of DMLS. Exercises lead to a deep understanding of human physiology, normal and abnormal mechanisms, and the effect of unbalanced food on organ functions. Improving students use of the diagnostic kits besides their manipulation to do these analyses manually.
- **Biology Lab**
The lab exercises focus on learning foundation skills for DMLS students. The terms of lab safety and ethics in the department, acquiring the skill for using general lab equipment, microscopic and dissection techniques. The student is also trained to prepare slides for microscopic examination of various microorganisms and animal tissues.
- **Chemistry Lab**
Students gain experience in the careful handling of chemical substances. And they acquire the skill of preparing and using chemical reagents and conducting chemical analyzes. The experiments that were carried out during the term promote students understanding of several human body activities, as well as facilitating diagnostic kits use.
- **Hematology Lab**
Involves the blood study, particularly how blood can affect overall health or disease. Hematology tests

include tests on the blood, blood proteins, and blood-producing organs. These tests can evaluate various blood conditions, including infection, anemia, inflammation, hemophilia, blood-clotting disorders, leukemia, and the body's response to chemotherapy treatments.

- **Histopathology Lab**
Allows studying the structure and function of cells, tissues, organs, and organ systems. It is the microscopic examination of biological tissues to observe the appearance of diseased cells and tissues in very fine detail. Histological stains are important as they enhance the ability to visualize and differentiating microscopic structures to develop an optimal plan of treatment.
- **Immunology Lab**
The responsible for laboratory testing and clinical consultation in several broad areas, including the evaluation of autoimmune disease, immune deficiencies, immune proliferative disorders, and allergy, as well as having responsibility for some aspects of infectious disease serology.
- **Microbiology Lab**
The lab exercises focus on studying bacteria and their characteristics. Students conduct numerous experiments to isolate and differentiate between

types. Preparing the culture media, isolation techniques and diagnostic tests are among the basic skills. Collection of samples from humans and test their bacterial contents via general and differential culture media.

- **Mycology Lab**
During the lab exercises, students acquire the skills of isolating fungi from natural habitats and the direct microscopic examination technique. Study the medical fungi is the sole aim of the lab. It includes sample collection, culturing, and identification with the safe procedure.

18.6 Library

The library is located in the 3rd (last) floor of the main building and it spans more than 240 square meters. It has large windows with spectacular on the university gardens view adding to the enjoyment of the library users. Students often go to the library not just to borrow or read books, but to enjoy a safe harbor from everyday distractions. The library has a beautiful setting with many chairs and desks for students to use. Internet access is provided via several desktop computers ready to use.

18.7 Conference Halls

Main Building Conference Hall

A modern setup hall that is located at the ground floor of the main building, this hall is frequently used for all sorts of weekly events like seminars, talks, presentations, etc. The hall is about 200 square meters with 132 seats. It is equipped with multimedia system as well as remote conferencing facilities.

New Building Conference Hall

A larger 400 square meters hall with a modern setup comprising of proper sound proofing, multimedia facilities, sound system and lighting system. The hall is 400 square meters with 351 seats. There is also a stage with a curtain making it also suitable to serve as a small theater.

18.8 Cafeteria

The scenery around the cafeteria is breathtaking. The cafeteria itself is a unique ample space that would provide not just food and drinks but a very pleasant experience to sit and have a snack. Students might even consider doing some work or study as many of them don't mind a bit noisy and crowded environment. The cafeteria is air-conditioned and provide food/drinks according to pre-agreed measures stipulated by the university itself. The cafeteria is a shared place not just

for students but also for staff members and visitors providing a large number of seating areas.

18.9 Car Parking

Knowledge University has probably the largest paved car parking area within the university's campus perimeter among all other private universities in Kurdistan. The car park spans an area of more than 40,000 square meters. It is properly marked having street signs that will guide traffic to avoid any congestion. The university also has proper security measures around those areas to insure the safety of all park users.

18.10 Medical Services

To cover the primary health services for the students and faculty members, a first aid unit established in the campus offering the following services from:
9:00a.m. to 2:30 p.m. a day/five days per week.

- Treatment of cold, viruses, and minor injuries.
- Measuring blood pressure.
- Testing for blood sugar.
- Necessary temporary assistance an injured person needs until professional medical care can be provided.

- Ambulance call in emergency cases to take the patient to a nearest hospital along with informing the patient parents/guardians.
- Arrangement of Covid-19 vaccinations appointments for staff and students in the campus.
- Ongoing sterilization of the classrooms, laboratories, and offices.
- Providing sterilizing liquid containers in the corridors for hand sterilizing.
- Student overall sterilization before entering the campus.

19. Health & Safety Procedures

The Health and Safety Policy outlines the University's commitment to providing a safe and healthy workplace and to ensuring the welfare of all staff, students, contractors, and visitors. To achieve this, we have established health and safety policies, procedures, and guidance in a clear framework, which will assist us all in responsibly working together in keeping our people, buildings, and activities safe.

This Health and Safety Policy aims to promote health and safety excellence across all of the University's teaching, research, and associated activities. The Policy contains clear guidelines of the roles and responsibilities of the Executive Group, the University Secretary, the Health and Safety Officer, and the Committees of the University.

It also outlines the role of staff and students in maintaining and promoting health and safety at work. We require all staff and students to follow the University's Health and Safety Policy, and other appropriate regulations.

The University's commitment to a healthy and safe working and studying environment is reflected in our proactive compliance with all health and safety legal requirements. We will work with staff, students, and other stakeholders so that they are aware of their health and safety responsibilities, and will maintain a robust oversight of health and safety through effective governance.

19.1 Health and safety statements of intent and objectives

Health and safety statements of intent

The university will: -

Take all reasonable care in the conduct of its activities and the provision of its facilities to ensure the safety, health, and wellbeing of its members of staff, students, researchers, and others who may be affected.

- a) Ensure the necessary resources are available, as far as is reasonably practicable, to deliver successful health and safety risk management.

- b) Provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and are accepted across the university's community.
- c) Ensure the necessary systems and mechanisms secure effective dissemination and communication of, and consultation on, matters of safety, health, and wellbeing.

Health and safety objectives

In successfully carrying out its statements of intent, the university will deliver and maintain its health and safety objectives of: -

- a) Providing and maintaining a safe and healthy environment for all.
- b) Individual acceptance of, and commitment to, health and safety being integral to all activities.
- c) Ensuring the necessary information, instruction and training to competently carry out health and safety responsibilities.
- d) Fulfilling, as a minimum, its statutory and common law duties of care.
- e) Embedding and applying sensible health and safety risk management practices.

"I expect all members of the University community to actively engage in implementing this policy. I thank you for your assistance

in ensuring the University continues to be a safe and healthy environment and one where the wellbeing of our staff and students can flourish.”

Assistant professor Dr. Kayhan Zrar Ghafoor
President of Knowledge University

19.2 Responsibilities for health and safety

President of University

The President of the University is delegated overall responsibility by University Council for: -

- a) Providing clear and visible leadership on health, safety, and wellbeing;
- b) Ensuring, so far as is reasonably practicable, the health, safety, and wellbeing of the university’s members of staff, students, and others affected by its activities;
- c) Appointing personnel to provide the necessary competent assistance and advice on matters of health, safety, and wellbeing;
- d) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health, safety, and wellbeing;
- e) Providing final adjudication on health, safety, and wellbeing matters where resolution cannot be achieved through

consultation and cooperation; and

- f) Ensuring the development and continued implementation of the university's health and safety policy.

University Council

- a) University Council has ultimate responsibility for health, safety, and wellbeing across the university, including responsibility for ensuring an effective and up-to-date health and safety policy, is in place.
- b) University Council will ensure the necessary resources are made available for the effective implementation of the policy.
- c) University Council is advised on matters of health, safety, and wellbeing by the university's senior management team.

Deans of academic colleges and directors of support services

- a) Overall responsibility for health, safety and wellbeing at academic colleges and support service level is vested with the respective dean and director.
- b) Deans and directors must be assured suitable and sufficient organizational and management arrangements are in place to locally deliver successful health and safety management as it relates to all:
 - (i) Members of staff, students, and others assigned to the academic college or support service, using its facilities or affected by its activities;

- (ii) Work, teaching, and research-related activities under the academic college or support service's control;
- (iii) Areas and facilities assigned to the academic college or support service; and
- (iv) Work, teaching, and research-related equipment and materials used, or acquired for use, by the academic college or support service.

University Health and Safety Officer

The Health and Safety Officer is responsible for ensuring competent advice is given and that University practices conform to the requirements of all relevant legislation. They are also there to provide and assist in fostering and maintaining a safe working environment.

The duty of the Fire Safety Officer, through delegation, will be the responsibility of the Health and Safety Officer. Specific responsibilities of the Health and Safety Officer include:

- a) endeavoring to promote a health and safety culture throughout the University which ensures the implementation of the University Health and Safety Policy and developing effective frameworks.
- b) consulting with the Deans/Directors on setting and monitoring targets and reviewing the policy.

- c) acting as an advisor to the University on matters of health and safety and offering effective solutions to ensure compliance.
- d) attending the University's Health and Safety Sub-Committee and related school/Service committees.
- e) working closely with Trade Union Safety representatives to help promote a positive health and safety culture.
- f) developing appropriate training materials, where necessary.
- g) carrying out agreed training programs for staff and learners on identified health and safety matters.
- h) ensuring that accidents, or other relevant incidents, are investigated and reported in line with requirements under the ministry of health regulations, and that actions are taken to prevent a recurrence.
- i) maintaining adequate first aid provision in the University.
- j) monitoring the effectiveness of emergency procedures for the evacuation of premises in emergencies.
- k) ensuring that the University meets its obligations in relation to fire safety legislation.
- l) supporting relevant members of staff through the safety inspection process to ensure the area under their control operates in a safe manner

- m) effectively communicating with staff at all levels on health and safety matters
- n) liaise with relevant external parties in relation to health and safety matters, in particular, those with a contractual obligation

Local Health, Safety & Environment Committees

Each Dean of College / Director of Service is the Person Responsible and shall establish their own local Health, Safety & Environment Committee. It is however permissible to form a joint committee, where applicable, with the approval of the University Health and Safety Sub-Committee.

It should also comprise other appropriate staff with particular interests in, or responsibility for safety, who represent different categories or groups of staff within the School/Service and, if appropriate, a member of the student body. College/Service Health, Safety & Environment Committees will report regularly to the University Health and Safety Sub-Committee through the submission of minutes of meetings held.

The University has a framework for health and safety which includes a number of core procedures and guidance. College/Service Health, Safety & Environment Committees are responsible for compiling and reviewing any additional guidance that may affect their particular area. The preparation of this guidance is subject to the

approval of the University Health and Safety Sub-Committee, supported by the Health and Safety Officer. The University's core health and safety procedures and guidance will apply to the areas within the responsibility of the Schools/Services including offices, laboratories, workshops, storage facilities, etc.

Director of Estates and Facilities

The director will ensure the necessary arrangements are in place for the following that specifically falls under the directorate's areas of responsibility: -

- a) The continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities, and services, etc. that are not specifically assigned to any academic college or other support services;
- b) The safe coupling of permanent and temporary equipment to the university's supply services;
- c) Acting as the 'Responsible person' for the university under the Fire Safety (Regulatory Reform) Order in respect of assessing the suitability, on-going inspection, testing and maintenance of: -
 - (i) Fire detection and warning systems;
 - (ii) Fixed fire-fighting systems; and
 - (iii) Emergency lighting systems.

Academic staff

whether permanent, part-time, or visiting - have a level of responsibility for ensuring the health, safety, and wellbeing of the students under their direction and supervision. This includes: -

- a) Satisfying themselves health and safety risks arising from activities undertaken, and equipment, materials, facilities, etc. used by their students have been addressed so far as is reasonably practicable; and
- b) Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place, and any relevant emergency procedures.

All members of staff

All members of staff shall:

- a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst at work;
- b) Cooperate with the university on matters of health and safety to assist the university in fulfilling its statutory and common law duties of care;

- c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and wellbeing;
- d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present a significant risk to their own or any other person's health, safety, or wellbeing, including all incidents; and
- e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

Students

All students shall:

- a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst studying at the university.
- b) Cooperate with the university on matters of health and safety to assist the university in fulfilling its statutory and common law duties of care;
- c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and welfare;

- d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present a significant risk to their own or any other person's health, safety or wellbeing; and
- e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

19.3 Arrangements for health and safety

Risk Assessment

We undertake risk assessments of all identified hazards related to work undertaken by our staff and students. We eliminate these risks wherever possible. Where we cannot achieve this, we implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to our staff and students, and others. Risk assessments are reviewed annually and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

Training

All general safety training required by specific job classification and associated tasks is considered initial training. Initial training is required:

- When an employee first begins work;
- When an employee is given a new assignment for which training has not previously been provided;
- Whenever new hazards are introduced into the workplace by new substances, processes, or equipment; and
- Whenever a supervisor is made aware of a new or previously unrecognized hazard.

Consultation

The University community is consulted about changes to health and safety policy, requirements, and processes. Sometimes feedback and participation for surveys and trials are also sought.

Consultation helps generate better health and safety policy, requirements, and processes, and to achieve healthier, safer, and more environmentally sustainable workplace outcomes for the University.

When a change to health and safety policy, requirements or processes is proposed, a direct notification will be sent to key stakeholders, including elected employee Health & Safety Representatives.

Evacuation


In the event of Fire: Persons discovering a fire should sound the nearest alarm;

The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered;

All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;

No one should leave the assembly point without the permission of a member of staff;

When the Fire Brigade arrives advise whether all persons are accounted for and the location of the fire.

- End of Document 
Reviewed 14-May-2022