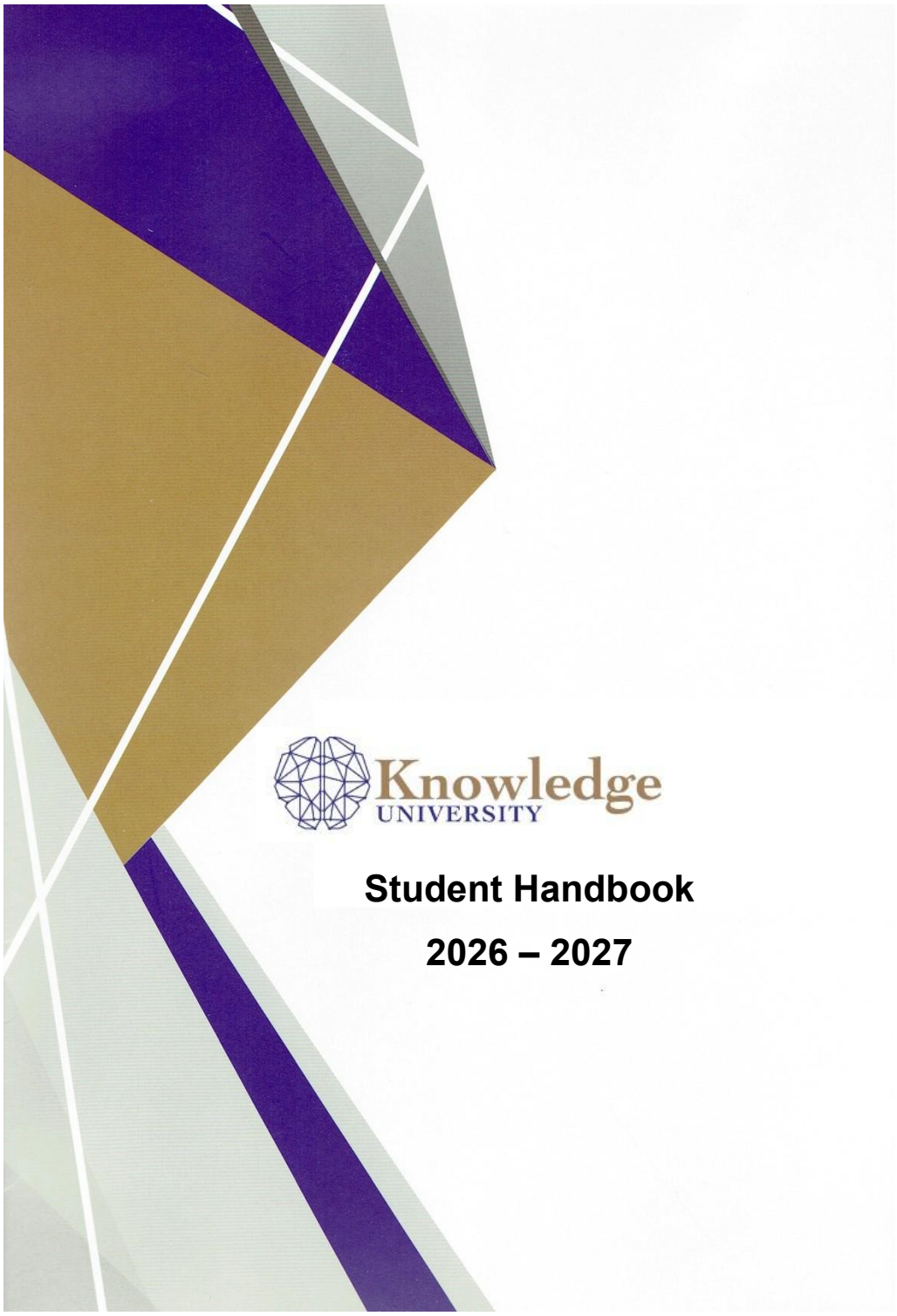


Student Handbook

2026 – 2027

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Chapter One: About Knowledge University in Erbil

1. Introduction

Knowledge University in Erbil (KNU) is private university that was established in 2009 (https://knu.edu.iq/the_university). The university is licensed from the Ministry of Higher Education & Scientific Research in the Kurdistan Region of Iraq and from the Ministry of Higher Education and Scientific Research of the Federal Government of Iraq. There are nine colleges in the university; namely College of Dentistry, College of Engineering, College of Science, College of Law, College of Education, College of Administrative & Financial Sciences, College of Pharmacy, and recently College of Technology and College of Nursing.

The university can accommodate up to 8000 students and this figure is the minimum estimation based on the current spaces available. At the time of writing this there are more than 4500 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.

The university campus has the potential for future expansion and there are plans for new colleges and departments. Three new huge buildings have already started constructing are expected to be completed by the end of December 2026.

1.1 Vision

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

Knowledge University continuously strives to contribute to the development of the country through an advanced educational system, scientific research achievements, and professional academic programs.

1.2 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.

Knowledge University aims to promote significant intellectual development among students by emphasizing advanced technical knowledge, high-quality education, and practical learning experiences.

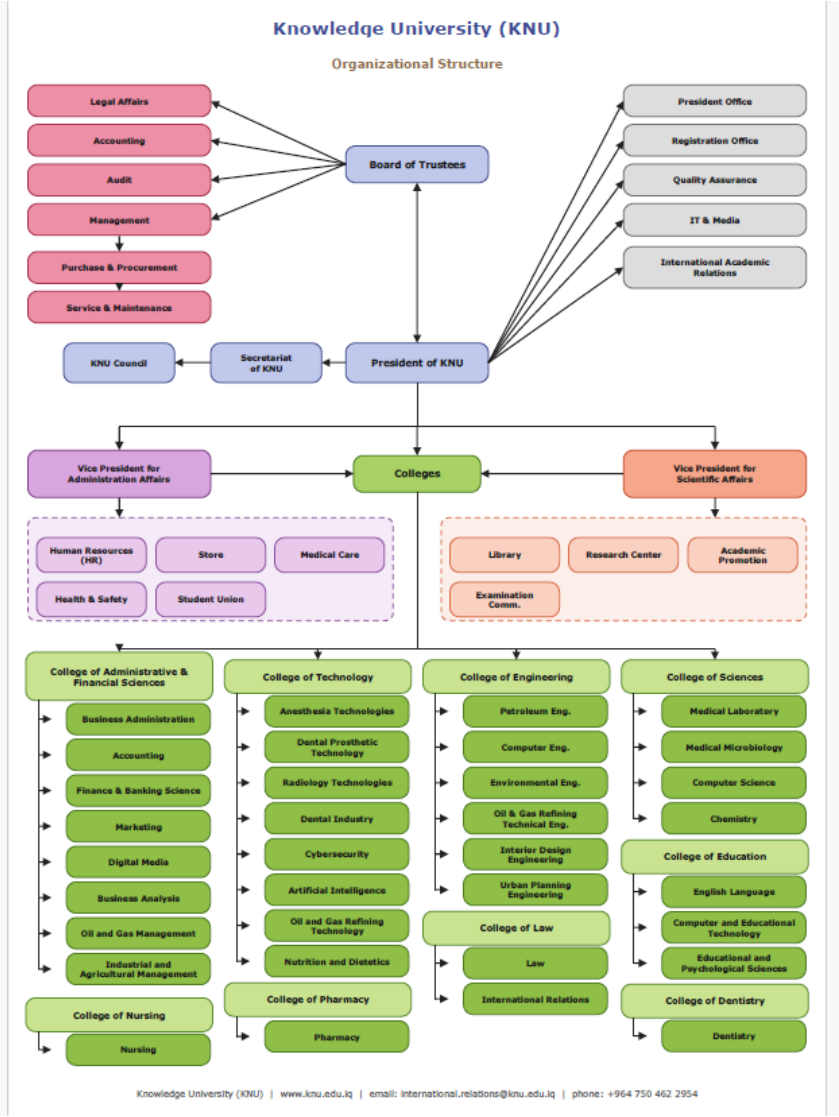
The University focuses on developing students' problem-solving abilities, leadership skills, and self-confidence.

Furthermore, Knowledge University seeks to contribute to society by providing high-quality education and scientific research that meet the needs and requirements of the labor market.

1.3 Organizational Structure of Knowledge University

At the beginning of the year 2026, Knowledge University administration approved a new organizational structure designed to clearly define and organize the University's administrative and academic framework.

The new organizational chart establishes a structured system for managing the University's academic departments, administrative offices, and institutional responsibilities.



1.4 Colleges and Departments at Knowledge University

Knowledge University in Erbil consist of the following nine colleges and 34 respective departments (https://knu.edu.iq/colleges.php):

1. **College of Dentistry**

- Department of Dentistry

2. **College of Pharmacy**

- Department of Pharmacy

3. **College of Engineering**

- Department of Petroleum Engineering
- Department of Computer Engineering
- Department of Environmental Engineering
- Department of Interior Design Engineering
- Department of Civil Engineering
- Department of City Planning Engineering

4. **College of Science**

- Department of Medical Laboratory Science
- Department of Medical Microbiology
- Department of Computer Science
- Department of Chemistry

5. **College of Law**

- Department of Law
- Department of International Relations

6. **College of Administration and Financial Sciences**

- Department of Accounting
- Department of Finance and Banking Sciences
- Department of Business Administration
- Department of Digital Marketing
- Department of Digital Media
- Department of Industrial and Agricultural Management
- Department of Business Operations Analysis
- Department of Oil and Gas management

7. **College of Education**

- Department of English Language
- Department of Computer and Educational Technologies
- Department of Educational & Psychological Sciences

8. **College of Nursing**

- Department of Nursing

9. **College of Technology**

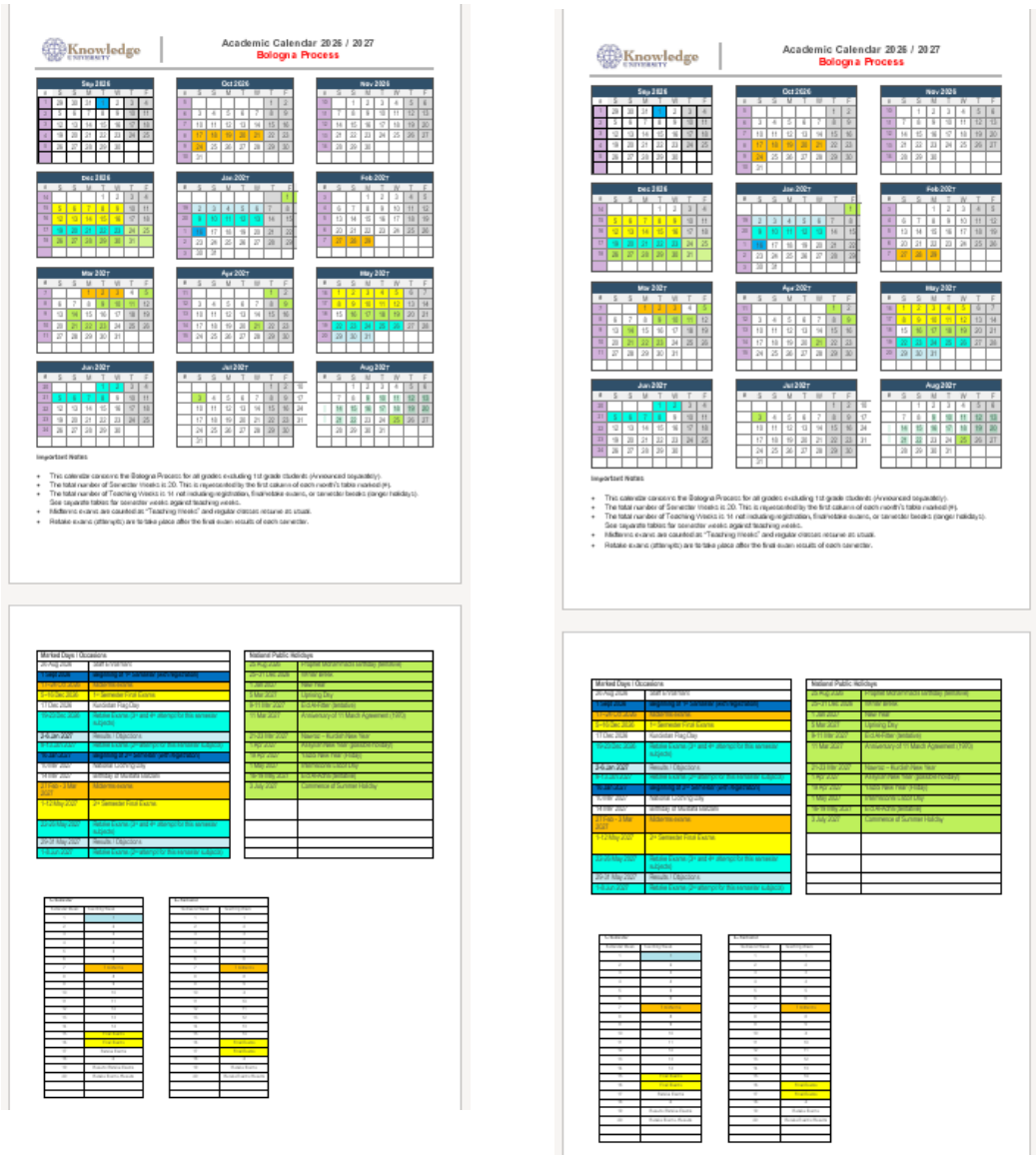
- Department of Radiology Technology
- Department of Physiotherapy
- Department of Anesthetic Techniques
- Department of Nutrition & Dietetics
- Department of Dental Prosthetic Technology
- Department of Artificial Technologies
- Department of Cybersecurity Technology
- Department of Oil & Gas Refining Technology

There are numerous labs within the different faculties. These labs are equipped with all necessary up to date modern computerized equipment and instruments required for conducting relevant experiments and tests. There are several computer labs with

internet/intranet access. Check out our web page.

The computer laboratories are equipped with internet and intranet access, enabling students and staff to access online educational resources and services. Other facilities are also available on campus.

The Academic Calendar of Knowledge University in Erbil, shown below:



1.5 Studying at Knowledge University

Studying at Knowledge University is based on a system different from the previous system implemented by the Ministry of Higher Education & Scientific Research. The new systems implemented at Knowledge University in Erbil are:

1. **Bologna Process & ECTS system**
2. **Annual System**

The Bologna Process system, is applied to all the departments except the department of law, in which the annual system is applied. Studying Dentistry, Pharmacy and Law at Knowledge University is now conducted according to the five-year system established by the Ministry of Higher Education and Scientific Research.

Ministry of Higher Education Process

Under this program, students are required to complete a specific number of credit hours (theoretical and practical). The total number of credits depends on the department and the type of study.

Students are required to successfully complete all courses and the necessary academic requirements within their departments.

In this system, students may select certain courses according to their academic level and the regulations of their departments. The program provides students with greater flexibility in organizing their studies, selecting courses, and fulfilling academic obligations.

According to the system of the Ministry of Higher Education, the university evaluates students through continuous assessment. The distribution of marks is as follows:

- 30% for continuous assessment during the academic year.
- 60% for the final examination.
- 10% for other academic activities, including quizzes and student participation in class.

Bologna Process

To develop the educational process at Knowledge University in Erbil and in accordance with the guidelines of the Ministry of Higher Education & Scientific Research of the Kurdistan Regional Government, Knowledge University in Erbil decided to adopt the Bologna Process & ECTS system.

This process & system has been implemented in many countries around the world and has become an important framework for higher education and the improvement of university students' academic performance.

The Ministry of Higher Education & Scientific Research recommended implementing the Bologna Process & ECTS system starting from 2020–2021 academic year in all Kurdish Universities. Accordingly, a new academic era began for students under the new educational system.

Program Objectives

The main objectives include:

1. Developing students' abilities and encouraging their active participation in the educational process at Knowledge University in Erbil.
2. Providing students with opportunities to conduct research and academic investigations.
3. Preparing graduates to enter universities and to the local and international labor market successfully.

Objectives of the Bologna Process Implementation

The purpose of introducing the Bologna Process is to bring the university closer to international standards of higher education and create more opportunities for graduates in both local and international labor markets.

In addition, this process emphasizes practical and professional education rather than focusing exclusively on theoretical learning.

Knowledge University has taken steps to improve its educational programs and prepare graduates who possess the necessary knowledge and skills to meet the requirements of universities, employers, and the wider community.

Knowledge University aims to become one of the leading institutions implementing the Bologna Process, providing a modern educational environment for students and contributing to the development of higher education in the Kurdistan Region through cooperation among universities, academic staff, and educational institutions.

Objectives

The objectives of implementing the Bologna Process at Knowledge University include:

1. Promoting student-centered learning and moving away from the traditional teacher-centered approach.
2. Placing students at the center of the university educational process.
3. Expanding learning opportunities and improving the quality of education.
4. Strengthening the relationship between university education and the labor market.
5. Building students' confidence and encouraging their enthusiasm for learning and university education.
6. Developing students' competencies, academic abilities, self-confidence, and appreciation of their academic achievements.
7. Assessing students' academic efforts and competencies through the European Credit Transfer and Accumulation System (ECTS).
8. Encouraging active learning and practical application of theoretical knowledge, enabling students to participate more effectively in the learning process.
9. Designing modern academic curricula that meet the requirements of the labor market and improve employment opportunities for graduates.

Annual Study System

Studying in the Department of Law is conducted according to the annual academic system.

This system is implemented in both public and private universities in the Kurdistan Region of Iraq, in accordance with the decisions and instructions issued by the Ministry of Higher Education and Scientific Research.

Chapter Two: Admission Procedures, Laws, and Regulations of Knowledge University

2.1 Application and Admission

1. Admission Criteria

Students and applicants are admitted according to specific admission criteria, based on their academic grades and competitive ranking among other applicants.

2. Online Admission System

Admission to academic departments is conducted through an online admission system (https://knu.edu.iq/undergraduate_application) .

Students are permitted to obtain admission to only one department at a private university or institute in the Kurdistan Region, in accordance with the relevant admission regulations.

3. Submission of Academic Certificates

Students applying for admission to Knowledge University must submit their official preparatory school graduation certificate as part of the admission and registration process.

4. Admission to More Than One University

Students are not permitted to study simultaneously at Knowledge University and another university or institute.

If a student is accepted by Knowledge University and another university or institute, the student must select one institution within 10 days of the announcement of admission results.

The student must complete the necessary procedures for withdrawing their application or cancelling their registration at the institution they do not wish to attend. Failure to comply with these requirements may result in legal or administrative action under the applicable regulations.

5. Withdrawal After Registration

A student who has been accepted and officially registered at Knowledge University may request withdrawal and cancellation of registration.

If the student submits the withdrawal request within 7 days of registration, the process may be completed without the University charging a tuition withdrawal fee, subject to the stated requirements.

If the student requests withdrawal after the specified period, the student may be required to pay part of the annual tuition fees.

The amount depends on the applicable academic system and the period of study completed.

Under the regulations described in the handbook, the amount collected by the University must not exceed 50% of the total tuition fees, subject to the specified conditions.

6. Registration in the University Admission System

Knowledge University is authorized to register the names of students and applicants in the electronic admission system only after they have personally visited the university to complete their registration procedures.

The university is responsible for any errors or irregularities resulting from incorrect registration or the improper entry of student information.

7. Selection of Academic Departments

Students applying for admission may select up to three academic departments according to their preferences.

The selection and admission process is based on the student's academic grades, eligibility, and the available places in the selected departments.

Students are admitted according to their academic qualifications and the minimum admission requirements of each department.

2.2 General Admission Requirements at Knowledge University

The general requirements for admission are as follows:

1. Minimum Academic Average

Applicants must have a minimum academic average of 55% to be eligible for admission to Knowledge University.

2. Academic Study System

For the academic year covered by this handbook, the Credit System is implemented in all departments of Knowledge University, except for the medical departments.

3. Recognized Secondary School Certificates

Graduates of scientific, literary, vocational, and other recognized preparatory school branches may apply for admission.

Their academic certificates must be officially recognized by the Ministry of Education of the Kurdistan Regional Government or the relevant educational authorities of the Federal Government of Iraq.

Admission is granted according to the student's academic average and the eligibility requirements of the selected department.

4. Admission of Institute Graduates

Graduates of five-year institutes affiliated with the Ministry of Education and two-year institutes affiliated with the Ministry of Higher Education and Scientific Research may be admitted to corresponding academic departments.

Graduates of teacher-training institutes (two-year or five-year programs) may also apply to departments related to their academic qualifications.

Similarly, graduates of nursing preparatory schools affiliated with the Ministry of Health may be admitted to corresponding departments.

All admissions are subject to the applicable regulations and recognition of academic qualifications.

5. Students Graduating from Schools Outside Iraq

Students who completed their secondary education outside Iraq must have their graduation certificates officially evaluated and recognized by the Ministry of Education of the Kurdistan Regional Government, through the General Directorate of Examinations.

6. The academic certificates of students graduating from schools outside Iraq

The certificates must be officially evaluated and recognized by the relevant educational authorities.

If the required recognition or equivalency is not obtained, Knowledge University reserves the right to cancel the student's registration.

7. Students from the Kurdistan Region Studying Outside the Region

Students who are originally permanent residents of the Kurdistan Region but have completed only Grade 12 of preparatory school in governorates outside the Kurdistan Region, including central and southern Iraq, are subject to the specific admission restrictions stated in the handbook.

8. If their names appear on the admission list of Knowledge University despite these restrictions, their admission may be cancelled without entitlement to compensation or reinstatement under this provision.

9. Submission of Official Academic Certificates

Admission to Knowledge University is conditional upon the submission of an official preparatory school graduation certificate, institute certificate, or a formal certificate equivalency decision.

10. Students must provide the required official documentation to complete the admission process.

11. Certificate Equivalency for Students from Other Iraqi Governorates

Students who are permanent residents of central or southern Iraq and who obtained their secondary school certificates outside Iraq must have their certificates officially evaluated.

The equivalency process must be completed through the Ministry of Education of the Kurdistan Regional Government or the General Directorate of Examinations.

12. Medical Examination Requirements

Students applying to academic departments that require a medical examination must undergo the necessary medical assessment.

If a student does not satisfy the medical requirements of the selected department, the student may be permitted to transfer to another department, provided that the admission requirements of the alternative department are fulfilled.

13. Admission of International School Graduates

The admission of students graduating from international schools located in the Kurdistan Region shall be conducted in accordance with the official instructions issued by the Presidency of the Council of Ministers of the Kurdistan Regional Government.

These instructions refer to the official administrative correspondence issued by the Directorate of Administrative Affairs, under:

- Official Letter No.: 10004
- Date: 25 August 2021

14. Submission of Forged Academic Certificates

Any applicant who submits a forged or falsified academic certificate to obtain admission to Knowledge University shall be subject to legal and administrative consequences.

If the falsification is discovered during the student's studies, the student shall be dismissed from the University.

If the falsification is discovered after graduation, the University may withdraw or cancel the academic certificate awarded to the graduate.

In addition, the case may be referred to the relevant legal authorities for further investigation and appropriate action.

The University may also notify the relevant ministries, institutions, and professional organizations in the Kurdistan Region and Federal Iraq about the forged certificate.

15. Equal Admission Rights for Recognized Preparatory School Graduates

Students who have obtained recognized scientific or literary preparatory school certificates from central or southern Iraq, or from educational institutions outside Iraq, shall have the same admission rights and privileges as graduates from the Kurdistan Region.

However, their admission remains subject to the applicable certificate recognition and equivalency requirements, including the conditions specified in Point 6 of this section.

2.3 Study Requirements at Knowledge University

1. Study Schedule

Studying in all departments of Knowledge University, including scientific and humanities departments, shall be conducted during the morning shift.

This regulation does not apply to students who were previously admitted to evening study programs.

2. Admission Requirements for Scientific Departments

Graduates of Grade 12 preparatory school (Scientific Branch) who wish to apply for admission to medical, engineering, and science departments shall have their admission averages calculated based on the following relevant subjects:

- Physics
- Chemistry
- Mathematics
- Biology
- English Language

The grades obtained in Kurdish and Arabic language subjects shall not be included in the calculation of the admission average.

However, applicants must have successfully passed all subjects in their preparatory school examinations.

3. Official Admission and Registration

An applicant shall not be considered an officially registered student at Knowledge University until the admission order has been issued by the Ministry of Higher Education and Scientific Research.

Following the Ministry's approval, the University must issue the necessary university and administrative admission orders to complete the student's official registration.

4. Registration Deadline

After the announcement of admission results, accepted students must complete their registration procedures within three (3) days.

During this period, students must register their names and pay the required tuition fees for their respective departments.

Failure to complete registration within the specified period gives Knowledge University the right to cancel the student's admission and offer the available place to another eligible applicant from the waiting list, according to the established admission ranking.

5. Submission of Original Academic Certificate

Following admission to Knowledge University, students must submit their original academic graduation certificates within fifteen (15) days.

6. Duration of Study

The duration of undergraduate study at Knowledge University is four (4) academic years for most departments.

Exceptions include:

- Department of Dentistry: Five (5) years
- Department of Pharmacy: Five (5) years.
- Department of Law: Five (5) years.

The duration of study for specialized academic programs, including medical and engineering disciplines, shall be subject to the applicable academic regulations and the approved educational system.

These regulations also take into consideration the Credit System and the Bologna Process implemented by the University.

2.4 Minimum Admission Grades at Knowledge University

Minimum Admission Grades for Grade 12 Preparatory School Graduates (Scientific and Literary Branches)

The following table presents the minimum admission averages required for enrollment in the colleges and departments of Knowledge University for the academic year 2026–2027.

College	Department	Minimum Admission Average
Dentistry	Dentistry	87%
Pharmacy	Pharmacy	81%
Nursing	Nursing	72%
Engineering	Petroleum Engineering	74%
	Computer Engineering	72%
	Interior Design Engineering	71%
	Civil Engineering	77%
	City Planning Engineering	77%
	Environmental Engineering	67%
Science	Medical Laboratory	59%
	Medical Microbiology	59%
	Computer Science	57%
	Chemistry	57%
Technology	Dental Prosthetic	55%
	Anesthesia	55%
	Radiology	55%
	Physiotherapy	55%
	Artificial Intelligence	55%
	Cybersecurity	55%
	Nutrition & Diabetics	55%
	Oil & Gas refining	59%
Education	English Language	57%
	Educational Psychology Sciences	55%

	Computer & Education	55%
Law	Law	62%
	International Relations	57%
Administration & Finance	Accounting	55%
	Business Administration	55%
	Finance & Banking	55%
	Digital Marketing	55%
	Digital Media	50%
	Industrial & Agriculture management	55%
	Business Operation Analysis	55%
	Oil & Gas management	55%

2.5 Related Subjects and Certificate Verification

2.5.1 Related Subjects

If the number of applicants who meet the minimum admission requirements exceeds the available places in a particular department, priority shall be given to applicants with higher grades in the subjects directly related to the selected academic department.

The relevant subjects are identified in the following table:

Department	Related Subjects
Engineering	Chemistry, Physics, Mathematics, English
Scientific	Chemistry, Biology, Physics, Mathematics
Others	According to the requirements of each department

2.5.2 Verification of Authenticity and Awarding of Certificates

1. **Verification of Academic Certificates:**

After completing the academic study period at Knowledge University, students must submit the required official documentation.

The University shall verify the authenticity of academic certificates (Sihat al-Sudur – صحة الصدور) through the relevant authorities, including the Federal Ministry of Education of Iraq, before completing the necessary procedures.

2. **Certificates Issued Outside the Kurdistan Region:**

Graduates who obtained their academic qualifications in governorates outside the Kurdistan Region must obtain official verification of their certificates from the relevant authorities.

The verification must be completed through the Federal Ministry of Education of Iraq and the Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government, as applicable.

3. Issuance of Admission and Graduation Orders

Knowledge University shall issue the necessary administrative admission and graduation orders for students after receiving the required ministerial approvals.

These procedures must comply with the regulations and instructions issued by the Ministry of Higher Education and Scientific Research.

4. **Submission of Academic and Graduation Records:**

The University shall submit information concerning student grades and academic records to the relevant departments, including:

- Departmental Administration
- College Administration
- University Presidency
- University Registration Office

These records must be submitted within the specified deadlines and in accordance with the relevant regulations.

5. Approval of Graduation Documents

The issuance of official graduation documents and university certificates requires the necessary administrative approvals.

The relevant academic department, college, and University Registration Office must complete all required procedures before issuing these documents.

6. Recognition of Graduation Certificates:

The University must comply with the regulations of the Ministry of Higher Education and Scientific Research regarding the recognition and issuance of academic certificates.

These requirements are based on Article 25 of Regulation No. 2 of 2013, concerning the registration and recognition of private higher education institutions.

7. Free Copy of Academic Transcript

Graduating students have the right to receive one official copy of their academic transcript, showing their grades, free of charge.

The transcript may be issued in:

- Kurdish
- Arabic
- English

This service shall be provided according to the regulations of the Ministry of Higher Education and Scientific Research.

8. Additional Copies of Academic Transcripts:

If a student or graduate requests additional copies of an academic transcript in Kurdish, Arabic, or English, the University may charge a fee.

The fee for each additional copy shall not exceed 15,000 Iraqi dinars (IQD).

9. Issuance of Graduation Confirmation and Certificates:

Knowledge University shall not charge students or graduates for issuing the following documents:

- Graduation Confirmation (Ta'yid al-Takharruj – تأييد التخرج).
- Graduation Certificate (Wathiqat al-Takharruj – وثيقة التخرج) indicating the student's overall academic average.
- Wall Graduation Certificate (Diploma) (Shahada Jidariya – شهادة جدارية).

These documents shall be issued without additional fees, according to the regulations stated in the handbook.

10. Confirmation of Student Status

Knowledge University shall issue student status confirmation letters to students free of charge whenever such documents are required.

2.6 Administrative Procedures & Financial Regulations

2.6.1 Administrative Procedures

1. **Student Registration and Continuation of Studies**

Students admitted to Knowledge University must complete their registration in accordance with the rules and regulations of the Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government.

Students are required to comply with the relevant regulations throughout their studies.

2. Administrative Procedures for Student Admission

The administrative procedures for admitting students to Knowledge University must be organized and implemented systematically to ensure compliance with university and ministerial regulations.

3. Required Registration Procedures

The procedures include:

- Obtaining the necessary admission approval from the Ministry.
- Completing the student's registration through the electronic admission system.
- Submitting the required academic documents to the University Registration Office.
- Paying the first installment of tuition fees.
- Issuing a student identification card.
- Issuing the official university administrative order confirming the student's admission.

4. University Records and Documents

Knowledge University must provide and maintain the necessary official documents and administrative records for all admitted students.

These records must be properly organized and available for relevant administrative and academic purposes.

5. Student Admission and Registration Guidelines

The University shall follow the official guidelines for student admission, registration, and academic procedures, including the relevant provisions identified in the handbook.

These guidelines shall be applied according to the University's approved academic system.

6. Compliance with Academic Regulations

Knowledge University shall apply the relevant administrative and academic procedures in accordance with the regulations governing private universities and higher education institutions.

7. Continuation of Study and Academic Eligibility

Students who do not meet the requirements for progression to the next academic stage, according to the regulations issued by the Ministry of Higher Education and Scientific Research, may not proceed to the next stage until the necessary requirements are satisfied.

8. Morning and Evening Study Arrangements

Changes or arrangements between morning and evening study programs at Knowledge University shall be permitted only under the applicable guest-study (hosting) procedures.

Such arrangements must be consistent with the conditions under which the student was originally admitted.

9. Postponement of Studies

Students who wish to postpone their studies must submit their requests before the announcement of the first-round examination results.

Students must complete the required postponement procedures in accordance with the academic regulations.

10. Progression Between Academic Systems

Under the annual academic system, students who have passed their academic year but have failed no more than two subjects may be permitted to proceed to the next stage while carrying the failed subjects.

For departments applying the Bologna Process, academic progression shall follow the relevant credit-based regulations and the specific rules governing that system.

2.6.2 Financial Regulations

1. Annual Tuition Fees

Annual tuition fees at Knowledge University shall be determined according to Article 12, Paragraph 6, of Regulation No. 2 of 2013.

2. Payment of Tuition Fees

Students are permitted to pay their annual tuition fees in installments.

According to the regulations of the Ministry of Higher Education and Scientific Research, Knowledge University may divide the annual tuition fees into a maximum of five (5) installments.

3. Issuance of Documents Before Registration Completion

Knowledge University shall not issue official academic documents or student records for applicants who have not completed the required registration procedures.

If the University issues such documents without completing the registration requirements, the University shall bear responsibility for the consequences.

4. Cancellation of Admission

Students have the right to submit a request to cancel their admission without paying an administrative fee for submitting the request.

5. Examination Result Appeals

Students who wish to submit an objection or appeal regarding their examination results shall pay a fee of 3,000 Iraqi dinars (IQD) per subject.

6. Repeating an Academic Year

Knowledge University shall not charge additional fees to students who repeat an academic year.

7. Official Correspondence

Knowledge University shall not charge students for preparing and issuing official correspondence addressed to other institutions or authorities.

8. Tuition Fees and Educational Services

Tuition fees must cover the provision of the essential resources, educational materials, and academic services required for the teaching and learning process.

These include the services and facilities that the University provides to students during their studies.

The regulation continues on page 23.

9. Tuition Fees and University Services

Knowledge University shall not charge students additional fees for the use of educational resources and services already covered by tuition fees, including internet access, university websites, student activities, and other essential academic facilities.

10. Tuition Fees for Students Postponing Their Studies

When a student postpones an academic year, Knowledge University may collect up to 30% of the annual tuition fee.

When the student returns to continue studying in the following academic year, the remaining 70% of the tuition fee shall be collected.

11. Application of Academic Regulations

Knowledge University shall implement the relevant regulations and instructions issued in 2016, in accordance with the University's rules and the requirements of the Ministry of Higher Education and Scientific Research.

12. Tuition Fees During Student Transfers

When students transfer between universities or institutes, only the receiving institution has the right to collect tuition fees for the subsequent period of study.

This must take place after the student has completed the financial clearance procedures for previous academic years at the original institution.

13. Tuition Fees for Carryover Subjects

Students who have subjects under the Abour (carryover) system shall not be charged additional tuition fees solely for those subjects.

14. Tuition Fees for Students Repeating an Academic Year

Students who fail an academic year and are required to repeat subjects shall pay tuition fees according to the number of subjects they must repeat.

The applicable percentages are shown below.

Number of Subjects		Percentage of Tuition Fees
Annual System	Semester System	
2	3	30%
3	4	45%
4	5	60%
5 or more	6 or more	100%

The calculation of tuition fees depends on the academic system applied to the student's department and the number of subjects that must be repeated.

2.7 Student Transfer Regulations

2.7.1 Article One: General Conditions for Student Transfers

1. Eligibility for Student Transfer

Students are permitted to transfer only after successfully completing the first academic year.

2. Approval of the Universities

Students wishing to transfer must obtain approval from the universities involved.

The transfer must also comply with the relevant regulations of the Ministry of Higher Education and Scientific Research.

3. Approval from the Receiving University

Students must first obtain official acceptance from the university to which they intend to transfer.

After receiving approval from the destination university, the original university may complete the student's transfer procedures.

4. Student Transfer Deadline

Student transfers must be completed by 30 September of each year, according to the academic regulations referenced in the handbook.

5. Transfers to Public Universities

Transfers from Knowledge University to public universities are permitted only in accordance with the official instructions issued by the Ministry of Higher Education.

6. Transfers to Other Universities

Knowledge University students may transfer to universities within the Kurdistan Region or other recognized institutions in Iraq, provided that the necessary approval is obtained from the Ministry of Higher Education and Scientific Research.

7. Transfers Between Academic Departments

Students who wish to transfer from one department to another at Knowledge University must satisfy the admission requirements of the receiving department.

The transfer is subject to the student's academic qualifications, admission average, available places, and the relevant university regulations.

8. Transfers from Public Universities to Knowledge University

Students from public universities may be permitted to transfer to Knowledge University. Such transfers require official approval from the relevant institutions and recognition of the student's previous academic study.

The University must also complete the necessary academic equivalency procedures (Al-Muqasa Al-Ilmiyya – المقاصة العلمية) in accordance with the Ministry's regulations.

9. Academic Equivalency for Transferred Students

For transfers involving universities in Federal Iraq and the Kurdistan Region, the academic equivalency and credit-transfer requirements must comply with the regulations established by the Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government.

2.7.2 Article Two: Transfer of Students Between Departments Within Knowledge University

Students wishing to transfer from one academic department to another within Knowledge University must meet the following conditions:

1. Registration Period

The transfer must be completed before the beginning of classes at the University.

2. Admission Eligibility

The student must meet the admission requirements of the department to which they wish to transfer, including the required minimum academic average.

3. Compliance with Ministerial Regulations

If the student's original admission was irregular or did not comply with the approved admission procedures, the University must follow the relevant ministerial regulations before approving a transfer.

2.7.3 Article Three: Transfer of Students from Knowledge University to Other Private Universities in the Kurdistan Region

Students may be permitted to transfer from Knowledge University to other recognized private universities under the following circumstances:

1. Family Relocation

The student's family has moved to another governorate within the Kurdistan Region. The student must submit official documents confirming the relocation.

2. Employment Relocation

The student or their legal guardian has been transferred to a new place of employment in another governorate. Official supporting documents must be provided.

3. Marriage

A student's marriage and resulting relocation to another governorate may be considered grounds for requesting a transfer.

4. Death of a Parent or Legal Guardian

The death of the student's parent or legal guardian may constitute grounds for a transfer request.

5. Medical Reasons

A student who needs to relocate for medical treatment may request a transfer.

The request must be supported by an official medical committee report or certificate.

2.7.4 Article Four: Transfer of Students from Private Universities in Federal Iraq to Knowledge University in the Kurdistan Region

1. **Admission Requirements**

Students transferring from private universities in Federal Iraq to Knowledge University must satisfy the minimum admission average established for the relevant academic program.

The minimum admission average shall be determined according to the admission regulations applicable in the Kurdistan Region for the academic year in which the student was originally admitted.

2. Academic Equivalency

Knowledge University must conduct an academic equivalency assessment (Al-Muqasa Al-Ilmiyya – المقاصة العلمية) for transferred students.

This process must be completed in accordance with the Ministry's academic equivalency regulations.

2.7.5 Article Five: Transfer of Students from Universities Outside the Kurdistan Region to Knowledge University as Guest Study

1. Guest Study Arrangements

Students enrolled at universities outside the Kurdistan Region may be permitted to study temporarily at Knowledge University under the guest-study arrangement.

Such arrangements must be approved by the relevant authorities and must comply with the regulations issued by the Ministry of Higher Education and Scientific Research.

The student must provide official admission and academic documentation from the original university.

2. Official Correspondence

The student's original university must send an official letter confirming the student's academic status.

The correspondence must include the student's name and the required academic information, according to the approved transfer and guest-study procedures.

3. Academic Equivalency

Knowledge University must complete the academic equivalency process (Al-Muqasa Al-Ilmiyya – المقاصة العلمية) before approving the relevant academic arrangements for guest students.

2.7.6 Article Six: Transfer of Students from Universities Outside the Kurdistan Region to Knowledge University

The following conditions apply to students transferring to Knowledge University from universities outside the Kurdistan Region, including those studying in medical and engineering departments.

1. Minimum Admission Average for Pharmacy

Students transferring from universities outside the country must have obtained a preparatory school average of at least 80% to be eligible for admission to the Department of Pharmacy at Knowledge University.

2. Minimum Admission Average for Engineering

For admission to engineering departments, the transferring student's preparatory school average must not be less than 75%.

3. Academic Equivalency

Transferring students must undergo an academic equivalency assessment (Al-Muqasa Al-Ilmiyya – المقاصة العلمية) in accordance with the applicable academic regulations.

4. Completion of Outstanding Courses

Following academic equivalency, any outstanding courses or academic requirements must be completed in accordance with the instructions of the Ministry of Higher Education and Scientific Research.

5. **Admission to Medical and Engineering Departments**

Students transferring to medical and engineering departments must comply with the regulations and admission conditions established by the relevant authorities in the Kurdistan Region.

2.7.7 Article Seven: Guest-Study System

The guest-study system (Istidafa – الاستضافة) applies to students temporarily studying at Knowledge University while remaining registered at another university, in accordance with the applicable regulations and the official instructions referenced in Letter No. 2601/5, dated 11 February 2008.

1. **Eligibility for Guest Study**

Students registered at universities in Federal Iraq may apply to undertake a temporary period of study at Knowledge University, subject to the relevant conditions and the approval of the appropriate authorities.

2. Approval of the Original University

A student applying for guest study must obtain official approval from their original university and from Knowledge University.

3. Corresponding Academic Department

Students must apply for guest study in a department corresponding to their current field of study and academic specialization.

4. Annual Renewal

The application for guest study must be renewed for each academic year. Students cannot automatically continue under the guest-study arrangement without obtaining the necessary approval.

5. Compliance with University Regulations

During the guest-study period, students must comply with the academic regulations, educational system, and administrative procedures of Knowledge University.

6. Academic Records

At the end of the study period, Knowledge University must send the student's examination results and academic grades to the student's original university.

2.8 Students with Special Needs

1. Admission and Accessibility

Students with disabilities who meet the admission requirements have the right to apply for admission to Knowledge University and study in the academic departments for which they are eligible.

2. Special Academic Arrangements

Students with permanent disabilities may request appropriate academic arrangements, including transfer to the morning study system, where applicable.

These arrangements must be supported by an official medical committee report and approved in accordance with the relevant regulations.

3. University Support

Knowledge University shall consider the circumstances and special needs of students with disabilities and provide suitable arrangements and necessary assistance to support their education.

Chapter Three: Examination, Grading, and Disciplinary Regulations

3.1 Laws and Regulations Concerning Examinations, Grades, and Student Discipline

Students must comply with the regulations and instructions governing examinations, student grades, and disciplinary matters, in accordance with the official instructions issued under Letter No. 22130/5, dated 14 December 2009.

3.1.1 Article one: Student Examination Regulations

Knowledge University is authorized to organize and implement examination regulations in accordance with the conditions described below.

3.1.2 Article Two: Examination Assessment

Upon the recommendation of the Department Council, the College Council may determine the methods of conducting examinations and assessing students' academic performance.

The continuous assessment component may account for 40% of the student's total grade.

For subjects with particular scientific, practical, or laboratory requirements, the University Council may approve appropriate assessment arrangements according to the nature of those subjects.

3.1.3 Article Three: Examination Records

Official examination records must include the following information:

- Name of the university, college, and department.
- Name of the academic subject.
- Student's name.
- Academic year and stage of study.

The examination records must also include:

- Grades obtained by students in each examination component.
- Names of academic staff members responsible for preparing examination questions.

3.1.4 Article Four: Minimum Passing Grades

1.The minimum passing grade for all academic departments, except Law, is 50%.

2.The minimum passing grade for the Department of Law is 60%.

3.1.5 Article Five: Second-Round Examinations

The system of postponing or deferring the second-round examination (Ta'jil – تأجيل) is not permitted under these regulations.

3.1.6 Article Six: Academic Dishonesty and Cheating

1. **Cheating in Examinations**

If a student is found guilty of cheating in daily, weekly, or other examinations, the student shall be considered to have failed all subjects for that academic year under the annual system, or the applicable semester under the semester system.

If the student repeats the same violation, their university registration may be cancelled (Tarqeen Qaid – ترقين قيد), and they shall lose the right to return to study under the stated regulation.

2**. Repeated Cheating**

If a student is found guilty of cheating again in examinations, the University shall impose the prescribed academic penalty.

This may include failure in all relevant subjects and permanent cancellation of the student's university registration, without the right to return to study.

The regulations concerning examination violations continue on the following page.

3.1.7 Article Seven: Calculation of Academic Grades

When calculating a student's final academic average, the grades of each academic year shall be considered according to the approved calculation method.

The overall academic average shall be calculated based on the grades and academic performance achieved during the student's years of study.

3.1.8 Article Eight: Calculation of the Graduation Average

The overall graduation average is calculated using different percentages for each academic year, depending on the duration of the academic program.

1. **Four-Year Academic Programs**

For departments with a four-year study duration, the graduation average is calculated as follows:

Academic Year	Percentage Average
First Year	25%
Second Year	25%
Third Year	25%
Fourth Year	25%

Students' grades in all academic years are taken into consideration according to these percentages.

2. **Five-Year Academic Programs**

For departments with a five-year study duration, the graduation average is calculated as follows:

Academic Year	Percentage Average
First Year	5%
Second Year	10%
Third Year	20%
Fourth Year	25%
Fifth Year	40%

These percentages are applied when calculating students' final graduation averages and academic rankings.

3.1.9 Article Nine: Classification of Academic Grades

Academic grades shall be classified according to the following grading scale:

Ranks	Range of marks, %
Excellent	100-100
Very Good	80-89
Good	70-79
Medium	60-69
Accepted	50-59
Fail	≤ 49

3.2 Grading Classification and Attendance Regulations

Students must comply with the attendance regulations and requirements established by Knowledge University.

1. **Attendance Requirements**

After completing the registration process, students must attend lectures and participate regularly in academic activities from the beginning of their studies.

Students are responsible for maintaining regular attendance throughout the academic year.

2. **Absence Without an Acceptable Excuse**

Students are permitted a maximum absence rate of 10% without an officially accepted excuse.

Absences exceeding the permitted limit may result in academic penalties.

3. **Absence with an Acceptable Excuse**

Students with legitimate and documented reasons for absence may be permitted an absence rate of up to 15%.

Acceptable reasons include:

- Death of a close family member, such as a parent, sibling, spouse, or child.
- Illness or medical conditions supported by an official medical report.

The University must approve the supporting documentation.

4. **Attendance Warnings**

Students who exceed the permitted absence limits shall receive the following warnings:

- First Warning (Attention Notice): When the absence rate exceeds 5%.
- Second Warning (Initial Warning): When the absence rate exceeds 7%.

A final warning shall be issued when a student's absence reaches:

- 10% without an acceptable excuse.
- 15% with an acceptable excuse.

5. **Exceeding the Maximum Absence Limit**

If a student's absence exceeds 10% without an acceptable excuse or 15% with an acceptable excuse, the student may be considered to have failed the relevant subject or subjects, regardless of the grades obtained in previous examinations.

This provision is applied according to the examination and student disciplinary instructions issued under Letter No. 22130/5, dated 14 December 2009.

6**. Student Attendance and Administrative Decisions**

Students who fail to comply with the attendance requirements shall be subject to the applicable administrative and academic regulations.

Any decisions concerning their academic status must be processed in accordance with the University's approved procedures and relevant examination regulations.

7. **Publication of Attendance Warnings**

All attendance notices and warnings must be officially announced.

Copies of these notices shall be displayed on the designated student noticeboards within the academic departments.

8. **Notification of Relevant Authorities**

The University must ensure that all relevant administrative orders and decisions concerning attendance regulations are properly documented.

Copies of the necessary orders must be submitted to the Ministry of Higher Education and Scientific Research.

9. **Special Circumstances**

Students who are unable to attend classes because of particular circumstances, including medical treatment or other officially recognized reasons, may be granted the permitted absence allowance of 15%, subject to the submission of supporting documents.

4. Student Disciplinary Regulations

Knowledge University shall implement student disciplinary regulations in accordance with the instructions issued by the Ministry of Higher Education and Scientific Research, under Letter No. 22130/5, dated 14 December 2009.
The following regulations apply to all students.

4.1 Article One: General Student Responsibilities

All students must comply with the following rules and regulations:

1. **Compliance with University Regulations**

Students must comply with all laws, regulations, and instructions issued by Knowledge University and its colleges.

2. **Protection of the University's Reputation**

Students must not damage the reputation of the University or its colleges through inappropriate words, statements, or actions, either inside or outside the University.

3. **Respectful Behavior**

Students must avoid any behavior inconsistent with appropriate university conduct.
They must respect university regulations, academic staff, administrative employees, and other students.
Students must also maintain positive relationships, cooperation, and mutual respect within the university community.

4**. Maintaining University Order**

Students must not disrupt the order, stability, or normal functioning of Knowledge University or its colleges.

5. **Protection of University Property**

Students must preserve educational equipment, university facilities, and other property belonging to Knowledge University.

6. **Protection of the Educational Process**

Students must not disrupt or deliberately create obstacles to teaching, learning, or other academic activities.

7**. Respect for Religious Beliefs and National Unity**

Students must not insult or show disrespect toward religious beliefs, the unity of the country, or national identity and values.

4.2 Article Two: Violations of Disciplinary Regulations

Any student who commits a violation of the University's disciplinary regulations shall be subject to the appropriate disciplinary measures.
Such measures must be implemented in accordance with the relevant university rules and the applicable disciplinary instructions.

4.3 Article Three: Disciplinary Measures

Students may be subject to disciplinary measures in the following circumstances:

1. **Repeated Violations**

A student who repeats a violation after receiving a warning may be subject to further disciplinary action.

2. **Violation of University Rules**

Students who fail to comply with the University's internal regulations, rules of conduct, and disciplinary requirements may face disciplinary measures.

3. **Inappropriate Conduct Toward Others**

Any student who behaves inappropriately toward another person, including through offensive or abusive language, may be subject to disciplinary action.

4.4 Article Four: Reprimand (Tawbikh – توبيخ)

A student may receive an official reprimand in the following circumstances:

1. **Repeated Violations**

Any student who has previously received a warning (Tanbih – تنبيه) and repeats the same violation shall be subject to an official reprimand.

2. **Organizing Unauthorized Demonstrations**

Any student who organizes or participates in unauthorized demonstrations or protests against university employees or administrative staff, or engages in activities that disrupt the University's order, may receive an official reprimand.

4.5 Article Five: Temporary Dismissal from the University

A student may be temporarily dismissed from Knowledge University for a period not exceeding one academic year for any of the following violations:

1. **Repeated Disciplinary Violations**

A student who has received two official reprimands and subsequently repeats a disciplinary violation may be temporarily dismissed.

2. **Physical Assault Against University Employees**

Any student who physically assaults a university employee or administrative staff member, excluding members of the academic teaching staff, shall be subject to disciplinary action.

3. **Violence Against Other Students**

Any student who engages in violent behavior or physically attacks another student or classmate shall be subject to temporary dismissal.

4. **Possession of Weapons**

Any student who brings or possesses weapons of any kind on university premises, whether licensed or unlicensed, shall be subject to disciplinary action.

5. **Deliberate Damage to University Property**

Any student who intentionally damages university property, equipment, buildings, or other facilities shall be subject to temporary dismissal.

6. **Disrespect Toward National or Religious Values**

Any student who insults national dignity, religious beliefs, or national symbols shall be subject to disciplinary measures.

7. **Verbal Abuse Toward Academic Staff**

Any student who verbally insults or behaves disrespectfully toward a member of the teaching staff, whether a permanent lecturer or visiting academic, shall be subject to disciplinary action.

8. **Use of Alcohol or Intoxicating Substances**

Any student who consumes alcoholic beverages or other intoxicating substances on university premises, or enters the University while intoxicated, shall be subject to temporary dismissal.

9. **Damaging the University's Reputation**

Any student who damages the reputation of Knowledge University through words or actions, whether inside or outside the University, shall be subject to disciplinary measures.

10. **Disruption of Examinations**

Any student who deliberately causes disturbances or creates obstacles to the proper conduct of examinations shall be subject to disciplinary action.

4.6 Article Six: Permanent Dismissal and Cancellation of Registration

A student may be permanently dismissed from Knowledge University, with their name removed from the University's registration records, for the following violations:

1. **Repeated Serious Disciplinary Offenses**

Any student who repeats a violation after previously being subjected to disciplinary action may be subject to permanent dismissal under the applicable regulations.

2. **Repetition of Violations Under Article Five**

A student who repeats any of the violations specified in Article Five may be permanently dismissed from the University.

3. **Physical Assault Against Teaching Staff**

Any student who physically assaults a member of the academic teaching staff or a visiting lecturer at the University or its colleges shall be subject to permanent dismissal.

4. **Serious Misconduct**

Any student who commits an act contrary to public morality, accepted ethical standards, or appropriate university conduct may be permanently dismissed.

5. **Conviction of a Serious Criminal Offense**

Any student who is convicted of a serious criminal offense, including offenses involving dishonesty or moral misconduct, may be permanently dismissed.

6. **Use of Prohibited Drugs**

Any student proven to have used or possessed prohibited narcotic or intoxicating drugs on university premises or in facilities affiliated with the University shall be subject to permanent dismissal.

4.7 Article Seven: Application of Disciplinary Penalties

1. **Additional Legal Penalties**

The imposition of university disciplinary penalties under Articles Two, Three, Four, Five, or Six does not prevent the application of other legal penalties where a student's conduct also constitutes an offense under applicable law.

2. **Legal Proceedings Outside the University**

If legal proceedings are initiated against a student for an offense committed outside the University, the University's disciplinary procedures may be postponed until the relevant legal proceedings have been concluded.

4.8 Article Eight: Student Disciplinary Committee

The Dean of the College shall establish a Student Disciplinary Committee consisting of:

- A chairperson from the academic teaching staff, holding an academic rank not lower than Assistant Professor.
- Three academic staff members, each holding a rank not lower than Lecturer.
- One student representative.

The committee shall be responsible for investigating student disciplinary violations and examining cases referred to it.

4.9 Article Nine: Investigation of Serious Violations

When a student commits an offense that may result in temporary or permanent dismissal under Articles Five and Six, the Student Disciplinary Committee shall:

1. Investigate the incident thoroughly.
2. Examine the circumstances and available evidence.
3. Determine the nature and seriousness of the violation.
4. Submit recommendations concerning the appropriate disciplinary penalty to the Dean of the College.

4.10 Article Ten: Authorities Responsible for Disciplinary Penalties

The authority to impose student disciplinary penalties shall be distributed as follows:

1. **Dean of the College**

The Dean has the authority to impose:

- Warning (Tanbih – تنبيه).
- Formal notice (Indhar – إنذار).
- Official reprimand (Tawbikh – توبيخ).
- Temporary dismissal for a period not exceeding one month.

2. **College Council**

The College Council has the authority to impose temporary dismissal for a period exceeding one month, according to the applicable regulations.

3. **President of the University**

The President of Knowledge University has the authority to impose permanent dismissal from the University, based on the recommendations of the College Council.

4.11 Article Eleven: Appeals Against Disciplinary Decisions

A student who receives a temporary dismissal penalty lasting more than one month but not exceeding one academic year has the right to appeal the decision.

The appeal must be submitted to the President of the University within 15 days of receiving official notification of the disciplinary decision.

A student who receives a permanent dismissal penalty may appeal the decision to the University Council.

The appeal must also be submitted within 15 days of receiving notification.

The appeal procedures continue on page 38.

Where a student has been permanently dismissed from Knowledge University, the student may submit an appeal against the final dismissal decision to the University Council.

The University Council and the President of the University, according to their respective authorities, shall review the appeal and issue a final decision within 15 days from the date the appeal is submitted.

4.12 Article Twelve: Announcement of Disciplinary Decisions

Disciplinary decisions must be officially announced and documented.

The following requirements apply:

1. The disciplinary decision must be displayed on the official noticeboard of the relevant college for a period of not less than one week.
2. The student concerned must be notified of the decision in writing.
3. The student must be informed of the disciplinary action and the reasons for the decision.

These procedures are intended to ensure that disciplinary decisions are formally communicated and recorded.

Chapter Four: Academic Progression, Cancellation of Registration, Reinstatement, and Postponement of Studies

This chapter covers the following academic procedures:

- Carryover of failed subjects (Abour – عبور).
- Cancellation of student registration (Tarqeen Qaid – ترقين قيد).
- Reinstatement following cancellation of registration.
- Postponement of studies (Ta'jil – تأجيل).
- Study leave or full-time study arrangements.

5.1 Article One: Carryover of Failed Subjects (Obour)

1. Maximum Number of Carryover Subjects

The carryover system permits students to carry:

- One subject under the annual academic system.
- Two subjects under the semester academic system.

2. Carryover Under the Semester System

The two carryover subjects may belong to the same semester or to different semesters.

In either case, the student may be permitted to progress to the next academic stage according to the relevant regulations.

3. Carryover Under the Annual System

Under the annual academic system, students may progress to the next academic year with only one outstanding subject, provided they have passed all remaining subjects.

4. Carryover Under the Semester System

Under the semester academic system, students may progress with no more than two outstanding subjects, provided they have successfully completed their other required subjects.

5. Application of Carryover Regulations

The carryover regulations at Knowledge University must be consistent with the corresponding regulations applied at public universities in the Kurdistan Region.

5.2 Article Two: Cancellation of Student Registration (Tarqeen Qaid)

A student's registration at Knowledge University may be cancelled under the following circumstances:

1. Repeated Academic Failure

If a student fails the same academic stage for two consecutive years, the student's registration may be cancelled.

2. Exceeding the Maximum Duration of Study

A student's registration may be cancelled if the total period of study exceeds the maximum permitted duration under the annual academic system.

For example, a student enrolled in a four-year academic program may be permitted an additional three years to complete the program.

The maximum total duration would therefore be seven years.

If the student does not complete the program within that period, their registration may be cancelled.

3. Repeated Failure Due to Absence

If a student is considered to have failed because of absence on two occasions during their period of study, the student's registration shall be cancelled.

In such circumstances, the student shall lose the right to return to study at Knowledge University under the regulation stated in the handbook.

5.3 Article Three: Cancellation of Registration Following Reinstatement

A student whose registration has previously been cancelled and who has subsequently been reinstated may have their registration cancelled again in the following circumstances:

1. Failure Following Reinstatement

If the student fails the same academic stage during the year of reinstatement, their registration may be cancelled again.

2. Repeated Failure in Another Academic Stage

If the student fails another academic stage for two consecutive years after reinstatement, the student's registration may be cancelled again.

3. Maximum Number of Reinstatements

A student may benefit from reinstatement following cancellation of registration a maximum of two times.

5.4 Article Four: Postponement of Studies (Ta'jil)

Postponement of studies is permitted under both the annual and semester academic systems, subject to the following conditions.

1. Student Application for Postponement

A student may apply to postpone an academic year if they have a legitimate and acceptable reason (Udhur Mashru' – عذر مشروع).

The student must submit the postponement application to the relevant college authorities.

The application must be submitted at least one month before the beginning of the final examinations.

2. Approval of the University President

The President of Knowledge University may approve the postponement of a student's academic year based on a recommendation from the College Council.

The postponement may be granted when the student provides a legitimate and acceptable reason preventing them from continuing their studies.

The student must submit the application at least one month before the beginning of the final examinations.

3. Postponement Under the Semester System

Under the semester academic system, a student generally cannot request postponement of the second semester alone.

An exception may be considered when circumstances beyond the student's control prevent continuation of studies, provided that the student has successfully completed the first semester.

In such circumstances, postponement may be applied to the entire academic year, according to the relevant regulations.

4. Additional Postponement of Studies

The Minister of Higher Education and Scientific Research has the authority, upon the recommendation of the University Council, to approve an additional postponement of studies when a student presents a legitimate (Udhur Mashru' – عذر مشروع) and reasonable justification.

A postponement may be approved for a third academic year under exceptional circumstances.

If a student requests postponement for a fourth time, the student's registration may be cancelled (Tarqeen Qaid – ترقين قيد) in accordance with the applicable regulations.

5.5 Article Five:Full-Time Study Requirements

All students admitted to Knowledge University are required to dedicate themselves fully to their academic studies and maintain regular attendance.

Students must comply with the University's attendance regulations and academic schedules.

If an admitted student is employed by a government institution or another organization, the student must obtain official study leave from their employer in accordance with the relevant laws and regulations.

If a student obtains employment during their studies, they must arrange the necessary study leave or postpone their studies until they are able to meet the University's full-time study requirements.

These requirements are intended to ensure that students can participate effectively in their academic programs and successfully complete their studies.

Chapter Five: Student Services, Activities, Student Union, and Media

Part One: Student Services

Scientific, Technical, and Academic Services

Engineering Laboratories

1. Engineering Drawing Laboratory

Engineering drawing involves the graphical representation of technical objects, components, and engineering designs.

The Engineering Drawing Laboratory provides students with an environment in which they can develop their technical drawing skills and apply engineering concepts through practical activities.

The laboratory supports students in the College of Engineering by helping them understand technical drawings, engineering design principles, and the graphical representation of engineering systems.

Students learn how to prepare drawings, interpret engineering designs, and develop the practical skills required for their future professional careers.

2. Drilling and Petroleum Fluids Laboratory

The Drilling and Petroleum Fluids Laboratory is one of the important facilities supporting education in petroleum engineering.

The main objective of this laboratory is to provide students with practical experience related to drilling operations, petroleum fluids, and the physical and technical properties of drilling materials.

Students have opportunities to apply theoretical concepts through laboratory experiments and practical demonstrations.

The laboratory contributes to developing their understanding of drilling processes, fluid behavior, and the use of engineering equipment in petroleum-related operations.

The laboratory provides practical training that helps students understand the technical properties of drilling fluids and petroleum-related materials.

Students use laboratory equipment to conduct experiments and examine physical properties relevant to petroleum engineering.

These experiments support their understanding of engineering principles and their applications in the oil and gas industry.

3. Fluid Mechanics Laboratory

The Fluid Mechanics Laboratory is designed to help students understand the behavior and physical properties of fluids.

The laboratory provides equipment and practical experiments related to fluid flow, pressure, and fluid movement.

Students conduct experiments to examine the behavior of liquids under different conditions and learn how fluid mechanics principles are applied in engineering.

The laboratory supports practical learning and allows students to connect theoretical concepts with experimental observations.

4. Geology Laboratory

The Geology Laboratory provides students with opportunities to study geological structures, rocks, minerals, and the natural processes that shape the Earth.

The laboratory supports the teaching of subjects related to petroleum engineering and geological sciences.

Students use geological samples and laboratory materials to identify different types of rocks and understand their physical and geological characteristics.

Practical exercises help students develop skills in geological observation, rock classification, and the interpretation of geological information.

These activities contribute to their understanding of geological formations and their importance in petroleum exploration.

5. Soil Testing Laboratory

The Soil Testing Laboratory is equipped with instruments and equipment used to examine the physical and engineering properties of soil.

The laboratory helps students understand soil characteristics and their importance in construction and engineering applications.

Students conduct experiments on soil samples and learn methods for evaluating soil quality and mechanical properties.

The laboratory also provides practical training related to fieldwork and engineering soil investigations.

Students conduct practical investigations to identify different types of soil and evaluate their engineering characteristics.

The laboratory supports experiments involving soil behavior and the relationship between soil properties and engineering construction requirements.

Through these activities, students gain practical knowledge of soil testing procedures and the methods used in engineering projects.

6. Thermodynamics Laboratory

The Thermodynamics Laboratory is equipped with various instruments and technical devices that support practical experiments in thermodynamics.

The laboratory provides students with opportunities to understand the relationship between heat, temperature, energy, and mechanical systems.

Students perform experiments that demonstrate the practical applications of thermodynamic principles.

The laboratory contributes to the development of students' technical knowledge, laboratory skills, and understanding of energy-related engineering processes.

Medical Laboratories

The Department of Medical Laboratory Science provides several laboratories equipped with the instruments and materials required for practical education.

These laboratories allow students to apply theoretical knowledge through experiments and laboratory activities.

Practical training is an essential part of the educational process, helping students develop laboratory techniques and understand scientific and medical procedures.

The laboratories are designed to provide students with the practical experience necessary for their academic studies and future professional responsibilities.

Biochemistry Laboratory

The Biochemistry Laboratory is one of the specialized laboratories supporting the Department of Medical Laboratory Science (DMLS).

It is equipped with scientific instruments and laboratory materials used for practical education in biochemistry.

Students conduct experiments involving chemical and biological processes, including the examination and analysis of biological materials.

The laboratory supports education in subjects related to biochemistry and helps students develop the practical skills required for laboratory analysis.

Biology, Chemistry, and Hematology Laboratories

1. Biology Laboratory

The Biology Laboratory is an important educational facility that focuses on developing students' fundamental biological knowledge and practical laboratory skills.

It provides students in the medical laboratory departments with opportunities to understand biological concepts and apply scientific knowledge through practical experiments.

The laboratory is equipped with microscopes and other essential scientific instruments.

Students learn how to prepare biological slides, examine microscopic structures, and observe living cells and tissues.

These practical activities help students develop the skills required for biological investigations and laboratory examinations.

2. Chemistry Laboratory

The Chemistry Laboratory provides students with opportunities to understand the chemical properties of different substances through practical experiments.

Students learn how to prepare chemical materials, use laboratory equipment, and perform chemical reactions.

The laboratory enables students to apply their theoretical knowledge of chemistry and understand the practical applications of chemical analysis.

Through these experiments, students develop their laboratory skills and gain experience in using scientific equipment for chemical investigations.

3. Hematology Laboratory

The Hematology Laboratory focuses on the study of blood, its components, and blood-related diseases.

It provides students with practical experience in conducting blood examinations and identifying abnormalities associated with blood disorders.

Students learn different methods used in hematological investigations, including:

- Examination of blood cells and their components.
- Diagnosis and investigation of anemia.
- Identification of blood-related disorders.
- Investigation of blood-clotting conditions, including hemophilia.
- Examination and analysis of blood samples.
- Understanding the relationship between blood components and different diseases.

The laboratory helps students develop the technical skills required for hematological testing and laboratory diagnosis.

4. Histology Laboratory

The Histology Laboratory focuses on the microscopic examination of tissues and their structures.

Histology is an important branch of medical laboratory science that involves examining tissues under a microscope to understand their normal structures and identify abnormalities.

The laboratory provides students with opportunities to study different types of human tissues and understand their microscopic characteristics.

Students learn techniques used in tissue preparation, staining, and microscopic examination.

The laboratory also supports learning in subjects such as:

- Anatomy and tissue structure.
- Histology and tissue examination.
- Pathology and disease diagnosis.
- Microscopic identification of abnormal tissue changes.
-

5. Histopathology Laboratory

The Histopathology Laboratory provides students with practical training in examining tissues to identify pathological changes associated with diseases.

Students use microscopes and laboratory techniques to examine biological tissue samples and study the differences between healthy and abnormal tissues.

The laboratory helps students develop practical skills in tissue analysis, microscopic observation, and the identification of disease-related changes.

It also provides practical opportunities to understand the role of histopathology in medical diagnosis.

6. Immunology Laboratory

The Immunology Laboratory is equipped with scientific instruments and materials used for studying the immune system and immune-related diseases.

The laboratory provides students with practical experience in different immunological investigations.

These include:

- Examination of immune responses.
- Study of blood and immune-related components.
- Investigation of immunological disorders.
- Serological testing and analysis.
- Laboratory techniques used in the diagnosis of immune-related diseases.

Students learn how immunological methods are applied in medical laboratories and how laboratory examinations contribute to disease diagnosis.

7. Microbiology Laboratory

The Microbiology Laboratory provides students with opportunities to study microorganisms and understand their characteristics.

Students perform practical experiments involving the examination and identification of microorganisms.

The laboratory is equipped with instruments and materials needed for:

- Preparation of culture media.
- Cultivation of microorganisms.
- Identification of bacterial species.
- Application of staining techniques.
- Microscopic examination of microorganisms.

Students learn how to collect biological specimens and prepare them for microbiological investigations.

Practical activities include the identification and examination of bacteria, the preparation of laboratory samples, and the use of appropriate microbiological techniques.

Students also become familiar with methods for identifying microorganisms from clinical samples and other biological materials.

8. Mycology Laboratory

The Mycology Laboratory is designed to provide students with practical knowledge of fungi and their identification.

It provides equipment and techniques for the examination of fungal microorganisms.

Students learn methods for collecting, preparing, and examining fungal samples.

The laboratory supports education in medical mycology and helps students understand the role of fungi in human health and disease.

9. Cancer Research and Technology Laboratory

The Cancer Research and Technology Laboratory provides students with access to scientific equipment and materials required for the study of cancer-related topics.

The laboratory is intended to support academic learning and practical investigations related to cancer research.

It provides the necessary facilities for studying scientific concepts and laboratory techniques associated with cancer.

Engineering Laboratories

10. Biology Laboratory

The Engineering Biology Laboratory is a modern educational and research environment that supports practical learning in biology and biochemistry.

It provides students with opportunities to develop scientific and laboratory skills through practical experiments.

The laboratory is equipped with scientific instruments and is supported by experienced staff who assist students with laboratory activities.

Students undertake practical investigations, including microscopic examination and the preparation of biological samples.

The laboratory contributes to developing students' knowledge of biological science and its applications in different academic disciplines.

Chemistry, Pharmaceutical Technology, and Computer Laboratories

11. Chemistry Laboratory

The Chemistry Laboratory provides students with opportunities to work with different chemicals and study chemical reactions in a practical environment.

Through laboratory experiments, students learn how to identify chemical substances, observe their properties, and understand the effects of different chemical reactions.

The laboratory supports the practical application of chemistry in engineering and other scientific disciplines.

Knowledge University provides the necessary instruments, materials, and laboratory facilities to support students' learning and scientific investigations.

12. Pharmaceutical Technology Laboratory

The Pharmaceutical Technology Laboratory focuses on modern technologies and methods used in pharmaceutical preparation and production.

The laboratory provides students with opportunities to learn about pharmaceutical processes and practical techniques involved in the development and preparation of medicines.

It is equipped with modern instruments and technical facilities that support practical learning in pharmaceutical technology.

The laboratory contributes to the development of students' understanding of pharmaceutical manufacturing processes and the application of modern technology in medicine production.

13. Computer Laboratories

Knowledge University provides computer laboratories across its various colleges and academic departments.

These laboratories play an important role in supporting teaching, learning, and academic activities.

Students use computer laboratories to develop their practical computing skills and apply theoretical concepts through hands-on exercises.

The laboratories are equipped with computers and the necessary software applications to support different academic programs.

Students have opportunities to use computers for programming, data processing, research activities, and other educational purposes.

The University provides modern computing facilities to meet the requirements of different departments and improve the quality of practical education.

The computer laboratories also support the delivery of technology-related subjects and help students develop digital skills relevant to their future professional careers.

14. Computer Engineering Department Laboratories

Knowledge University opened its new Computer Engineering Department for the 2021–2022 academic year.

The department is located in a newly constructed building on the Knowledge University campus. Its laboratories are equipped with modern facilities designed to provide students with practical training and technical experience.

Dentistry Laboratories

15. The dental Phantom lab:

The dental phantom lab simulates a dental clinic environment with 25 dental workstations (24 student unit and 1 instructor unit) equipped with dental chairs, dental units and cutting-edge dental instrument. Each workstation is designed to accommodate dental Phantoms, also known as dental mannequins, as well as the oral cavity, teeth and gums of a real patient.

16. Pre-Clinic Lab:

The dental carved Lab is equipped with 10 workstations and a wide range of dental instruments designed specifically for carving and shaping dental restorations. Each workstation typically includes a dental model or tooth replica on which students practice their carving techniques.

17. Prosthetic Dental Lab:

Prothetic dental teaching laboratory is a specialized pre-clinical facility where dentistry students gain hands-0n training and designing, fabricating, and adjusting artificial dental restorations before treating live patients

Law Studies, and Library Services

Practical Teaching Methods in the College of Law

The College of Law combines theoretical education with practical learning activities.

In addition to classroom lectures, lecturers organize practical activities and simulated court proceedings (Moot Courts) to help students understand the application of legal principles.

These activities allow students to perform different roles, including:

- Judges
- Public prosecutors
- Lawyers
- Other participants in judicial proceedings

Students are given opportunities to apply the theoretical knowledge they acquire in class to simulated legal cases.

These activities improve their understanding of judicial procedures, strengthen their practical legal skills, and prepare them for future professional responsibilities.

Library Services, University Library

Knowledge University Library is located on the third floor (top floor) of the main university building.

The library occupies an area of more than 240 square meters.

The University has established the library to provide students with a suitable environment for reading, studying, and academic research.

The library provides students with access to a wide range of educational resources, including textbooks and academic reference materials.

Students can borrow books and other reading materials according to library regulations.

The library also supports students in preparing assignments, completing academic projects, and conducting research.

Internet access and computer facilities are provided to support students' academic activities and access to online educational resources.

Health Services

Knowledge University places considerable importance on the health and safety of students, academic staff, and administrative employees.

The University works to provide a healthy and safe educational environment through appropriate safety measures and preventive procedures.

These measures aim to protect students and staff against possible health risks, including:

- Airborne contaminants and infectious agents.
- Respiratory health risks.
- Allergies.
- Exposure to chemical substances.
- Hazards associated with laboratory activities.

Knowledge University also takes measures to maintain a clean and healthy environment in its buildings, laboratories, and other campus facilities.

The University recognizes the importance of workplace safety and aims to reduce potential hazards to students and staff.

Knowledge University has provided protective and preventive equipment to help safeguard students, lecturers, and employees against the coronavirus.

The University also aims to strengthen its health and safety procedures through administrative measures and preventive activities.

As part of these efforts, the University has developed procedures for responding to health emergencies and maintaining a safe environment within its buildings and academic facilities.

Health and Safety Management

Knowledge University provides health and safety support through the appropriate university administrative units and relevant health and safety personnel.

These units are responsible for promoting safe practices, identifying potential risks, and supporting a healthy learning environment.

The University regularly considers the safety requirements of its campus facilities and laboratories.

Laboratory Safety Equipment

Knowledge University provides specialized safety equipment to protect students and staff during laboratory activities.

Examples include:

- Biosafety cabinets: Designed to reduce exposure to biological hazards during laboratory work.
- Fume hoods: Used to reduce exposure to hazardous chemical vapors and fumes.
- Microbial contamination control systems: Used to support safe laboratory operations.

The University also provides safety instructions and awareness activities to promote appropriate laboratory practices.

These measures support safe scientific experiments and practical learning activities.

Infection Prevention and Sterilization

As part of its efforts to protect students and university personnel during the COVID-19 pandemic, Knowledge University introduced additional preventive measures.

These included the use of a Human Sterilization Cabin and other infection prevention arrangements.

Conference and Event Hall Services

Main Conference Hall

Knowledge University has a main conference hall located on the ground floor of its principal university building.

The hall is used for academic seminars, conferences, presentations, workshops, and discussions.

It has an area of approximately 200 square meters and a seating capacity of 132 people.

The hall is equipped with multimedia facilities and other necessary systems for organizing academic and administrative events.

Small Conference Hall

The University also has a second conference hall with an area of approximately 400 square meters.

This hall has a seating capacity of 351 people.

The conference hall is equipped with modern technology, including:

- Advanced audio systems.
- Sound distribution and amplification equipment.
- Multimedia and presentation systems.
- Facilities for organizing lectures, conferences, and other events.

These facilities support academic and institutional activities at Knowledge University.

Cafeteria and Parking Services

Cafeteria Services

Knowledge University provides a spacious cafeteria for students, lecturers, and administrative employees.

The cafeteria offers a variety of food and beverages, including hot and cold drinks, meals, and snacks.

The facilities provide students with opportunities to rest, eat, and socialize between lectures.

The cafeteria is designed to offer a comfortable environment, with seating areas and appropriate ventilation and air-conditioning systems.

The University also provides separate seating arrangements and facilities to accommodate the needs of students, academic staff, and administrative employees.

Shops and Car Parking

Knowledge University provides parking facilities for students, academic staff, employees, and visitors.

The car parking areas cover more than 40,000 square meters.

The parking facilities are located within the university campus and provide convenient access to the academic buildings.

Traffic and parking signs are installed to guide drivers and organize the movement of vehicles.

The University has arranged parking areas to improve accessibility, traffic management, and the safety of students and employees.

Part Two: Student Activities

Academic Activities

Knowledge University organizes various academic and scientific activities for students throughout the academic year.

The most important activities include the following:

1. Scientific Research Activities

Knowledge University encourages students to participate in scientific and academic activities to develop their research abilities and practical skills.

These activities aim to help students apply their knowledge in real working environments and gain professional experience.

Students are encouraged to strengthen their academic competencies and develop skills that support their future employment opportunities.

2. Participation in International Student Dialogue

Knowledge University students have participated in international student dialogue activities through the WinC program.

The handbook mentions students' participation in this program over three academic years and refers to a 42-day international dialogue activity.

This participation was intended to enhance students' communication skills, cultural understanding, and international engagement.

3. Mock Court Activities

The College of Law regularly organizes mock court activities.

These activities give students opportunities to practice legal procedures and develop their professional skills.

Fifth-year Law students participate in simulated courtroom proceedings based on criminal cases and legal procedures.

The activities allow students to experience the roles of judges, prosecutors, defense lawyers, and other courtroom participants.

Through these exercises, students develop their understanding of Iraqi law, legal procedures, and the practical application of legal knowledge.

The College also encourages students to participate in activities that strengthen their abilities in legal analysis, argumentation, and public speaking.

4. Orientation Activities for First-Year Students

Knowledge University organizes an annual orientation program for newly admitted first-year students.

The program aims to welcome students to the University and introduce them to university life.

It includes various activities designed to familiarize students with:

- University regulations and academic programs.
- The University's teaching and learning environment.
- Academic departments and administrative services.
- Student activities and available facilities.

The orientation activities help students adapt to their new academic environment.

Sports Activities

Knowledge University organizes various sporting activities throughout the academic year.

These activities include:

- Football competitions.
- Table tennis.

- Chess competitions.
- Marathon events.
- Other recreational and sporting activities.

These activities encourage physical fitness, teamwork, and student participation.

Artistic Activities

Knowledge University organizes artistic and cultural activities for students.

Examples include:

1. Reading Activities

The University organizes annual reading-related activities and competitions to encourage students to read books and develop their knowledge and cultural awareness.

2. National Traditional Dress Activities

The University organizes activities during which students and academic staff wear traditional national clothing.

These events aim to celebrate cultural heritage, promote cultural identity, and strengthen awareness of national traditions.

Book Exhibition

Knowledge University organizes an annual book exhibition in which students, lecturers, and university employees participate.

The exhibition is held in the University Library and aims to encourage reading, promote academic knowledge, and strengthen students' interest in books and educational resources.The University conducts this activity annually during the month of February each year.

Social Activities

Knowledge University organizes a variety of social and awareness activities for students throughout the academic year.

Important activities include the following:

1. International Women's Day Activities

Knowledge University celebrates International Women's Day on March 8 each year.

The University organizes various activities to recognize women's achievements and their contributions to society.

These activities include academic and educational programs involving lecturers, students, and university employees.

The University also organizes seminars and awareness activities to promote women's rights and recognize their important role in the community.

2. Kurdistan Flag Day Activities

On December 15, Knowledge University organizes activities to celebrate Kurdistan Flag Day.

The University participates in this annual occasion through cultural, artistic, and national activities.

Lecturers, students, and university employees take part in the celebrations.

These activities aim to strengthen awareness of the Kurdish people's history, culture, national identity, and heritage.

3. Violence Against Women and Its Impact on Society

Knowledge University annually organizes awareness activities and seminars addressing violence against women and its effects on society.

The handbook states that these activities are organized on December 1.

The purpose of these activities is to increase awareness about violence against women and its social consequences.

Health Activities

Knowledge University organizes several health and awareness activities for students every academic year.

Important activities include the following:

1. Diabetes Screening Activities

Knowledge University organizes diabetes screening activities on its campus.

These activities are designed to provide students and university employees with opportunities to undergo blood glucose testing.

The University conducts these activities annually to support health awareness and encourage early identification of diabetes-related health problems.

2. Voluntary Blood Donation Campaign – Donate Blood, Save Lives

Knowledge University cooperates with the Erbil Blood Bank to organize voluntary blood donation campaigns.

The University conducts these campaigns annually, with the handbook identifying November 10 as the date of the activity.

The campaigns encourage students, academic staff, and employees to donate blood voluntarily and contribute to saving lives.

3. Cancer Awareness Activities

Knowledge University organizes cancer awareness activities to increase students' knowledge of cancer and its prevention.

These activities include educational sessions, discussions, and awareness programs.

They aim to promote understanding of cancer-related health issues and encourage students to adopt appropriate preventive health practices.

Part Three: Student Union and Student Media

Student Union

Knowledge University has a Student Union that represents the interests of students.

The Student Union provides a platform through which students can participate in university activities and express their views.

The Union's activities help promote cooperation among students and strengthen their participation in university life.

It also supports communication between students and the University and provides opportunities for students to contribute to various institutional activities.

Student Media

Knowledge University places importance on student media and the role of communication in university life.

The University organizes various academic, social, and cultural activities and regularly communicates information about these activities to students, lecturers, and employees.

Knowledge University supports media-related activities that encourage student participation and help students develop communication skills.

The University also uses media platforms to communicate institutional news, academic activities, and information about university programs.

These activities contribute to raising awareness of university events, encouraging student engagement, and strengthening communication within the academic community.

- End of Document –

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