Knowledge
UNIVERSITY

Staff Handbook
2026-2027

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1. About Knowledge University

1.1 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 rece

ntly 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.

There are numerous labs within the different faculties. These labs are equipped with the all the 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 facilities page.

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.

1.2 Vision

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

1.3 Mission

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

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

1.4 Core Values

Knowledge University in Erbil is united by five core values as follows:

1. Integrity and Ethics: Ethical standards are our main standard in delivering quality education as well as maintaining cultural and national ties.

2. Dedication: Dedication to providing students with

knowledge and support, so they are fully prepared to be the leaders of the future.

3. Excellence with limitless Drive: For quality enhancement and continuance improvement.
4. Accountability and Transparency: We pride ourselves on our responsibility and transparency in our actions, providing a fair and positive work environment.
5. Innovation and Creativity: We work without bounds to improve lives through creativity and innovation in the pursuit of academic excellence

1.5 Colleges and Programs

Knowledge University has 9 colleges and these are: Dentistry, Pharmacy, Engineering, Science, Education, Law, Administrative and Financial Sciences, Technology and Nursing and as shown in the table below (https://knu.edu.iq/colleges.php,https://knu.edu.iq/departments):

College Name English/Kurdi	Program Name
College of Dentistry	Bachelor in Dentistry
College of Pharmacy	Bachelor in Pharmacy
College of	Bachelor in Petroleum Engineering

Engineering	Bachelor in Computer Engineering
	Bachelor in Environmental Engineering
	Bachelor in City Planning Engineering
	Bachelor in Civil Engineering
	Interior Design Engineering
College of Science	Bachelor in Medical Laboratory Science
	Bachelor in Medical Microbiology
	Bachelor in Computer Science
	Bachelor in Chemistry
College of Education	Bachelor in English Language Teaching
	Bachelor in Computer & Educational Technologies
	Educational & Psychological Technologies

College of Law	Bachelor in Law
	Bachelor in International Relations
College of Administrative & Financial Sciences	Bachelor in Accounting
	Bachelor in Business Administration
	Bachelor in Finance & Banking Sciences
	Bachelor in Digital Marketing
	Bachelor in Business Operations Analysis
	Bachelor in Digital Media
	Bachelor in Industrial & Agricultural Management
	Bachelor in Oil & Gas Management
College on Nursing	Bachelor in Nursing
College of Technology	Bachelor in Anesthetic Techniques
	Bachelor in Artificial Technology
	Bachelor in Cybersecurity Technology
	Bachelor in Dental Prosthetic Technology
	Bachelor in Nutrition and Dietetics
	Bachelor in Oil & Gas Technology
	Bachelor in Physiotherapy Technology
	Bachelor in Radiology Technology

1.6 Accreditation

Ministry of Higher Education & Scientific Research/ KRG

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

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

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

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

1.7 Equal Opportunity Policy

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

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

How is the policy put into practice

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

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

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

Physical accessibility

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

Recruiting and Hiring Procedures

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

2. University Administration

2.1 Organizational Chart/Structure

Knowledge University has approved a new organization chart in 2026 that best reflects the administrative and academic structure of the university. The organization chart is disseminated to the university constituencies and unified for the new edition of the university publications. The current organization chart is depicted in Figure 1.

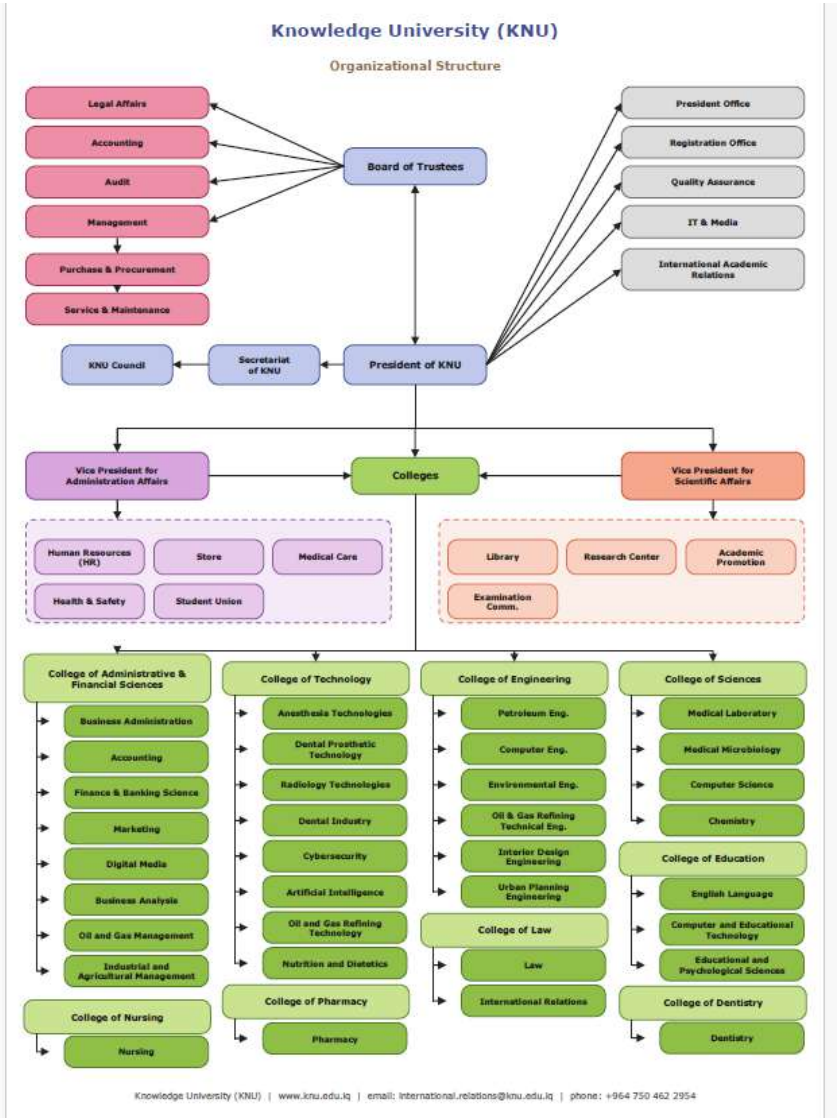


Figure 1 Organization Chart for Knowledge University

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

Table 1: Members of the University Council/Assembly

	Name	Position
1	Prof. Dr. Ahmed Anwer Dezaye	President of University
2	Prof. Dr. Talib Khalil Ibrahim	Vice-President of University
3	Prof. Dr. Dr. Shahid Jamil	Dean: College of Pharmacy
4	Prof. Dr. Karim Fattah Aziz	Dean: College of Nursing
5	Assist. Prof. Dr. Marwan Aziz Mohammed	Dean: College of Engineering
6	Assist. Prof Dr. Alan Hayder Mawlood	Dean: College of Dentistry
7	Assist. Prof. Dr. Mohammed Azeez Saeed	Director, Research Centre
8	Dr. Shwan Omar Khaleel	Dean: College of Law
9	Dr. Rzgar Farooq Rashid	Dean: College of Sciences
10	Dr. Saman Sidqi Hamadamin	Dean: College of Administrative and Financial Sciences
11	Dr. Lavin Kamaran Mohammed	Dean: College of Education
12	Dr. Nashwan Adnan Othman	Director, Quality Assurance
13	Dr. Riyadh Saeed Agid	Dean: College of Technology
14	Mr. Adnan Burhan Rajab	Secretary of University Council

2.2 Academic Departments

2.2.1College of Dentistry:

The College of Dentistry at Knowledge University (KNU), Erbil, Kurdistan Region, Iraq, is committed to preparing

competent, ethical, and compassionate dental professionals who contribute to improving oral health and the overall well-being of individuals and communities. The College provides a structured five-year undergraduate dental education program designed to integrate basic biomedical sciences, dental sciences, preclinical training, clinical practice, research, and professional development.

Vision

To be a leading dental education institution in the Kurdistan Region and Iraq, recognized for excellence in competency-based dental education, patient-centered clinical care, research, innovation, and community engagement, while preparing graduates to meet national and international standards of oral healthcare.

Mission

The College of Dentistry is committed to preparing competent, ethical, compassionate, and lifelong-learning dental professionals through student-centered and evidence-based education, integrated theoretical and clinical training, innovative teaching, and meaningful research.

2.2.2College of Pharmacy

The College of Pharmacy at Knowledge University was established in 2018. It offers a five-year bachelor's degree programs in Pharmacy. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

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

College's Mission:

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

through excellence in education.

2.2.3College of Engineering

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

College's Vision:

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

College's Mission:

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

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

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

2.2.4College of Science

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

College's Vision:

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

College's Mission:

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

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

2.2.5College of Law

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

College's Vision:

Prepare students to become the ambassadors of a future generation of citizens capable not only of leading the development of the Kurdistan Region and Iraq but also of

understanding and meeting the challenges of our globalized world

College's Mission:

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

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

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

2.2.6College of Education

College of Education currently offers three bachelor degree program, Computer & Educational Technologies, Educational and Psychological Sciences, and English Language Teaching (ELT). However, there are plans for the college to thrive opening other departments such as Basic Education, Mathematics, Chemistry, and Physics for the upcoming academic years.

College's Vision:

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

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

College's Mission:

The College of Education is committed to providing student-centered and practice-oriented education that connects academic knowledge with real-world applications. Through innovative teaching, scientific research, practical training, and the effective use of technology, the College develops graduates' academic, professional, critical-thinking, and problem-solving skills needed to become effective educators and contribute meaningfully to society.

The College of Education strives to:

1. Provide student-centered academic programmes grounded in current knowledge and effective educational practices.
2. Prepare future teachers and educational professionals through structured practical training, classroom experience, and school-based engagement.
3. Develop graduates' pedagogical, communication, critical-thinking, problem-solving, research, and digital competencies.
4. Integrate innovative teaching methods, educational technologies, and artificial intelligence to enhance learning and professional practice.

5. Conduct and support research that responds to contemporary educational and psychological needs and informs practice.
6. Foster ethical conduct, professional responsibility, inclusivity, and a commitment to continuous professional development.
7. Build sustainable partnerships with schools and educational institutions to strengthen practical preparation and connect academic learning with real educational contexts.

2.2.7College of Administrative & Financial Sciences

The College of Administrative & Financial Sciences at Knowledge University offers five undergraduate bachelor's programs; Accounting, Business Administration, Finance & Banking, Digital Media, and Digital Marketing. It provides an educational experience that prepares students and lifelong learners for the local, regional and international business environment. The college has a team of highly qualified staff with years of academic and professional experience.

College's Vision:

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

College's Mission:

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

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

2.2.8College of Nursing

The College on Nursing was established in 20232. The College of Nursing at Knowledge University (KNU), Erbil, Kurdistan Region, Iraq, is committed to preparing competent, ethical, and compassionate nurses professionals who contribute to improving and serving health and the overall well-being of individuals and communities. The College provides a structured four-year undergraduate nursing education program designed to integrate basic biomedical sciences, health care sciences, preclinical training, clinical practice, research, and professional development.

College's Vision:

The college of Nursing vision is to create a nursing workforce that is aligned with population needs, promotes health equity, and build a Center of Excellence in Nursing that will provide high-quality, evidence-based educational programs while also encouraging innovation to improve patient care.

College's Mission:

The mission of The College of Nursing is to prepare professional nurses who will be leaders in addressing the community\'s changing health care needs and advancing

the nursing profession. This mission is accomplished through excellence in teaching, learning, and assessment; advancement of implementation science; strong partnership networks; and service to others.

Objectives:

1. Prepare Professional Nurses who will provide comprehensive health care to public with commitment & compassion.
2. Prepare and enable nurses to lead change to advance local and global health
3. Generate knowledge that has a lasting impact on health, health care, and policy.
4. Enhance the Professional Growth of Nursing through continued Research Process.

2.2.9College of Technology

The College of Technology at Knowledge University was established in 2023. It currently offers eight undergraduate programs: a four-year bachelor's degree program in :

- Artificial Intelligence Technology
- Cybersecurity Technology
- Dental Prosthetic Technology
- Nutrition & Dietetics

- Oil and Gas Refining Technology
- Physiotherapy
- Radiology Technologies.
- Anesthetic Techniques

The college has a team of highly qualified staff with years of academic and professional experience.

1. Modern Instruction:

Programs follow the Bologna system, blending theory with practice in labs, workshops, and field projects.

2. Excellence in Practical Training:

Students master contemporary tools and software under expert supervision and industry partnerships.

3. Research & Innovation:

R&D projects and innovation challenges that solve market problems and boost employability.

4. Community Service:

Outreach workshops and professional services that transfer know-how locally.

5. Professional Ethics:

Embedding responsibility, quality, and safety across all activities.

Vision:

The **College of Technology** aims to be a regional leader in applied education and research, graduating job-ready specialists who drive technological transformation.

Mission

The **College of Technology** prepares specialized professionals who deliver high-quality technical solutions and support health and industrial sectors to global standards—through modern teaching, intensive hands-on training, applied research, and community service.

Objectives:

1- Graduate scientifically and practically qualified professionals.

2- Align curricula with market needs and emerging technologies.

3- Build an ecosystem for research, innovation, and tech competitions.

4- Expand industry partnerships for better training and hiring.

5- Assure quality and safety in labs and projects.

3. Academic Calendar

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

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

The two calendars adopted by Knowledge University in Erbil are shown below:



Academic Calendar 2026 / 2027
Bologna Process



Academic Calendar 2026 / 2027
Bologna Process

Important Notes:

- This calendar observes the Bologna Process for all grades, excluding 1st grade students (Pre-reserved capability).
- The total number of Semester Weeks is 20. This is represented by the first column of each month's dates marked (#).
- The total number of Teaching Weeks is 11 not including registration, Orientation events, or semester breaks (longer holidays). See separate tables for semester weeks' eight of teaching weeks.
- Midterm exam are counted as "Teaching Weeks" and regular classes resume on exam.
- Retake exams (attempts) are to take place after the final exam results of each semester.



Worked Days / Occasions	
24 Aug 2026	Start of Fall term
7 Sep 2026	Registration & Orientation Week (Freshmen)
14 Sep 2026	Week Semesters
7-13 Dec 2026	1st Semester Final Exams
11 Dec 2026	Bachelor Flag Day
14 Dec 2026 - 3 Jan 2027	Winter Break (1 week off during the Winter Holiday)
24 Jan 2027	Results / Objections
25 Jan 2027	Winter Break (1 week off during the Winter Holiday)
1 Feb 2027	Registration & Orientation Week (Freshmen)
8 Feb 2027	Week Semesters
14 Feb 2027	Makeup or Retake Exams
21 Feb - 7 Mar 2027	Week Semesters
11-17 May 2027	2nd Semester Final Exams
20 May 2027 - 6 Jun 2027	Spring Break (1 week off during the Summer Holiday)
10-11 May 2027	Results / Objections
14 Jun 2027	Week Exams (2 days) for the Summer Holiday

National Public Holidays	
25 Aug 2026	Eid al-Adha (Arafah and Day) (tentative)
26-27 Aug 2026	Eid al-Adha
1 Sep 2026	New Year
3 Mar 2027	Opening Day
8-11 Mar 2027	Eid al-Fitr (tentative)
11 Mar 2027	Anniversary of 11 March Agreement (1979)
21-23 Mar 2027	Nawroz - Kurdish New Year
1 Apr 2027	Persian New Year (tentative)
16 Apr 2027	Classic New Year (Friday)
1 May 2027	Mid-Semester Holiday
16-19 May 2027	Eid al-Fitr (tentative)
1 Jul 2027	Commence of Summer Holiday

4. Employment

4.1 Recruitment and Selection of Academic Staff

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

- Advertisement through website and other social media channels about the vacancy available. Such vacancy is based on the need & requirement of collages/departments.

- Specific forms have to be filled by applicants and sent along with their C.V. and other necessary documents.

- A committee composed of Vice-president for scientific affairs, Q.A director, two staff members, Human Resources (HR) director, and the relevant college dean will short list candidates based on their academic qualifications, experience and the availability of all required documents.

- Short listed candidates will be interviewed and are required to deliver a short presentation to assess their level of performance and suitability according to pre-specified criteria.

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

4.2 Academic Staff Records

The university maintains a record for each full-time academic staff member and part-time academic staff member, including attested academic transcripts of academic preparation, the signed contract, English language level certificate, Pedagogy (method of teaching) certificate, CV , and all documents required by the Ministry Higher Education & Scientific Research. The Human Resources Directorate possesses a file for each academic staff member. This file contains all the pertinent information such as the educational achievement, academic rank and salary.

4.3 Academic Staff Orientation

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

4.4 Contracts

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

5. Academic Staff Responsibilities

5.1 Teaching Hours

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

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

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

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

5.2 Classroom Responsibility

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

- Responsibility to deal seriously and conscientiously with the teaching assignment, including careful planning of courses, preparation of lectures, regularity in meeting scheduled classes, clearly informing students of course requirements through presentation of course syllabi, appropriate assessment of course and program effectiveness, and fair and impartial grading according to standards established by the University.

- Responsibility to seek ways of improving their effectiveness as teachers, exploring new ways of presenting academic subject matter, motivating students, and improving methods of evaluating student performance.

5.3 Academic Advising

The objectives of academic advising are:

a) to help students take the right decisions in choosing an appropriate course of study that is aligned with their interests, abilities and that meets their academic and life objectives;

b) to answer questions raised by students;

c) to ensure students are aware of the consequences of their choices;

d) to ensure that all students are aware of resources, services and educational opportunities at KNU that may be pertinent to the student's educational goals;

e) to provide information on university policies and procedures;

f) to provide appropriate career guidance and counseling;

g) to facilitate the resolution of academic problems, conflicts and concerns, as appropriate;

h) to refer students, as necessary, to other resources/departments/personnel;

i) to encourage students to be creative in their academic choices;

j) to collect data about students' needs, expectations and aspirations.

5.4 Curriculum Development

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

5.5 Research Policy

Knowledge University in Erbil (KNU) considers research a significant part of University's purpose and accordingly places strong emphasis on impactful research. One of its key strategic goals is to enhance the quality, relevance, and impact of research and

intellectual contribution by its faculty and students. KNU commitment to research, innovation and creative activity is reflected through provision of appropriate physical, fiscal, and human resources. Its research strategy, as described below, supports and promotes research and scholarly activities directed towards the creation, integration, and application of knowledge:

a) Nurture a culture of research across all disciplines.

b) Identify research areas of significance for academic colleges, University, and community at large.

c) Increase national, regional, and international ranking in research by hiring, retaining, and rewarding outstanding research-active faculty.

d) Improve the research infrastructure and funding mechanisms at KNU to promote research across all disciplines.

e) Enhance cooperative research through research collaboration, strategic partnerships, and

engagement with other universities, industry, business, and government organizations.

f) Provide sufficient budget for internally funding research grants for faculty, their professional development and performance enhancement. Also, improve the number and quality of externally funded research grants.

g) Encourage and support organization of research conferences and research competitions.

h) Provide concrete incentives (financial and non-financial) for faculty members to conduct high-quality and high-impact research (high impact factor).

5.6 Community Service

- Responsibility to support and make useful contribution to social communities and activities in which they can make a positive contribution.

- Responsibility to positively publicize the University and be active in the outreach to the local and regional community. Such service may include activities in the faculty member's professional area as a consultant or in a research

capacity, activities as a resource person, lectures to community groups, and the participation in community activities which enhance the image of the University.

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

5.7 Office Hours / Invigilation

- Full-time academic staff are required to schedule at least two office hours per week. Such hours must be mentioned explicitly in the academic staff's weekly timetable.

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

- Full-time academic staff are required to invigilate final exams relevant to the college and as

scheduled by the head of examination committee.

6. Role of University Administration

6.1 Board of Trustees

The Board of Trustees is the highest authority within the university having the following responsibilities

- Plan the general policy of the University considering the rules and regulations of the Ministry of Higher Education & Scientific Research (MHE) in KRG.

- Examine and authenticate the recommendations and decisions of the University Council.

- Appoint suitable candidates for the positions of President, Vice-President, College Dean and Head of Department according to the regulations of MHE.

- The management and the investment of the University budget according to University goals.

- Authenticating the plans to provide and make available of University academic requirements.

- Suggesting the tuition fees for different departments and colleges and seeking MHE's approval.

- Approving the extension of the tenure of the current President, or replacing or dismissing him/her from his/her position.

- Recommending the establishment of new colleges/departments, and/or merging and/or closing these colleges/departments according to the quality assurance measures of MHE.

- Authenticating the annual budget and the final accounts.

- Accept donations, financial support and grants from within the Kurdistan Region with the approval of MHE. In case from outside the Kurdistan Region, then an approval should be obtained from KRG Ministry Council.

- Defining the salary scale for all the university employees including faculty members and other staff.

- Reviewing the annual plans submitted by the University's President regarding developmental projects.

6.2 The President

Appointment

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

Responsibilities

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

- *Exercising effective leadership in a joint effort with the Board of Trustees to implement the mission of the University, as delineated in role and scope statements approved by the Board.
- *Providing effective leadership and support for an academic program that is consistent with the University mission, the needs of those being served, sound standards of quality, and available resources.
- *Maintaining lawful, equitable and efficient personnel programs, including: appointment of qualified persons to the faculty and staff and promotion, retention or dismissal for cause of the same.

- *Communicating the needs of higher education to the Ministry of Higher Education and Scientific Research, and other local official bodies.
- *Development of an effective external relations and fund raising program for the University.
- *Undertaking assignments requested by the Board of Trustees.
- *Demonstrating effective pursuit of the Board's goals and objectives for both the current year and the long term.

6.3 The Vice Presidents

Appointment

The Vice Presidents should be nominated by the President of the University and approved by the Board of Trustees. Two vice presidents are to be appointed; Vice President for Scientific Affairs and Vice President for Admin & Students' Affairs.

Responsibilities

The responsibilities of the vice presidents are laid out in organizational structure shown in Figure (1). Both vice presidents have major responsibilities to assist the President of the University in managing different aspects including but not limited to:

- *Educational policy and all academic programs.
- *Accreditation, quality assurance and self-evaluation.

- *Assessment of student learning and advancement of student success.
- *Enrollment & Registration management
- *International and national public relations.
- *Encouragement and improvement of teaching and research.
- *Managing different units within the University (Research *Center, Library, Medical Care Unit, Human Resources, Examination Committee, etc.)
- *Taking care of students' issues.

Or any other task delegated by the President of the University.

6.4 The Dean of the College

Appointment

The appointed dean should hold a Ph.D. relevant to the position and should be at least an assistant professor. The appointment of the Dean shall be made by decision of the Board of Trustees, based upon the recommendation of the University President. This is subject to the approval of the Ministry of Higher Education.

Responsibilities

The responsibilities of the dean of the college are as follows:

- *Supervise the administration of academic and administrative affairs and the scientific research matters of the college in accordance with the University bylaws and policies and procedures.
- *Develop the college strategic and operation plans in coordination with the other university entities.
- *Follow up implementation of the decisions of the University Councils and the Board of Trustees.
- *Ensure the proper functioning of the teaching and research processes and for maintaining discipline and applying of the laws, by-laws and policies and procedures.
- *Foresee the need of appointing new staff or faculty members and advise to recruit the required staff to the University President.
- *Evaluate department heads and faculty members in his/her college, considering their performance according to the evaluation criteria and systems implemented at the University.
- *Coordinate and supervise all assessment activities in the college.
- *Supervise and follow up all the assessment work done in his/her college.
- *Evaluate the department heads with regards to their role in the assessment process.

- *Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- *Supervise implementation of recommendations for course and program improvement that result from the learning outcome assessment process.

6.5 The Head of Academic Department

Appointment

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

Responsibilities

The responsibilities of the department head are as follows:

- *Ensure that teaching, research and academic activities are carried out professionally and in accordance with the university by laws and policies and procedures.
- *Develop the department strategic and operation plans in coordination with the other college and university entities.

- *Suggest conditions and specifications required for vacant posts at the department, along with defining qualifications and experiences for each post.
- *Evaluate department staff and faculty members, considering their performance according to the evaluation criteria and systems implemented at the University.
- *Distribute students amongst academic advisors and follow up the progress of their study plans.
- *Propose the distribution of courses to be taught among staff members and submitting the same to the scientific committee of the college.
- *Supervise implementation of faculty and staff development programs.
- *Supervise and follow up all the assessment work done in his/her department.
- *Evaluate the faculty members with regards to their role in the assessment process.
- *Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- *Supervise implementation of recommendations for course and program improvement that result from the learning outcome assessment process.
- *Maintain records for the activities of the department, records of university documents relating to the department and supervision of their use in accordance with university policies and procedures.
- Supervise the selection of course textbooks and references.

6.6 Coordinator

Appointment

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

Responsibilities

Responsibilities of the coordinator are:

- Help department head/dean for supervising program effectiveness activities to ensure the proper documentation of assessment and contentious improvement and development of the program and its courses.
- Support head/dean for maintaining records for the activities of the department, records of university documents relating to the department and supervision of their usein accordance with rules and practices followed in the University.
- Participate in the scientific committee regarding the equalization procedure (subjects/marks) for students transferring from other universities.
- Contribute for selecting of course textbooks and references.
- Propose the distribution of courses to be taught among staff members and submit the same to the head of department.

- Help students for preparing suitable study plans and selecting academic advisors for their study period.
- Contribute for preparing all reports related to the program which the dean's office or the university administration requires from the Department.
- Supervise and follow up all the assessment work done in his/her program.
- Ensure completion of faculty, course and program e-files according to accreditation standards and university criteria.
- Supervise implementation of recommendations for course and program improvement that result from the learning outcome assessment process.
- Organize and conduct a start-up meeting of all course instructors at the start of each semester. This meeting is about discussing and planning for the implementation of actions developed during the previous cycle.
- Ensure all course instructors follow the course syllabus in order to achieve consistency among all course sections.
- Ensure all course instructors have all course materials and textbooks in advance.

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

6.7 Program Director

Appointment

Appointed by the dean of the college.

Responsibilities

The program director is the academic leader of the program. He/she is responsible for all activities related to the development and delivery of the program and shall coordinate with the concerned faculty members for the overall management and development. The program director/coordinator will report to the Dean.
The key responsibilities of the program director/coordinator are:

- Develop, revise and update the program curriculum in consultation with the college's scientific committee.

- Advise the Dean on development of the facilities required for the program including but not limited to, research, library as well as recruitment of faculty and staff in response to the needs of the program.
- Identify areas in need of improvement in the program in consultation with the faculty and the head of the department and take appropriate actions.
- Maintain and ensure, in consultation with the faculty, that course learning outcomes are in line with the program outcomes.
- Identify and confirm the availability of the faculty and ensure that they are aware of their duties and responsibilities.
- Ensure the implementation of the changes recommended by the QA unit with the university.
- In consultation with faculty staff, coordinate external evaluators short list and advise the Dean accordingly.
- Identify external research collaboration opportunities and liaison with corporate institutions for training and research opportunities.

- Represent the program at meetings of College Council.

6.8 Scientific Committee

Appointment

Appointed by the dean of the college based on the experience and academic ranking of the members.

Responsibilities

- Reviewing the distribution of courses to be taught among staff members and their allocated hours.
- Review the equalization (subjects/marks) for students transferring from other universities.
- Reviewing and approving the submitted staff promotion forms.
- Research projects approval.
- Develop, maintain and update the curriculum for the department and suggest and introduce new subjects or remove/replace other according to the current job market adhering to MHE regulations.

6.9 Head & Members of Examination Committee

Appointment

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

Responsibilities

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

7. Procedure for conducting of Examinations / Tests

Conducting Examinations and Assessments

A) Examinations and Assessments conducted under 'Examination Conditions'

- Students may only enter the examination room under the instruction of the supervisor.
- Students must display their Knowledge University Student ID card on their desk throughout the examination. In the event that a student forgets their ID card, the supervisor may, at his/her discretion, allow the student to provide some other form of identification such as University ID Card or Official ID.
- All bags and personal possessions must be left clear of the seating area, near the entrance/exit of the examination room. Hats and caps are not be worn in the examination room except for those are worn for religious reason and in this case a supervisor should check for items mentioned in the next point.
- Earphones, earplugs and the likes are not to be worn in the examination room and watch alarms must be turned off
- Cell phones are to be switched off and left with bags/personal possessions near the entrance/exit of the examination room. No other forms of electronic listening and/or receiving devices or

digital/mobile technologies are permitted in the examination room.

- Students may bring only the following equipment to the examination; pens, pencils, eraser, ruler and/or a calculator (if permitted). Pencil cases, wallets and purses are not permitted on desks.
- Where calculators are permitted for an examination, they must be nonprogrammable, battery/solar powered and silent in operation. Operating manuals, reference cards, programmable calculators and printout attachments relating to use of a calculator are not permitted in the examination room without the prior permission of the supervisor. Electronic manager/diary devices with a calculator function are not allowed. Calculators must not be in cases.
- Nothing edible may be brought into the examination room. Students may bring a clear, plastic water drink bottle, specified texts are permitted where an examination is deemed to be 'open book'.
- Dictionaries, printed or electronic, are not permitted except where an examination is deemed to be 'open book' or where permission for the use of a translation dictionary has been granted, in writing, under the Special Assistance for Examinations/Test Policy to students whose first language is not English. Other materials will

be permitted as specified on the examination cover sheet.

- Officially stamped papers or answer booklets will be supplied. Any rough working notes are to be handed to the supervisor at the end of the examination.
- Students will be instructed to:

a) Write their name clearly on each sheet of writing paper used or on the answer sheet provided. If the exam is a “Final” exam, the names should be eventually obscured before handing the answer sheets for marking. In this case students should be informed that the name should be written in the specified location on the answer sheet only. Supervisors/Invigilatorsshould inform/remind students at the beginning of the exam session.

b) Number each answer of the question.

c) Clearly cross out mistakes (white-ink should not be used).

d) Read special instructions with care, and follow them.

- A student may not enter the examination room after the first fifteen minutes.
- A student may not leave the examination room in the first thirty minutes of the examination.

- If a student wishes to go to the toilet or becomes ill during an examination, they must raise their hand and will be escorted out by a supervisor. Students must not leave the room unaccompanied to go to the toilet.
- The supervisor will tell students when there are thirty minutes remaining before the end of the examination and again when there are fifteen minutes remaining.
- Students will not continue writing or add anything to their answers after the supervisor has announced the end of the examination.
- Students shall not communicate with each other in the examination room or copy from another's answers.

B) Practical Assessments

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

8. Procedure for Production and Secure Storage of Examination Papers

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

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

existing accommodation or secure storage of examination materials at risk.

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

a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;

b) there are any differences between the material received and the dispatch/delivery note;

c) the material has been significantly damaged in transit or upon opening;

d) the material appears not to meet the Examination Committee requirements;

e) the material has been received in error.

11. Question papers must always be kept in their sealed packets.

12. Examination stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.

13. Printing must be carried out in area that can be controlled to prevent unauthorized personnel accessing live assessment materials. Only authorized members of the Examination Committee must have access to electronic question papers.

14. For each examination hall, a supervisor is assigned whose job in addition to invigilation is to receive the exam questions packs from the Examination Committee directly. Such pack would contain extra documents in addition to the exam questions. These include, list of student

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

9. Academic Staff Development

Academic staff development activities are decentralized and are conducted basically at two levels:

*Department level; and

*University-wide levels.

Departments level is concerned with the preparation of seminars and training courses relevant to the department. The University is responsible for programs that are important to the institution as a whole and appropriate to a wide range of staff.

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

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

10. Staff Incentives and Awards

10.1 Awards

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

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

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

10.2 Incentives

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

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

11. Annual Academic Staff Evaluation

All academic staff members will be evaluated annually in areas related to teaching, research and academic

performance. In addition, academic staff members will be evaluated on contributions to the quality and effectiveness of their unit, their College, and the University in the light of university's mission. The University recognizes that every academic staff member offers a unique combination of accomplishments relative to the criteria listed above, depending on academic field, specialized scholarly interests, varying professional opportunities, and responsibilities for teaching, laboratory and field work.

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

The process of Quality Assurance is one sphere of quality management, and in higher education, the process of QA helps to enhance the development of education system in relation to teaching, learning and research. This is performed through consistent monitoring and assessment procedures. The process of Quality Assurance addresses several functioning programs including: Teaching Quality Assurance (TQA), program and curriculum development, ranking, benchmarking, program assessment and auditing. In this guideline these processes, and more specifically the components of TQA as implemented at Knowledge University, are outlined and elaborated in detail. These processes are systematized and monitored by the Quality Assurance directory which oversees the ongoing implementation of the other interconnected processes and in connection with the relevant department, where necessary. The three key assessment procedures employed

by the department take in student feedback, Teacher Portfolio and Continuous Academic Development (CAD). These procedures serve as a method to assess teaching activity and efficiency of courses taught, and they enhance teaching staff's knowledge and academic proficiency. The efficiency of these procedures and assessment tools are periodically reviewed and updated for better outcomes.
As an academic staff member, you should refer to the QA Directory for the latest forms and procedures.

12. Academic Integrity and Discipline

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

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

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

students about plagiarism, complicity in academic dishonesty, cheating, and respecting academic and cultural rules.

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

- Faculty is required to recognize the special responsibilities placed upon them, which include:
- Seeking and stating the truth as they see it, in their subject.
- Devoting their energies to developing and improving their scholarly competence.
- Practice critical self-discipline and judgment in using, extending and transmitting knowledge.
- Avoiding subsidiary interests that may compromise their freedom of enquiry.

Academic teaching staff would also consider the following values:

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

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

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

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

13. Conflict of Interest

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

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

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

14. Academic Staff Discipline

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

a) The University President shall appoint on his own initiative and that of the Dean, an academic staff member to conduct an investigation through

questioning the academic staff member accused of certain offenses.

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

c) Following up with such a case would consider the national law of employees within KRG and following up with this in the court of law.

The academic staff guidelines issued by the Ministry of Higher Education and Scientific Research is listed and shown in appendix A below.

15. Student Assessment and Grading System Course Outline

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

Final Examination

Examination questions are prepared as per the following guidelines:

1. The questions are aligned with the objectives and outcomes outlined in the course outline.

2. The questions are proportionate to the time allotted for the exam.

3. The instructor of a course, individually or in collaboration with the other instructors of the course in case of a course taught by more than one instructor, prepares the questions clearly, specifying the grade assigned to each question.

4. The questions should vary in number and type in order measure a student's knowledge and skills in recalling, understanding, application, and analysis.

5. The language used in the questions and answers of the exam must match the language of instruction of a course.

Final Grade

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

A) For Semester-based system
   - For purely theoretical courses the final would be 60% and the rest 40% for course work.

- For subjects with practical part, the final would be 40% theory and 20% practical. The rest 40% is for course work which would be 25% for theory and 15% for practical.

B) For Bologna-based system

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

C) For Annual-based system

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

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

Grade	Grade Percentage	Grade Points GPA
F	< 50	0.00
E-**	Pass by decree	1.00
E-*	50←49	1.00

E-	54-50	1.00
E	59-55	1.33
D-	64-60	1.67
D	69-65	2.00
C-	74-70	2.33
C	79-75	2.67
B-	84-80	3.00
B	89-85	3.33
A-	94-90	3.67
A	100-95	4.00

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

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

At Knowledge University, we consider the followings:

- 30 ECTS credits are assigned per an academic semester.
- 1 ECTS = 25 study hours

15.1 Credit Awarding Policies

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

According to University policies and procedures:

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

sign a commitment agreeing to comply with attendance regulations.

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

15.2 Instructor Role

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

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

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

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

16. Faculty Academic Promotion

16.1 Promotion Criteria

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

1- Research output

2- Teaching

3- Academic leadership and service

The guidelines cover promotions to the following positions:

- Assistant Lecturer

- Lecturer

- Assistant professor

- Professor

16.2 Promotion to Assistant Lecturer

1- The applicant must have a Master degree certificate.

2- The applicant must provide her/his bachelor and master degree certificates along with transcripts.

3- If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education and Scientific Research, KRG.

4- The total average of the Bachelor degree should be higher than 60 out of 100.

5- If the total average of the Bachelor degree is less than 60%, the applicant should be a full-time staff at one of the private universities in the Kurdistan Region and have published Two research papers in international journals. The research papers should not have been translated and should have been published after the master degree award. In addition, the applicant should be the first author in one of the papers.

6- The applicant must provide certificate of the course of pedagogy or methods of teaching (original copy). A certificate taken from an institution other than Kurdistan Regional institutions is not valid.

7- The applicant must have a minimum IELTS score of 5 and its equivalents (TOEFL IBT 65 and Pearson 54). The certificate of the English Language Proficiency test or its equivalent should not have been expired and is approved by the test center. When the applicant participates in the pedagogy course and for those who have completed the course and applying for academic title, it is essential that the certificate of the English Language Proficiency test is not expired (original copy).

8- A copy of the contract between the applicant and the private university/institute should be provided and clearly stated that the applicant is a full-time lecturer.

9- The applicant should prepare and submit all relevant official documents based on the requirements of the Ministry of Higher Education and Scientific Research – KRG to the University's President Office.

10- The University's President Office would then compile and send these documents to a special committee that is formed by the University's President and approved by the Ministry of Higher Education and Scientific Research – KRG, that will look into the provided documents and if all requirements are met, the applicant is to be interviewed by this committee and present a mock lecture to evaluate her/his performance and her/his suitability to be a teacher.

11- Special forms are used for such evaluation with a minimum passing mark of 70.

12- If the applicant passes the interview then the President would issue an official letter to the Ministry of Higher Education and Scientific Research – KRG / Directorate of Private Studies indicating that she/he should be awarded the "Assistant Lecturer" title.

13- The Ministry of Higher Education and Scientific Research – KRG would then authorize the President to award such title to the applicant.

16.3 Promotion to Lecturer

1- The applicant must either have a PhD or be an assistant lecturer.

2- The applicant must provide her/his bachelor and master degree certificates along with transcripts.

3- If the certificate is from an abroad university, it has to be equalized at the Ministry of Higher Education and Scientific Research, KRG.

4- A PhD degree holder has right to apply for promotion to Lecturer position providing that she/he has worked as assistant lecturer for three years.

5- The applicant must provide quality assurance certificate for the three years.

6- The applicant must provide the application form of promotion along with approval of Head of Department, College Dean, and College Scientific Committee.

7- The applicant must submit two published papers. She/he should be the first author in one of them.

8- A seminar should be presented successfully in the relevant college.

9- All published papers submitted promotion should have been registered at relevant department prior to publication dates (the related official documents should be presented and confirmed by relevant college scientific committee).

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

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

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

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

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

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

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

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

17- After necessary checking, the applicant dossier sends to quality assurance directorate for overall checking and completion of the application form.

18- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the

Ministry of Higher Education and Scientific Research bylaws.

19- University president, based on the vice president recommendation sends the complete and satisfactory applicant dossier along with an official letter to the Ministry of higher Education and Scientific Research/Directorate of Private Studies.

20- According to the ministry bylaws that related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top secrete letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).

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

16.4 Promotion to Assistant Professor

1- The applicant must be PhD holder (or a Master degree provided that he has scientific title of Lecturer and teaching experience of four years since his/her last academic promotion).

2- The PhD holder applicant must be a Lecturer at university for four years.

3- The applicant must provide quality assurance certificate of four years.

4- The applicant must fill the promotion application form along with the approval of Head of Department, Dean of College, and College Scientific Committee.

5- The applicant cannot apply for promotion if she/he has a disciplinary action.

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

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

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

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

8- The applicant must submit at least three published papers, in one of which the applicant must be the sole author.

9- One of the papers submitted by the applicant must be published in a journal indexed by Thomson Reuters (newly Clarivate Analytics) and SCOPUS (SSCI and/or SCI) or papers published in Kurdistan Regional universities journals provided that they are recognized by Ministry of Higher Education and Scientific Research. Candidature applicant must make sure that the journal is not in the blacklist journals

that announced by Ministry of Higher Education on NUR-KRG.

10- One of the three papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.

11- The applicant must present a seminar successfully in the college.

12- All papers submitted for promotion should have been registered at relevant department prior to the publication dates (the related official document should be presented and confirmed by college scientific committee).

13- All the publications of the applicant must be related to her/his academic field of study.

14- Only the first three authors of a published paper or a book will be taken into consideration.

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

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

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

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

19- After necessary checking, the dossier sends to quality assurance directorate for overall checking and completion of the application form.

20- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the Ministry of Higher Education and Scientific Research bylaws.

21- University president, based on vice president recommendation, sends the complete and satisfactory applicant dossier along with an official letter to Ministry of Higher Education and Scientific Research/Directorate of Private Studies.

22- According to the Ministry bylaws related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top-secret letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).

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

16.5 Promotion to Professor

1- The applicant must be PhD holder (or a Master degree provided that he has scientific title of Lecturer and teaching experience of six years since his/her last academic promotion).

2- The applicant must be working as Assistant Professor at a university for six years.

3- The applicant must provide quality assurance certificate of four years.

4- The applicant must fill the promotion application form along with the approval of Head of Department, Dean of College, and College Scientific Committee.

5- The applicant cannot apply for promotion if she/he has a disciplinary action.

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

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

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

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

8- The applicant must submit at least six published papers, in one of which the applicant must be the sole author.

9- One of the papers submitted by the applicant must be published in a journal indexed by Thomson Reuters(newly Clarivate Analytics) and SCOPUS(SSCI and/or SCI) or papers published in Kurdistan Regional universities journals provided that they are recognized by Ministry of Higher Education and Scientific Research. Candidature applicant must make sure that the journal is not in the blacklist journals that announced by Ministry of Higher Education on NUR-KRG.

10- One of the six papers required for promotion can be a conference proceeding provided that it is not the first cycle of the conference.

11- The applicant must present a seminar successfully in the college.

12- All papers submitted for promotion should have been registered at relevant department prior to the publication dates (the related official document should be presented and confirmed by college scientific committee).

13- All the publications of the applicant must be related to her/his academic field of study.

14- Only the first three authors of a published paper or a book will be taken into consideration.

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

16- The applicant must have supervised at least two Master and one PhD theses.

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

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

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

20- After necessary checking, the dossier is sent to quality assurance directorate for overall checking and completion of the application form.

21- After necessary feedbacks from quality assurance, fully completed and satisfactory applicant dossier will be sent to the university president office by vice president for scientific affairs office along with a letter mentioning that the applicant dossier is complete and satisfactory and comply with the

Ministry of Higher Education and Scientific Research bylaws.

22- University president, based on vice president recommendation, sends the complete and satisfactory applicant dossier along with an official letter to Ministry of Higher Education and Scientific Research/Directorate of Private Studies.

23- According to the Ministry bylaws related to the academic promotions, the Directorate of Private Studies sends the applicant dossier along with a top-secret letter to the academic promotion committee of one of the public universities within Kurdistan Region for assessment process. (Note: All expenses that paid to the referees is the applicant responsibility).

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

17. Handling Student Code of Conduct Issues

17.1 Students' Rights and Responsibilities

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

Student Rights:

- Pursue academic education as long as the student is satisfying the eligibility criteria and adhering to the academic standards.
- Receive education in professional, supportive, equal and safe academic environment
- Be clearly informed of study plans and related bylaws, policies and procedures
- Have access to University facilities, services and learning resources
- Have access to related personal and academic records and have protection against unauthorized disclosure of confidential data
- Enjoy the benefits of student services
- Form and participate in student activity associations (if any) and clubs (if any) as described in the by-laws
- Membership and nomination in Student Union as indicated in the bylaws
- File a grievance when feeling treated unjustly by the disciplinary committee
- Submit an appeal to review grading of an examination as governed by the bylaws

Student Responsibilities:

- Adhere to all applicable University bylaws and laws of the KRG.
- Respect ethics and cultural values of the KRG.
- Uphold and maintain academic honesty and integrity

- Perform all academic obligations and be an active participant in the learning environment and the welfare of the university community
- Use university property and facilities in a manner that is responsible and mindful of therights of others
- Respect the right and dignity of faculty members, university staff, students and others within and outside of the university community
- Provide the University with correct personal data and authentic documentation and update it whenever applicable

17.2 Violations of Students Code of Conduct

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

1. Breaking the laws and the explicit rules of the University
2. Misbehaving in classrooms, laboratories, libraries and all other places in the University
3. Dishonesty in examinations and submitted work: All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the

purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.

4. Deliberate falsification of data: Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.
5. Interference with other students' work: Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.
6. Complicity in academic dishonesty: Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during an exam, test or quiz for other students; calling a student on a mobile telephone while taking an exam; providing a student with an advanced copy of a test; leaving inappropriate materials

behind at the site of an exam or test; altering the outcome results of an exam, and so on.

7. Disrespecting colleagues or faculty members in any way that is considered unethical including cultural and religious beliefs.

17.3 Student Penalties & Grievance

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

Sending a "Attention" letter to the student:

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

Sending a "Warning" letter to the student:

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

Sending a "Reprimand" letter to the student:

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

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

- Has two previous "reprimand" letters followed by another.
- Assaulting a university faculty member.
- Using violence against his/her student colleagues.
- Bearing arms of any sort inside the university campus
- Causing a deliberate damage to the university properties.
- Disrespecting any ethical, cultural, religious values or national values.
- Insulting any university faculty member.
- Using any sort of alcohol or drugs inside the university campus.
- Smearing the university reputation either by talking or doing inside and outside the university.
- Breaching the teaching processing in any way.

Forced dismissal:

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

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

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

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

The punishment of "Forced Dismissal" is under the jurisdiction of the University's President.

The student subject to a form of dismissal for a period ranging between one month and not more than one year

has the right to object to the Dean of College within a period that is not more than 15 days from the day of receiving the dismissal letter or the day of announcing it.

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

18. Facilities and Services

18.1 Registrar Office

The KNU Registrar's Office Is dedicated to provides high quality of academic services including advising, up-to-date registration information, guidance and support to prospective students, senior and junior students and academic departments, colleges, and Staff.

Mission

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

Vision

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

Responsibilities

The Registrar's Office deals with many areas including:

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

The process of recruiting students takes several forms:

- Hosting campus visits with prospective students.

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

18.2 Quality Assurance Directorate

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

The Directorate of Quality Assurance and Accreditation at Knowledge University practices teaching quality assurance (TQA) under the KRG regulations to assess and monitor the education process at the University. The DQA is actively engaging in promoting the quality of education and teaching in accordance with the international standards with focus on key competencies

for lifelong learning, inclusive education, and common value promotions. The directorate of quality assurance and accreditation ensures teachers' and students' engagement in the assessment process and paves the way for academic teaching staff to develop their competency and skills. The activities of DQA concentrate but not limited to the student feedback, continuous academic development (CAD), teacher portfolio (PF), peer review, implementation of Bologna Process, curriculum development, course modules assessment, teachers' profile, supervision of national university ranking (NUR), accreditation, and international standardization.

Vision

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

Mission

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

18.3 Human Resources Department

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

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

Vision

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

Mission

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

Responsibilities:
To provide and attract both national and expatriate personnel, who are qualified and experienced to contribute to the achievement of the University's objectives.

- To implement, develop and propose policies, regulations and plans for the university administration, regarding staff employed by the various university units.
- To propose, implement and develop policies related to human resources planning (including strategic and short-term plans).

18.4 Research Center

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

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

- Facilitating and enhancing partnerships and collaborations between researchers of our university and other universities, nationally and

internationally. Such partnerships would involve the sharing of resources, funding, expertise and staff.

- Providing infrastructure and training that promotes creativity and entrepreneurship. This would involve arranging different workshops and seminars that are related to the process of “Publication” from A to Z. It also involves inviting people for relevant talks.
- Ensuring our policies and programs advance a culture of innovation while ensuring ethical compliance.
- Fostering a diverse and inclusive work environment that would encourage students to participate in various research activities.

18.5 Laboratories

Knowledge University in Erbil recognizes laboratories as essential components of education and learning. The Scientific, Engineering, Technological, and medical programs are equipped with high-quality laboratories to provide students with opportunities to apply theoretical knowledge, develop practical competencies, conduct experiments, and acquire professional skills relevant to their future careers.

The university is committed to maintaining appropriate laboratory facilities, ensuring the availability of essential high-quality modern equipment, promoting safe working practices, and continuously improving laboratory services in accordance with the requirements of its academic programs and institutional quality assurance frame work.

18.6 Library

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

18.7 Conference Halls

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

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

18.8 Cafeteria

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

18.9 Car Parking

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

18.10 Medical Services

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

- Treatment of cold, viruses, and minor injuries.
- Measuring blood pressure.
- Testing for blood sugar.
- Necessary temporary assistance an injured person needs until professional medical care can be provided.
- Ambulance call in emergency cases to take the patient to a nearest hospital along with informing the patient parents/guardians.
- Arrangement of Covid-19 vaccinations appointments for staff and students in the campus.
- Ongoing sterilization of the classrooms, laboratories, and offices.
- Providing sterilizing liquid containers in the corridors for hand sterilizing.
- Student overall sterilization before entering the campus.

19. Health & Safety Procedures

The Health and Safety Policy outlines the University's commitment to providing a safe and healthy workplace

and to ensuring the welfare of all staff, students, contractors, and visitors. To achieve this, we have established health and safety policies, procedures, and guidance in a clear framework, which will assist us all in responsibly working together in keeping our people, buildings, and activities safe.

This Health and Safety Policy aims to promote health and safety excellence across all of the University's teaching, research, and associated activities. The Policy contains clear guidelines of the roles and responsibilities of the Executive Group, the University Secretary, the Health and Safety Officer, and the Committees of the University.
It also outlines the role of staff and students in maintaining and promoting health and safety at work. We require all staff and students to follow the University's Health and Safety Policy, and other appropriate regulations.
The University's commitment to a healthy and safe working and studying environment is reflected in our proactive compliance with all health and safety legal requirements. We will work with staff, students, and other stakeholders so that they are aware of their health and safety responsibilities, and will maintain a robust oversight of health and safety through effective governance.

19.1 Health and safety statements of intent and objectives

Health and safety statements of intent

The university will: -

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

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

b) Provide and maintain clear structures to ensure appropriate levels of health and safety responsibility are assigned and are accepted across the university's community.

c) Ensure the necessary systems and mechanisms secure effective dissemination and communication of, and consultation on, matters of safety, health, and wellbeing.

Health and safety objectives

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

a) Providing and maintaining a safe and healthy environment for all.

b) Individual acceptance of, and commitment to, health and safety being integral to all activities.

c) Ensuring the necessary information, instruction and training to competently carry out health and safety responsibilities.

d) Fulfilling, as a minimum, its statutory and common law duties of care.

e) Embedding and applying sensible health and safety risk management practices.

"*I expect all members of the University community to actively engage in implementing this policy. I thank you for your assistance in ensuring the University continues to be a safe and healthy environment and one where the wellbeing of our staff and students can flourish.*"

Professor Dr. Ahmed Anwer Dezaye
President of Knowledge University

19.2 Responsibilities for health and safety

University Council

a) University Council has ultimate responsibility for health, safety, and wellbeing across the university, including responsibility for ensuring an effective and up-to-date health and safety policy, is in place.

b) University Council will ensure the necessary resources are made available for the effective implementation of the policy.

c) University Council is advised on matters of health, safety, and wellbeing by the university's senior management team.

President of University

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

a) Providing clear and visible leadership on health, safety, and wellbeing;

b) Ensuring, so far as is reasonably practicable, the health, safety, and wellbeing of the university's members of staff, students, and others affected by its activities;

c) Appointing personnel to provide the necessary competent assistance and advice on matters of health, safety, and wellbeing;

d) Establishing and maintaining mechanisms for effective consultation and cooperation on matters of health, safety, and wellbeing;

e) Providing final adjudication on health, safety, and wellbeing matters where resolution cannot be achieved through consultation and cooperation; and

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

Deans of academic colleges and directors of support services

a) Overall responsibility for health, safety and wellbeing at academic colleges and support service level is vested with the respective dean and director.

b) Deans and directors must be assured suitable and sufficient organizational and management arrangements are in place to locally deliver successful health and safety management as it relates to all:
   (i) Members of staff, students, and others assigned to the academic college or support service, using its facilities or affected by its activities;
   (ii) Work, teaching, and research-related activities under the academic college or support service's control;
   (iii) Areas and facilities assigned to the academic college or support service; and

(iv) Work, teaching, and research-related equipment and materials used, or acquired for use, by the academic college or support service.

University Health and Safety Officer

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

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

a) endeavoring to promote a health and safety culture throughout the University which ensures the implementation of the University Health and Safety Policy and developing effective frameworks.

b) consulting with the Deans/Directors on setting and monitoring targets and reviewing the policy.

c) acting as an advisor to the University on matters of health and safety and offering effective solutions to ensure compliance.

d) attending the University's Health and Safety Sub-Committee and related school/Service committees.

e) working closely with Trade Union Safety representatives to help promote a positive health and safety culture.

f) developing appropriate training materials, where necessary.

g) carrying out agreed training programs for staff and learners on identified health and safety matters.

h) ensuring that accidents, or other relevant incidents, are investigated and reported in line with requirements under the ministry of health regulations, and that actions are taken to prevent a recurrence.

i) maintaining adequate first aid provision in the University.

j) monitoring the effectiveness of emergency procedures for the evacuation of premises in emergencies.

k) ensuring that the University meets its obligations in relation to fire safety legislation.

l) supporting relevant members of staff through the safety inspection process to ensure the area under their control operates in a safe manner

m) effectively communicating with staff at all levels on health and safety matters

n) liaise with relevant external parties in relation to health and safety matters, in particular, those with a contractual obligation

Local Health, Safety & Environment Committees

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

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

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

The University's core health and safety procedures and guidance will apply to the areas within the responsibility of the Schools/Services including offices, laboratories, workshops, storage facilities, etc.

Director of Estates and Facilities

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

a) The continuing safe condition of premises, grounds, roads, internal and external circulation spaces, building fabric, equipment, facilities, and services, etc. that are not specifically assigned to any academic college or other support services;

b) The safe coupling of permanent and temporary equipment to the university's supply services;

c) Acting as the 'Responsible person' for the university under the Fire Safety (Regulatory Reform) Order in respect of assessing the suitability, on-going inspection, testing and maintenance of: -

(i) Fire detection and warning systems;
(ii) Fixed fire-fighting systems; and
(iii) Emergency lighting systems.

Academic staff

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

a) Satisfying themselves health and safety risks arising from activities undertaken, and equipment, materials, facilities, etc. used by their students have been addressed so far as is reasonably practicable; and

b) Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place, and any relevant emergency procedures.

All members of staff

All members of staff shall:

a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst at work;

b) Cooperate with the university on matters of health and safety to assist the university in fulfilling its statutory and common law duties of care;

c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and wellbeing;

d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present a significant risk to their own or any other person's health, safety, or wellbeing, including all incidents; and

e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

Students

All students shall:

a) Take reasonable care for their own health, safety, and wellbeing, and that of others who may be affected by their actions or omissions whilst studying at the university.

b) Cooperate with the university on matters of health and safety to assist the university in fulfilling its statutory and common law duties of care;

c) Never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety, and welfare;

d) Ensure they report, through the appropriate mechanisms, any situation they are aware of and know is likely to present a significant risk to their own or any other person's health, safety or wellbeing; and

e) Ensure they undertake activities and use equipment and facilities in accordance with health and safety information, instruction or training that has been provided to them.

19.3 Arrangements for health and safety

Risk Assessment

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

Training

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

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

Consultation

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

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

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

Evacuation

In the event of Fire: Persons discovering a fire should sound the nearest alarm;
The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered;
All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
No one should leave the assembly point without the permission of a member of staff;
When the Fire Brigade arrives advise whether all persons are accounted for and the location of the fire.

19.4 Smoking Policy

Exposure to second-hand smoke and the use of tobacco products are significant health hazards. In order to maintain a healthy environment at KNU and to promote the prevention of illness and encourage students, faculty and staff to lead a healthy lifestyle, a smoking policy has been put in place to reduce the use of tobacco products on campus.

For the purpose of this policy, "smoking" refers to inhaling or exhaling, burning, carrying or processing any lighted tobacco products including electronic cigarettes or any other smoking device that emits smoke/vaping.

The objective of this policy is to reduce the number of smokers on campus and to support those who wish to stop smoking; discourage freshmen students from starting the habit as university students and to raise awareness on the dangers of smoking.

Roles and Responsibilities

Every member of KNU community is responsible for the enforcement, maintaining and communication of this policy. Responsibilities include:

- Complying with the policy and communicating it to others
- Cooperating to regulate smoking behavior on campus
- Protecting non-smokers from being passive smokers
- Maintaining a healthy environment throughout the campus
- Those responsible for the application of the policy is the Health Committee and security guards.

Smoking is allowed in open-areas and not by any chance in any type of building within the campus. Should the student be caught violating this policy he or she will be given an official written warning.

If repeated the student will be subject to disciplinary action as determined by the Student Disciplinary Committee.

- End of Document –

Revised and updated on 10-Nov-2026

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Appendex A:

Kurdistan Regional Government - Iraq
Council of Ministers
Ministry of Higher Education
and Scientific Research
Department of Research and Development
Directorate of Postgraduate Studies

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No.: 14502

No.:
Date: / / 2026

In the framework of the project to assess corruption risks in scientific research, undertaken by the Ministry of

Higher Education and Scientific Research and the Commission of Integrity of the Kurdistan Region - Iraq, and

pursuant to the recommendations of the committee established by Ministerial Order No. (19782) dated (7 October

2024), and under the powers vested in us, it has been decided to issue the following Guidelines:

Guidelines for Academic Conduct at Universities in the Kurdistan Region - Iraq

Article (1): Wherever the following terms appear in these Guidelines, they shall have the meanings assigned to

them below:

Ministry: The Ministry of Higher Education and Scientific Research in the Kurdistan Region - Iraq.

Minister: The Minister of Higher Education and Scientific Research in the Kurdistan Region - Iraq.

Department: The Department of Research and Development at the Ministry.

Universities: All public and private universities, university colleges and institutes in the Kurdistan Region - Iraq.

Academic institutions: The Kurdistan Higher Council of Medical Specialties, the Kurdistan Board for Strategic
Studies and Scientific Research, and all institutions affiliated with the Ministry in the Kurdistan Region - Iraq.

Faculty: Members of the teaching staff who hold academic titles and qualifications at universities and academic
institutions, research centres, scientific journals and all Ministry-affiliated institutions in which faculty
appointment requirements are applied under the laws and instructions in force.

Higher Committee: The Higher Committee for Monitoring the Implementation of the Guidelines for Academic
Conduct at universities and academic institutions.

Central committees: The following committees:

• **Central Humanities Committee:** The central committee monitoring implementation of the Guidelines for
Academic Conduct in colleges/faculties/departments and humanities and social science specialisations at
universities and academic institutions.

• **Central Sciences Committee:** The central committee monitoring

implementation of the Guidelines for

Academic Conduct in colleges/faculties/departments and scientific and applied specialisations at universities and

academic institutions.

• **Central Medical Committee:** The central committee monitoring implementation of the Guidelines for

Academic Conduct in colleges/faculties/departments and medical specialisations at universities and academic

institutions.

Student/learner: All undergraduate students (bachelor's degree) and postgraduate students (higher diploma,

master's degree, medical board qualification and doctorate).



Academic assignment: Tasks assigned to a student/learner, including assignments, reports and scientific research relating to academic subjects, or laboratory work, whether written, oral or practical.

Conflict of interest: Any conduct or behaviour by a faculty member intended to secure a personal material or non-material benefit for themselves or others, in a manner inconsistent with professional conduct, the principles of these Guidelines, or the aims and interests of the Ministry and its institutions.

Scientific research: A systematic scientific endeavour to establish scientific truth for the benefit of humanity. It examines human conduct to test the validity of knowledge or a hypothesis, uncover a phenomenon, understand its causes, identify mechanisms for addressing it, or find an effective solution to a problem significant to individuals, society and the nation. Scientific research cannot be credible unless researchers adhere to ethical values and standards.

Ethics: A set of fundamental principles on which laws and rules are based, including the regulations developed by specialist bodies to guide conduct and distinguish actions, relationships and policies that are correct from those that are incorrect. Ethical judgement draws on two sources: the prevailing customs and cultural traditions of society.

Chapter One

General Academic Values, Principles and Standards of Conduct

Article (2): Academic conduct means that a faculty member performs the responsibilities of their profession honestly, with integrity and commitment, and works continuously to achieve the aims of the academic institution in which they serve. Academic or administrative conduct must remain within the limits of the powers conferred upon them. Duties must be performed in good faith, free from malicious intent, negligence or misconduct, and without harming the public interest to secure a private advantage for themselves or others.

Article (3): Faculty members shall adhere to the following values:

First: General Values and Principles

(1) Trustworthiness (Integrity): Conscientiously and responsibly performing every duty entrusted to a faculty member, whether in teaching, student assessment,

academic activities, or dealings with supervisors,

colleagues and students/learners. This also entails respecting colleagues' scholarly contributions, intellectual

integrity in reading and reviewing criticism, and conducting scientific dialogue in all its forms.

(2) Fairness: Faculty members must deal fairly with colleagues, students/learners and others, uphold their

rights and refrain from neglecting them. They must also act justly towards those whose rights have, for any

reason, been disregarded or who have been treated unfairly.

(3) Equal opportunity: Respecting equality of opportunity in dealings with faculty members of faculties/colleges/institutes and with others, regardless of differences in educational, economic or social background, political affiliation or ideology. No discrimination may occur in transactions or relationships.

Appropriate and balanced procedures must be adopted without distinctions based on ideology, language, nationality, religion, gender or similar grounds.

(4) Tolerance: Demonstrating flexibility and understanding towards the thoughts and feelings of colleagues, students/learners and staff; respecting differences; and maintaining constructive relationships that serve the public interest and the higher objectives of universities and academic institutions. Procedures should be implemented appropriately, with full awareness of personal circumstances and experiences relevant to disputes or conflicts that arise.

(5) Professionalism and mutual respect: Establishing effective, constructive relationships within the university, taking account of others' rights, feelings, wishes and customs; respecting diverse religious,

national and cultural affiliations; and showing appreciation for others in all conduct and dealings. This includes respecting the university profession and observing the laws and policies of the Kurdistan Region - Iraq.

(6) Scientific collaboration: Working within a robust scientific and academic framework to contribute to scholarship and improve experience and knowledge through mutual trust between faculty members and researchers.

(7) Impartiality: Faculty members must remain free from attachment to personal beliefs, ideologies, partisanship and other influences that may harm a research project, study or learning process.

(8) Objectivity: University faculty members and researchers must present the findings or scientific facts obtained through scientific methods without distorting them or manipulating their implications, regardless of whether they support or contradict the researcher's original hypothesis, understanding or perspective.

(9) Accuracy: Ensuring that research or inquiry data and findings correspond to reality, through rigorous and innovative scientific methods for establishing results and evaluating research, reports, scientific and technical questions, and similar matters.

(10) Critical inquiry: Examining and analysing, with scientific scepticism, findings that are treated as established facts by recognised documents and scientific sources.

Second: General Standards of

Academic Conduct

(1) Academic integrity: A faculty member's academic integrity is expressed in two dimensions, both of which must be observed:

a. Integrity as a personal quality: Conscientiousness, self-reliance and ethical honesty inside and outside the classroom, and in the administrative, scientific and intellectual tasks performed by faculty members. This requires reliability, accuracy and the transparent and comprehensive sharing of expertise and experience; disclosure of conflicts of interest involving faculty members or others; and rejection of every form of administrative and academic corruption.

b. Integrity as a professional quality: Academic integrity is foundational to scientific research and the educational process. It entails the dedication of faculty members to their research subjects, teaching and students, and to everything that strengthens society's trust in academic institutions. It is secured through honest thought and conduct and adherence to applicable laws and instructions. Universities, professional organisations, publishing bodies, research administrators and all other bodies concerned with integrity in research and learning must support the preservation of academic integrity.

(2) Attention to scientific specialisation and its consolidation: Faculty members must attend to both their general and specific scientific specialisations and undertake the following:

a. A general specialisation is determined by the undergraduate (bachelor's) degree, while a specific specialisation is determined in light of the title and subject of the master's dissertation and doctoral thesis. Both must be closely and directly related to the scientific department from which the undergraduate degree

was obtained. Faculty members must commit to developing their scientific expertise and using it in research,

university teaching, the selection of dissertation and doctoral thesis topics, and scientific supervision and

assessment.

b. The specific specialisation is determined by the independent variable in the title and subject of the faculty

member's master's dissertation or doctoral thesis. The relevant departmental scientific committee shall

provide guidance, academic advice and appropriate assistance to the faculty member (researcher) in

selecting a research or study topic capable of registration and approval in a reputable journal within their

specific specialisation and meeting academic quality requirements. Research submitted for academic

promotion must correspond to its independent variable in the faculty member's specific specialisation.

General and specific expertise may be developed through interdisciplinary research or projects where

scientific justification and the work plan are supported by the scientific committee. Research must also be

published in an authentic academic journal bearing the ISSN identification number, in accordance with the

Ministry's academic promotion instructions.

(3) Confidentiality: Maintaining the confidentiality of scientific assessment results and of research data and

findings. This also includes protecting the confidentiality of the decisions, outcomes and documents of

scientific and investigative committees and preventing their disclosure or manipulation at undergraduate and

postgraduate levels.

(4) Academic responsibility: Developing a sense of individual and collective responsibility for the

importance of the educational system, safeguarding it and achieving its objectives, and protecting the

reputation of universities and academic institutions and their aims. The university president must be

informed of any breach of applicable laws or instructions, or of these Guidelines, and of any attempt to

damage all or part of the educational system for personal advantage or the benefit of others.



(5) Continuing academic development: Faculty members are responsible for following and applying these

Guidelines and implementing scientific values and standards in their conduct and academic activities.

Professors and assistant professors are also responsible for sharing their personal expertise and experience

and promoting sound academic conduct among other faculty members and students/learners whenever

opportunities arise in academic teaching and scientific guidance. Faculty members shall also help advance

the learning process and the continuing academic development of undergraduate and postgraduate

students/learners.

(6) Academic independence: A university is an autonomous, distinctive institution whose educational

activities and research are independently based on the advancement and exchange of expertise, freedom of

thought and freedom of scientific research. It is not subject to partisan direction, political programmes or

ideological affiliations; it is safeguarded from them, and such influences shall exercise no authority within it.

(7) Academic confidence: Recognising and acknowledging the

academic competence of faculty members,
students/learners and staff in the university, thereby creating opportunities to develop their expertise and
abilities and to disseminate and exchange innovative ideas. The university environment must enable critical
thinking and appraisal, freedom of expression, and the free exchange of ideas and scientific products without
fear of theft, misuse or harm to their creators.

Article (4): The Ethical Framework for Scientific Research comprises the following:

First: Fundamental Principles of Research Ethics

Research ethics requires respect for the rights, beliefs and dignity of others, including research collaborators,
participants and those who are the subjects of research. Two general principles are recognised: "doing good"
and "avoiding harm". These must underpin ethics and integrity. Ethical conduct must be observed
throughout research, including honesty, competence, safety, trust, consent, the sharing and recording of
information, feedback, consideration of the possibility of error, regard for others' feelings, respect for
circumstances, and protection of confidentiality and personal information.

Second: Ethical Principles Relating to Research Practice

(1) Ethical commitment at every stage of the research process:

a. Selection of the research topic: The purpose must be to create a better world; research must not be used

to harm people or the environment.

b. Research fields must be related to the national needs of the Kurdistan Region - Iraq.

c. Research design: No research project or plan shall begin until all important ethical aspects have been

analysed and discussed by the relevant scientific and other competent committees, and the ethics of the

research have been approved at college and university department level.

d. Research implementation: Monitoring implementation must ensure that ethical requirements are

respected within each research plan.



(2) With regard to the research team, the researcher must:

a. Possess the competence, advanced knowledge and scientific expertise required to conduct the research.

b. Have comprehensive knowledge of the scientific subjects addressed by the research.

c. Adhere to scientific principles and standards at all stages of the research.

d. Ensure that the research is conducted responsibly throughout its stages.

e. Have a comprehensive assessment of the risks and burdens that an individual or group may face and
compare them with the benefits expected from the research.

Third: Ethical Standards in Scientific Research

As a scientific researcher, a faculty member must possess the following qualities:

1. A desire and enthusiasm to pursue science as a powerful motivation for establishing facts.

2. Clarity of thought that strengthens observation, careful examination and inspection.

3. Diligence and persistence in confronting all obstacles and difficulties, even when they recur.

4. Inner honesty in ensuring that actions and findings are correct.

5. Imagination and creative thinking as sources of ideas and reflection.

6. Intelligent reading, as an essential aid to learning that enables the researcher to acquire information promptly.

7. Familiarity with scientific laws, which form a fundamental basis for the researcher's intellectual judgement and assessment.

8. Language proficiency to support expression and understanding throughout the research process.

9. A sense of constructive criticism in the pursuit of truth and the exchange of views among researchers, directing attention to other aspects of a subject and offering useful suggestions.

10. A commitment to directing research towards subjects that benefit knowledge, society and public welfare, as a prominent ethical duty.

11. Accuracy and honesty in collecting data and in drawing and recording conclusions, free from personal bias.

12. Full recording of all data, findings and decisions; retention and archiving of copies of the conclusions and decisions for any subsequent review conducted within at least five years of the research.

13. Where faculty members undertake a joint scientific project,

all participants must document their

methods, scientific roles and activities so that these can be reviewed whenever necessary.

14. Faculty members must publish outstanding research and share it continuously within academic settings

for the benefit of others.

15. Faculty members must ensure that their research has its own distinctive character, reflecting their

thought, philosophy and perspectives within their scientific specialisation.



Fourth: Academic Integrity in Scientific Research

1. Academic integrity in conducting and publishing research requires the researcher to attribute a proposal to themselves only where it represents their own ideas and work. Where the work draws on others, this must be explicitly identified, and scientific sources must be acknowledged to avoid unethical practices.

2. When scientific material is cited, its sources must be clearly identified. The researcher must examine and verify the quoted text to ensure that it contains no ambiguity.

3. Data must be collected, analysed and interpreted carefully and attentively, without bias on the researcher's part.

4. Data must be presented clearly, and the research and its details must be fully documented so that other researchers can replicate the experiments and verify the findings. If any result is unsubstantiated, the researcher must explain this to the assessment committee, and it must be investigated to establish the scientific standard of the research.

Fifth: Faculty Ethics in the Scientific Supervision of Students/Learners

1. Faculty members must adhere to scientific standards of conduct, as they serve as a continuing example to students/learners.

2. They must train students/learners to apply scientific methods in reaching conclusions and in carrying out scientific and academic work.

3. A teacher must not use work completed by students/learners for their own research or academic promotion without acknowledging their roles and contributions.

4. They must observe the time allocated to scientific supervision in the interests of students/learners.

5. They must guide students/learners on sources of information and learning, and on recording all research findings and decisions promptly and retaining them for the required period.

6. They must monitor students'/learners' completion of assignments.

7. They must develop students'/learners' logical reasoning and their capacity to draw independent conclusions on that basis.

8. They must respect students'/learners' capacity for independent thought and their beliefs within clear principles, uphold freedom of opinion and encourage them to express their own scholarly identity in research.

9. They must encourage discussion, criticism and different

opinions in accordance with constructive

dialogue and academic ethics, within a designated scientific framework in the university, to teach the

principles and steps of scientific research.

10. They must encourage students/learners to undertake collaborative research, with each contributing to a

part of it, thereby fostering a culture of cooperation in scientific research.



Sixth: Practices to Be Avoided

1. Avoid conflicts of interest in research in order to ensure objectivity, fairness and transparency.

2. The research team must use the financial resources and capacities at its disposal solely to implement approved budget items and spend the allocated funds.

3. Persons connected with donor, supporting or funding institutions must be excluded from the research project in order to safeguard the integrity of collaboration and of the research subject.

4. Research evaluators must inform the relevant body of any researcher whose relationships or interests are connected with a financial source.

Seventh: Obligations and Conditions of Research Administration

1. Financial support must not be conditional in a manner contrary to scientific research obligations.

2. Research must be conducted properly and in accordance with

scientific methods and standards.

Supporting bodies must exert no influence over the results or the manner in which the research is conducted.

3. The source of funds must not be subject to suspicion of illegality.

4. Research steps and stages must not be influenced or manipulated by funders, supporters or providers of financial assistance.

5. The academic institution must not come under pressure from the funding source.

Eighth: Risks Associated with the Research Administration Environment

Numerous risks arise in the research administration environment in relation to resolving scientific problems.

These include:

1. Predetermined conclusions:

A researcher who is convinced in advance of what they expect to find may fail to test all hypotheses and thus fail to obtain decisive evidence.

2. Disregarding contradictory evidence:

The aim of scientific inquiry is not to win an argument but to discover the truth. Contradictory evidence must therefore be given the same weight as supporting evidence, even if it conflicts with the initial hypothesis.

3. Habitual thinking within fixed limits:

The researcher must make every effort to move beyond rigid models of thought and cultivate originality in thinking.



4. Inability to obtain all facts relevant to the problem:

To reach a correct conclusion, the researcher must base their findings on complete evidence.

5. Inaccurate observation:

To verify all recorded findings, the researcher must repeat the experiments performed and must not overlook
any influencing factor.

Chapter Two

General Objectives and Scope of the Guidelines

Section One: General Objectives

Article (5): These Guidelines seek to establish the general objectives and recognised standards of conduct
that faculty members must follow in teaching, research, academic publishing and scientific activities. They
also define the duties and responsibilities of the Higher and central committees in monitoring scientific

behaviour and standards of conduct within universities. These objectives are expressed in the following:

(1) Consolidating professional standards for sound academic conduct and the exemplary principles and values of faculty members; strengthening awareness of and adherence to them; reinforcing principles of good conduct and governance; and increasing faculty awareness and knowledge so as to guide them towards proper standards of professional behaviour and accountability. This shall advance a working culture within universities that accords with applicable laws through clarification of duties and responsibilities.

(2) Developing the higher education and scientific research system in the Kurdistan Region in light of the decisions of specialised international scientific conferences. The aim is to advance and safeguard teaching and research, observe continuing professional commitments and prevent harm to, or diversion of, the system's efforts for an individual or group's benefit or for any purpose contrary to the Ministry's higher objectives.

(3) Ensuring adherence to scientific behaviour and sound academic conduct, and their implementation throughout the university community, as the foundation of teaching and research within the institution.

(4) Maintaining general and specific scientific specialisation and ensuring its consolidation and exchange within the university community.

Section Two: Scope of the

Guidelines

Article (6): These Guidelines cover the duties of faculty members, divided into the following levels:

First: General Duties of Faculty Members

(1) Devote official working hours to professional duties and activities, and refrain from any activity or behaviour inconsistent with the university's public interest or the Ministry's objectives.



(2) Continuously improve personal competence and professional capabilities, keep abreast of developments in general and specific scientific specialisations, and offer proposals for improving performance in the administrative unit or scientific department in which they work.

(3) Refrain from any act or undertaking that damages personal reputation, public morals or proper conduct, whether within or outside the university.

(4) Refrain from insulting the religious beliefs, cultural differences, political opinions or ideologies of faculty members or others, within or outside the university, and from encouraging such insults.

(5) Strengthen relationships between their university and other universities, institutes and scientific institutions at national and international levels.

(6) Use lawful procedures when lodging complaints concerning any injustice experienced.

(7) Maintain a high level of expertise and commitment in their scientific specialisation, while attending to the truth and accuracy of the content of study or research

subjects and to innovation in scientific or
administrative duties.

(8) Keep confidential information and documents that are legally confidential and are obtained in the course
of work, whether written, oral or electronic, especially material whose confidentiality is protected by law or
specific decisions.

(9) Refrain from comments, statements or interventions, whether written or oral, concerning matters still
under study or review within the university or Ministry.

(10) Protect the interests of the Ministry and universities and preserve their property and assets. Keep all
keys secure, and inform the immediate supervisor of any infringement involving public property or the
public interests of the Ministry or university, and of any negligence or conduct that harms those interests.

(11) Do not use the funds or property of the university, Ministry or academic institutions for personal gain,
commercial dealings in goods, or the benefit of others.

Second: Duties Specific to Scientific Research and Academic Publication

(1) Anyone who makes a substantial contribution to the content of a scientific publication shall be included
as an author, provided that the contribution can be verified. All authors share equal responsibility for their
scientific publications unless explicitly stated otherwise. Author names shall be determined at the initial
stage of the project and ordered in accordance with academic-title standards and established professional

practice. It is not permissible to include the name of a researcher who has not participated, nor to name a first author without a genuine contribution.

(2) Observe ethical procedures, scientific methods and scientific specialisation when preparing research, academic studies, scientific activities and research projects for obtaining an academic title or promotion in academic rank.



(3) Observe ethical procedures when preparing master's dissertations, doctoral theses, research, publications and scientific research projects throughout the prescribed academic entitlement to work in universities and academic institutions.

(4) Observe ethical procedures when publishing scientific work in academic and non-academic journals and in all print, visual and audio media, within and outside the Kurdistan Region.

(5) Refrain from manipulating scientific experiments or the publication of their results within research and scientific studies.

(6) Adhere to the highest scientific and ethical quality standards at every stage of research, according to the relevant specialisation, from data collection and documentation through to the final publication of results and research. Any scientific or ethical error or problem subsequently identified in published findings must be corrected immediately.

(7) Where a research or study project is collaborative, the roles

and responsibilities of research-team
members must remain clear throughout the project. They must be identified and documented, and the head of
the scientific department must be informed of subsequent changes, particularly changes to duties or
responsibilities within the project.

(8) When planning a research or study project, faculty members must observe the following:

a. The title, subject and project participants must be registered with the departmental scientific committee.

b. Where the research is intended for academic promotion, its subject must fall within the researcher's
specific or general scientific specialisation.

c. A comprehensive review must be conducted of research previously undertaken and published that is
directly related to the research or study topic. Earlier contributions, where they exist, must be acknowledged
when registering the research or study title and in every academic publication.

(9) Observe the rights and obligations referred to in applicable laws and instructions, including obtaining
written consent and complying with conditions agreed with the publisher when translating or republishing a
scientific work.

(10) Faculty members, researchers and students/learners are encouraged to inform the university of research
findings where they consider that these have dual-use potential (civilian and military) or implications for

social policy and public health, whether during the research or after the findings have been obtained.

(11) If any doubt arises concerning the genuine participation of a researcher or student/learner in

collaborative scientific research with researchers from outside the university or the Kurdistan Region, the

researcher or student/learner must submit written documentation establishing their actual contribution,

approved by the relevant departmental scientific committee. Furthermore,



the submission of such research for academic promotion is prohibited if the participating research institutions are unrecognised by the scientific committee, and compliance is required with the provisions of paragraphs (7) and (8) above.

(12) Researchers and students/learners must document all information and data relating to research, scientific studies, master's dissertations and doctoral theses, including their results and the manner in which they were obtained, so that they can be reviewed, replicated and scientifically assessed by scientific committees, higher education bodies, or advanced electronic systems and platforms. Findings previously obtained within the same specialisation must be documented and explained where they do not support the research's original hypothesis.

(13) Faculty members, researchers and students/learners must document all analytical steps, the data and the method followed in research, studies, master's dissertations and doctoral theses, and clearly record how they were produced. This is intended to prevent manipulation,

safeguard and archive them, and demonstrate the
academic integrity and reliability of the researcher or student/learner.

(15) The findings of research and publications must be disclosed in reputable journals or academic
publications to inform university scientific communities. Any reason preventing publication of the findings
must rest on scientific considerations, rather than external pressure or considerations of partisan advantage.

(15) Confidentiality and impartiality must be maintained in scientific assessment and academic advice.
Complete confidentiality is required throughout evaluation, including the selection of scientific assessors
and all matters relating to the outcome and subject of scientific assessment.

(16) Genuine conflicts of interest must be disclosed by faculty members appointed to assess research,
projects, master's dissertations and doctoral theses. Assessors must not use information made available or
acquired during evaluation for personal purposes or share it with others. If it is conclusively established that
a scientific assessor has breached confidentiality and impartiality, or has disregarded the general values and
principles and academic conduct set out in these Guidelines, the assessor must be notified through
administrative channels and completely barred from all work relating to scientific assessment of research,
master's dissertations and doctoral theses, participation in examination committees, and all other such
scientific activities.

(17) Researchers or students/learners who breach the foregoing principles shall be subject to legal accountability and appropriate penalties, including suspension from teaching or conducting scientific research, or termination of enrolment. The measure must correspond to the nature of the breach and comply with applicable laws.



Third: Duties in Dealings with Students/Learners

Faculty members must undertake the following:

(1) Respect students'/learners' rights and treat them fairly, impartially and objectively, without discrimination based on gender, social origin, religious or political beliefs, social status, disability or any other ground.

(2) Earn students'/learners' trust through academic integrity, constructive conduct and honesty in all duties.

(3) Assess examination papers and all work submitted by students/learners promptly, with the necessary care and objectivity; answer their questions; and explain any delay in announcing results.

(4) Avoid any action that adversely affects students'/learners' confidence in the educational process. This includes attempting to supervise master's dissertations or doctoral theses outside the supervisor's general or specific scientific specialisation; assigning subjects below the

student's/learner's level of study or below a
standard appropriate to higher education; or promising success or high marks to gain students'/learners'
sympathy and favour in order to supervise them later.

(5) Show no leniency in taking the necessary action when identifying cheating by students/learners or the
disclosure of examination questions in any form.

(6) Evaluate students/learners scientifically, objectively and fairly, in a manner that reflects scientific and
academic principles.

(7) Adhere to assessment mechanisms, allocated time and academic subject content specified in the
coursebook, which students/learners must receive or be informed of at the beginning of the academic year.

(8) Use the best teaching methods and appropriate educational activities to ensure that the learning
objectives of the subject are achieved.

(9) Actively foster scientific and creative thinking, initiative and collective work among students/learners.

(10) Promote sound ethical values among students/learners, attend to the diversity of their cultural heritage,
and respect their national and religious customs and traditions.

(11) Maintain complete confidentiality of students'/learners' personal documents and information in
accordance with applicable laws. No faculty member or university employee may exploit access to such
information for personal purposes or for the benefit of others. It

may be disclosed only with the consent of
the student/learner or their guardian, or for judicial purposes.



Fourth: Faculty Members' Duties in Dealings with Supervisors

(1) Comply with supervisors' written or oral orders and instructions in accordance with the administrative hierarchy and applicable laws.

(2) Treat supervisors respectfully and refrain from seeking any advantage through unethical or improper means.

(3) Do not use university documents to influence decisions taken or obstruct the institution's work.

(4) Cooperate with supervisors and offer views, observations and beneficial experience honestly and objectively.

(5) Inform the immediate supervisor of any violation of applicable laws or any problem encountered that hinders the continuity of work.

(6) Cooperate with supervisors when committees are established at the level of the scientific department or university in which they work.

(7) Disclose fully and accurately to supervisors all orders and information obtained through work that must be disclosed.

(8) Refrain from any activity that may create an actual, apparent or potential conflict between personal interests, on the one hand, and professional responsibilities and duties, on the other.

Fifth: Duties in Dealings with Fellow Faculty Members

Faculty members must undertake the following:

(1) Treat colleagues with respect, friendliness, tact and sincerity, and maintain healthy and amicable relationships without discrimination. Respect their privacy and refrain from exploiting or using information concerning their private lives to cause harm.

(2) Cooperate with colleagues and share opinions to a high professional standard and objectively. Assist them wherever possible in resolving problems encountered at work, and promote constructive relations among colleagues to advance their work and scientific expertise and improve the working environment.

(3) Do not permit students/learners to make unfounded criticism of another colleague's work, criticise their personality, damage their dignity or undermine their standing.

(4) Refrain from encouraging students/learners to file complaints or adopt unlawful behaviour against another faculty member.

(5) Refrain from encouraging students/learners to study a particular academic subject or leave a subject

taught by another faculty member without regard to academic competence and experience, or from

encouraging them to seek scientific supervision from or leave another



colleague's supervision where that colleague satisfies the requirements for scientific supervision and there is no legal or scientific impediment.

Sixth: Duties in Dealings with Staff

Faculty members holding administrative positions must undertake the following:

(1) Develop staff capabilities, assist and encourage them to improve their working methods, and personally set a good example in the workplace and in compliance with applicable laws.

(2) Transfer the knowledge, expertise and experience acquired to staff, and encourage collective work and greater exchange and sharing of information among them.

(3) Supervise staff, hold them accountable for the proper conduct of their work, assess their performance objectively and impartially, and seek to provide training and development opportunities in accordance with applicable laws.

(4) Respect staff rights, cooperate with staff to a high professional standard without bias or discrimination,
and reject outside pressure that would lead to discriminatory or biased treatment of any staff member. If such
pressure exists, the chair of the Higher Committee or one of the central committees must be informed.

(5) Refrain from assigning staff duties that have not been formally entrusted to them or that fall outside their
job descriptions and titles.

(6) Respect students'/learners' rights and treat them objectively, professionally and respectfully, without bias
or discrimination.

Chapter Three

Conduct Constituting Breaches of Academic Behaviour and Ethics

Section One: Breaches in Scientific Research, Publication and Assessment

Article (7): Conduct or behaviour through which a faculty member breaches standards of academic
behaviour and ethics in research, publication and scientific assessment includes the following:

(1) Improper appropriation: Passing off or stealing an idea, work, educational programme, data or any
other original product belonging to another person, and presenting it wholly or partly as one's own or another
person's work without acknowledgement in accordance with scientific methods and these Guidelines, or
exceeding the prescribed authorised plagiarism percentage.

(2) Fabrication: Deliberately using non-existent, incorrect or distorted data in research and scientific studies.

(3) Falsification of assessments and data: Falsifying or manipulating the assessment of university research, master's dissertations or doctoral theses; inventing results or data that do not exist; altering or concealing experimental instruments, materials or procedures within



research or a study, or failing to use them while presenting them as having been used in practice; or

distorting the results of research or a study to fit its objectives or serve personal interests or those of others.

(4) Duplicate publication: Republishing scientific publications and presenting them as independent works

published for the first time, and using them for academic promotion, to obtain an academic qualification, to

receive appreciation or recognition, or for any other purpose.

(5) Fragmented publication: Dividing research findings into several parts in a manner that undermines

scientific honesty and integrity, publishing them as multiple articles in academic journals, and presenting

those publications as independent works for academic promotion, an academic qualification or any other

purpose.

(6) False contribution: This includes all persons who have not made a substantial and primary contribution

to authorship but whose names are included among the actual authors of a scientific publication; omitting

persons who made a substantial contribution; improperly

ordering authors in a manner inconsistent with the hierarchy of academic titles; removing an author's name from a scientific publication in its initial or subsequent editions; or inserting one's own or another person's name in the author list without a genuine and primary contribution.

(7) Academic cheating: Manipulating a person to obtain examination marks or academic distinctions for oneself or others without the intellectual effort necessary to earn them. This may be done personally, through others, or by any means of answering examination questions. It also includes wholly or partly appropriating another person's scientific, literary or artistic work improperly for oneself or others.

(8) Improper collusion: Undertaking scientific work or assessment jointly where applicable laws and instructions do not permit such cooperation, or jointly assessing scientific work and awarding undeserved marks for academic promotion, an academic qualification or any other academic benefit.

(9) Abuse of academic authority: Improperly using legally conferred administrative authority to obtain a personal benefit or an advantage for others.

(10) Any other act not permitted by these Guidelines or applicable laws, or inconsistent with public ethics and conduct, including false or malicious reports concerning alleged breaches of these Guidelines.

Section Two: Other Breaches of the Guidelines for Academic Conduct

Article (8): Other forms of breach of the Guidelines for Academic Conduct include:

(1) A faculty member accepting or requesting money, gifts or personal benefits for themselves or others, or

engaging in any discrimination between students/learners, directly or indirectly.



(2) A faculty member accepting or requesting preferential treatment, personal advantages or interests, or establishing close relationships with persons or institutions whose interests primarily depend on their decisions or those of the institution in which they work.

(3) Using master's dissertations or doctoral theses not submitted for defence, or unpublished scientific research or studies, as scientific sources without the owner's written permission.

(4) Failing to comply with ethical and moral principles in research conducted on humans or animals, or failing to respect patients' rights.

(5) Acting contrary to applicable laws governing biological research and other clinical research conducted on humans.

(6) Disclosing information contained in a project or scientific research entrusted for review or pre-publication assessment without the written permission of the project or research owner.

(7) Using resources, expertise, materials and equipment

allocated for scientific research for purposes other
than their intended scientific use.

(8) Publishing information from a questionnaire used in scientific research without participants' clear
consent, or conducting a scientific experiment at a university or academic institution without prior
permission.

(9) Harming animal welfare or the ecological balance in research and scientific experimentation.

(10) Conducting research or experiments contrary to applicable laws or international agreements to which
Iraq and the Kurdistan Region are parties.

(11) Failing to observe requirements and inform the relevant body of conduct or harmful effects that may
arise from research or a scientific experiment.

(12) Using data or information obtained from individuals or other institutions in research and scientific
studies beyond the permitted scope or manner, or failing to respect its confidentiality and ensure its
protection.

(13) Submitting false data, information or documents, or using them to secure appointment, academic
promotion, an academic qualification, or eligibility to participate in a competitive examination.

(14) Improperly falsifying, altering or manipulating examination papers.

(15) Failing to comply with intellectual and literary property

rights concerning electronic software and

programmes, intellectual, literary and scientific works, and the conditions specified for authorised use.

(16) Submitting an unfounded, deliberately false or malicious publication or report, or doing so for

retaliatory purposes, concerning a breach of the principles contained in these Guidelines.



Chapter Four

Establishment, Duties, Powers and Working Procedures of the Higher and Central Committees for Monitoring Implementation

Article (9): Committees responsible for monitoring and promoting sound scientific behaviour and academic conduct in universities shall be established as specified below at the beginning of the academic year:

(1) A Higher Committee shall be established at the presidency of each public and private university, comprising seven (7) members selected by the university president. For private institutes, it shall comprise five (5) members selected by the institute dean. Members must be faculty members holding doctorates and the academic title of professor or assistant professor, drawn from different fields and specialisations. The member with the highest academic title shall chair the committee. One member must be a lawyer representing the public interest. All members shall be replaced after three (3) years from the date of the first meeting. Where no teacher holds the required academic title, assistance may be sought from faculty

members of public universities.

(2) Higher Committees at public and private universities and private institutes in the Kurdistan Region shall be approved by the Ministry. For this purpose, the Higher Committee must be referred to the Ministry/Department of Research and Development for scrutiny and approval procedures.

(3) The Higher Committee shall monitor and regulate scientific conduct in accordance with the Guidelines for Academic Behaviour and Ethics. It shall receive reports of breaches of the principles contained in these Guidelines and take appropriate decisions.

(4) Three central committees shall be established to monitor and promote sound scientific behaviour and academic conduct in the humanities, sciences and medical fields, and to receive reports and notifications concerning breaches of these Guidelines. Each shall consist of seven (7) members selected by the university president from candidates nominated by the Higher Committee; the names shall be renewed annually. The university president may replace committee members, provided that membership does not exceed three (3) years. Members must be faculty members holding doctorates and the title of professor or assistant professor in different fields and specialisations.

(5) Following consultation with the university president, the chair of the Higher Committee may establish additional temporary subcommittees in scientific disciplines to monitor and implement these Guidelines and ensure quality in scientific research and academic publications.

(6) No member of the Higher Committee, the three central committees or any other subcommittee may have a criminal conviction or a final administrative decision establishing that they have breached the substance of these Guidelines.



(7) Committee members must have experience in scientific committees, examinations and other committees, be known for academic independence and high-quality scientific work, and possess experience in publishing research and academic studies in domestic and foreign scientific and academic journals.

(8) Committee members must be independent of administrative and scientific authorities within the university, provide objective advice and guidance, contribute to resolving disputes, and receive complaints and reports confidentially.

(9) A member's duties shall terminate immediately if it is established that they have acted contrary to these Guidelines.

(10) Membership shall terminate immediately where a member, without the chair's permission or a valid reason, fails to attend three consecutive meetings, or is on leave for at least three months. A new member shall then be selected in accordance with these Guidelines, treating the position as vacant.

(11) The committee chair shall designate a member as committee secretary, whose term shall end with that of the committee.

Article (10): The duties and powers of the Higher and central committees are as follows:

(1) Conduct comprehensive investigations into notifications and complaints submitted directly to the relevant specialist central committee or referred to it by the Higher Committee concerning circumvention or breach of these Guidelines. Where necessary, obtain the opinion of an expert selected by the Higher Committee, communicate with relevant persons and institutions, and request information, evidence and other documents required for the investigation.

(2) In the event of a conflict of interest, the general public interest takes absolute precedence. The public interest of the academic institution must be distinguished from a faculty member's private material or non-material interests. Mechanisms must be established to identify such interests and their effect on improper conduct or published opinions that conflict with the public interest and the objectives of these Guidelines.

(3) The Higher Committee shall submit its final decision to the university president for approval within a period not exceeding one month. If the president does not approve it within that period, it shall be deemed approved.

(4) The central committees shall prepare recommendations for

submission to the university president to

prevent ethical and academic misconduct, organise scientific activities and raise awareness of these

Guidelines in cooperation with relevant institutions.

(5) Provide legal protection against material and non-material harm to persons who report breaches of

academic behaviour and conduct to the Higher or central committees. Those who submit false or fabricated

information and reports to the committees shall be referred to the judicial authorities.



(6) Use advanced AI plagiarism-detection software and rely on effective electronic technology to identify acts that circumvent or breach these Guidelines. Provide the committees with all material resources necessary to perform their duties appropriately and effectively.

(7) Establish an advanced central electronic platform, in coordination with and under the supervision of the Department of Research and Development, to monitor scientific and academic publications at Kurdistan Region universities and ensure their consistency with these Guidelines.

(8) Only the Higher Committee and the three specialised central committees shall have authority to examine reports concerning these Guidelines.

(9) The Higher Committee may revisit cases involving faculty members against whom administrative decisions have been issued on the recommendation of university investigative committees, and may cancel recommendations and decisions in cases relating to the provisions and principles of these Guidelines.

(10) In consultation and coordination with the Department of Research and Development, the Higher Committee is responsible for offering advice and organising workshops and seminars concerning its work within the university.

Article (11): The procedures and principles governing Higher and central committee meetings are as follows:

(1) Committees must meet at least once a week. The chair may convene members for urgent meetings whenever necessary.

(2) Committee decisions shall be taken by a simple majority (half plus one) of the total membership.

(3) Committees shall exercise their powers independently and may seek advice from experts and specialists whose academic rank is not below assistant professor.

(4) A committee member may not attend a meeting or vote in any of the following circumstances:

a. The member supervised the master's dissertation or doctoral thesis of the person complained against or under investigation, or supervised that person during postgraduate study; or the member was one of the scientific assessors appointed by an academic promotion committee at the same or another university to assess the research that is the subject of the complaint.

b. The member is related up to the fourth degree to the person complained against or to any party connected

with the case under investigation.

c. It is established that the member has a prior dispute, legal conflict or conflict of interest with the
complainant or a person under investigation.



(5) If no committee member specialises in the scientific field of the complainant or person under investigation, a scientific expert may be invited from the university's faculty. Where there is more than one expert, each shall prepare a separate report clearly stating their opinion. The experts' views shall then be compared confidentially, and the decision shall be based on the majority expert opinion.

(6) The scientific expert shall prepare and submit a report using the form provided by the committee within a period not exceeding one month from receipt of the complaint or investigation file. This period may be extended once only, for no more than fifteen (15) days from the date of the request.

(7) Committee members may not participate in meetings where a case in which they themselves are accused of breaching these Guidelines is discussed.

(8) No two members of the same committee may be related up to the fourth degree.

Article (12): Working procedures of the Higher and central

committees:

(1) The committees shall follow up on notifications and reports received in two stages:

a. Preliminary investigation and formulation of recommendations at central committee level, according to scientific specialisation and the college in which the complainant works or the person under investigation is based.

b. Final investigation and review of recommendations issued by the central committees, and decisions on them, shall fall within the authority of the Higher Committee, whether or not the complainant submits an objection concerning the alleged injustice.

(2) All relevant information, documents and evidence shall be submitted and attached to the reports and complaints concerning breaches addressed to these committees.

(3) Each committee shall prepare an individual file for each person.

(4) Where a complaint, report or notification received by these committees concerns a faculty member who has submitted an academic promotion application that is under assessment, or whose promotion has already been approved, the relevant academic promotion committee must suspend the application and await the Higher Committee's decision on whether the work complies with these Guidelines.

(5) A person complained against or under investigation shall submit a written defence with the required information and documents. If they fail to submit their response within fifteen (15) days of receiving written notification from the central committee, the committee may decide on the basis of the information and evidence obtained, provided that this condition is expressly stated in its notification letter.



(6) A person complained against or under investigation may request a copy of the complaint form or report, together with the attached documents, to prepare a written defence. In such cases, the complainant's identity must remain confidential and their name must be removed from the documents.

(7) Following deliberation in the Higher Committee, decisions shall be put to a vote, issued and signed by all members. A member who disagrees with the majority decision must state the reasons for dissent in writing.

(8) The final decisions issued by the Higher Committee on the basis of expert recommendations shall be formally recorded by the secretary and submitted to the university president for approval.

(9) Committee members and scientific experts must preserve the confidentiality of information, evidence and documents disclosed to them, obtained during the investigation or otherwise brought to their attention in it.

(10) Higher and central committee correspondence with other

universities and institutions shall be
confidential and conducted only through the university president.

Article (13): Necessary administrative sanctions and other administrative, legal and disciplinary measures
shall be taken under applicable laws against persons found by the Higher Committee to have acted contrary
to these Guidelines, following approval by the university president.

Article (14): Where an academic title or qualification was awarded on the basis of research subsequently
proven to have been conducted in breach of ethical procedures, the Higher Committee may decide to
withdraw the title or qualification from the person concerned. In such cases, the university or awarding
institution must recover the financial benefits received by that person as a result of the title or qualification.

Article (15): Where an investigation establishes that a faculty member breached ethical guidelines relating
to research and publication, the actual author's consent or that of the printer or publisher, or any harm to the
rights and interests arising from the breach, shall not exempt that faculty member from responsibility.

Article (16): Where published scientific work, or work under publication, is found to contravene these
Guidelines, the university president must inform the publisher that rights have been infringed and harm
caused.

Article (17): The use of information relating to medical and therapeutic fields and new applied or

established scientific knowledge, or of general legal principles and the provisions of laws in research, studies

and scientific projects, shall not be considered a breach of these Guidelines.



Article (18): Conduct involving an intentional breach or causing serious harm under these Guidelines shall be regarded as scientific misconduct requiring punishment, correction or reparation for the harm caused.

Article (19): All universities and academic institutions must adhere to the Guidelines for Academic Conduct, circulate them among faculty members and ensure compliance through awareness of their content and objectives, so that faculty members responsibly fulfil their obligations in the course of their work.

Article (20): The Ministry and institutions shall be responsible for providing all material and non-material requirements necessary to advance scientific research and academic activities, resolve disputes under these Guidelines, ensure awareness of their content, and provide appropriate professional support to all faculty members.

Article (21): These Guidelines apply to all faculty members and staff of universities, academic institutions and the Ministry, as well as persons falling within the term "university service employee" under applicable laws.

Article (22): Faculty members enjoy a set of fundamental rights that the Ministry/university must ensure,
including:

(1) Clearly defining faculty members' duties and responsibilities and what they are expected to achieve.

(2) Treating them on the basis of merit and eligibility, and providing fair and equal opportunities for
advancement and encouragement of professional growth.

(3) Ensuring a favourable scientific environment and guaranteeing freedom from discrimination in the
workplace.

(4) Providing appropriate and continuing training opportunities to improve professional capabilities in
academic work in accordance with applicable laws.

(5) Providing freedom of expression and opinion in accordance with the articles and provisions of these
Guidelines.

(6) Providing the right to object and complain about any decision concerning a faculty member that is illegal
or improper.

Article (23): All faculty members, staff and students/learners must be able to consult these Guidelines,
become familiar with their content and comply with it.

Article (24): Decision-making procedures and decisions of the Higher Committee, and recommendations of
the central committees, shall remain confidential. No person may inspect or be informed of them except the
Minister, university president, Director General of Research and Development, or another person legally
authorised to inspect them.

Article (25): Complaints concerning persons whose cases have already been closed and decided by the

Higher Committee may not be reconsidered. The complainant must be informed of this in the decision

rejecting the complaint, and must also be informed of the right to appeal before the judicial authorities.

Article (26): Necessary procedures must be adopted to protect both persons reporting scientific misconduct

and persons accused or complained against. Reports and complaints must be handled with complete

confidentiality, and the accused shall be presumed innocent until guilt is established.



Article (27): Penalties arising from scientific misconduct or breach of these Guidelines include administrative penalties under applicable laws, suspension of academic promotion, withdrawal of an academic title, annulment of an academic qualification, removal from teaching, or exclusion from universities and academic institutions.

Article (28): Penalties for scientific misconduct or breach of these Guidelines also apply to faculty members, staff and researchers of academic institutions who undertake or participate in academic research and studies for others in return for money or a material or non-material benefit, or who commission others to undertake research or studies in order to obtain academic promotion, an academic title or an academic qualification.

Article (29): All universities and research institutions in the Kurdistan Region licensed by the Ministry must comply with these Guidelines. Where an institution fails to comply, wholly or partly, the Ministry shall withhold material and non-material support or suspend its

operating licence until full compliance is
achieved. These Guidelines are also binding on other governmental and non-governmental institutions in the
administration of joint research and study projects with academic institutions, and projects submitted by
faculty members.

Article (30): The Higher Committee shall not assess complaints or reports alleging breaches of these
Guidelines by other persons; instead, it shall refer them to the Higher Committee of the university or
institution in which the person complained against works, or directly to the judicial authorities for
determination.

Article (31): The Minister, university president and Director General of Research and Development are
responsible for applying and implementing these Guidelines.

Article (32): The Ministry/Department of Research and Development is responsible for implementing these
Guidelines within the Ministry headquarters. A Higher Committee shall therefore be established, chaired by
the Department's Director General and comprising seven (7) members selected by the Minister.

Article (33): In cases of the breaches specified in these Guidelines, a faculty member, student/learner or any
other person must promptly submit a complaint to the Higher Committee or the three central committees for
the necessary legal action.

Article (34): All public and private universities, boards, councils, university colleges, institutes and

academic institutions in the Kurdistan Region must publish these Guidelines on their official websites.

Article (35): These Guidelines shall take effect from the date of issuance.

Article (36): Faculty members must sign the following undertaking, declaring their awareness of and commitment to these Guidelines. A copy shall be retained in the faculty member's professional file at the human resources department of the relevant university and at Ministry headquarters; otherwise, they shall have no right to teach.

Kurdistan Regional Government - Iraq
Council of Ministers
Ministry of Higher Education
and Scientific Research
Department of Research and Development
Directorate of Postgraduate Studies

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Undertaking

I, the undersigned (full name: .....), a faculty member at (.....), declare that I have been informed of the provisions governing academic conduct at universities in the Kurdistan Region - Iraq and understand their content. I undertake to comply fully with the Guidelines and their provisions, and confirm that I have received a copy.

Full name: .....

Signature: .....

Date: ..... / ..... / .....

Reasons for Issuance

Work in higher education and scientific research is a profession of the highest standing and requires faculty members with sound academic conduct and advanced competence to improve teaching and learning and raise the standard and quality of education and research. In view of the absence of a comprehensive general policy encompassing all these procedures and mechanisms for academic integrity, and of the ethical principles and standards of conduct governing this field in the Kurdistan Region -

Iraq, these Guidelines have been issued.

Changes in scientific research and publishing brought about by the technological revolution and the use of

artificial intelligence programmes by persons within and outside universities have led to departures from some

of the principles addressed here. Printed and electronic publication has also developed unevenly, while forms of

academic collaboration among researchers from different specialisations have diversified. For these reasons,

these Guidelines establish a clear framework for appropriate scientific behaviour, academic conduct and

impartiality across all universities and academic institutions in the Kurdistan Region.

Dr Aram Mohammed Qadir
Minister of Higher Education
and Scientific Research

• Office of His Excellency the Minister / For information, with respect.

• Office of the Undersecretary of the Ministry / For information, with respect.

• All public universities in the Kurdistan Region / Office of the University President / For necessary action, with respect.

• Kurdistan Board for Strategic Studies and Scientific Research / Office of the Board President / For necessary action, with respect.

• Kurdistan Higher Council of Medical Specialties / Office of the Council President / For necessary action, with respect.

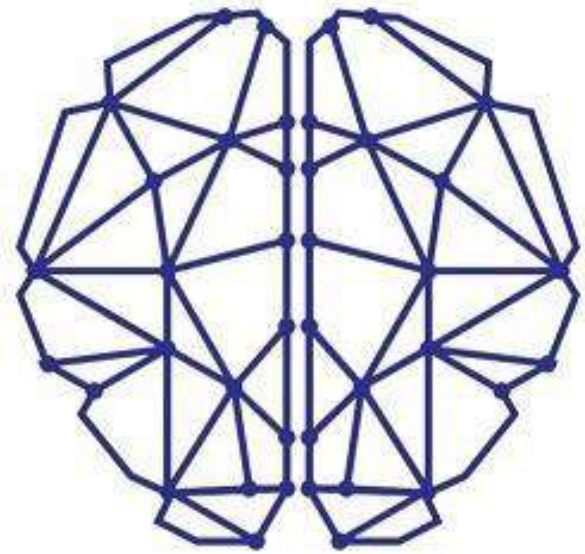
• All private university colleges, universities and institutes in the Kurdistan Region / Offices of the University President and College and Institute

Deans / For necessary action, with respect.

• All departments at Ministry headquarters / Office of the Director General / For general information, with respect.

• Directorate of Postgraduate Studies / With its file.

• Issuance file.



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