

# Student Handbook January 2020

## In healthy Community:

- Freedom is balanced with duty.
- Integrity and honesty are expected.
- Consideration for the needs and rights of others is the norm.
- Disagreement and conflict are
- acknowledged in respectful discourse.

## Your Roadmap, Describing:

- What is expected from you?
- What is your right?
- Policies and Guidelines.



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Greetings from the Director of Office of Student Affairs and Registrar (OSAR)

Dear Students:

I want to take this opportunity to welcome you into the Komar University of Science and Technology community. You will find that you have embarked on a journey which will provide plenty opportunities for growth and development and that all of us here at KUST want to help and support you in your efforts.

OSAR coordinates all aspects of the co-curricular experience. Our goal is to provide a high-quality experience that not only complements, but also enriches the learning that takes place in classrooms. We promote and facilitate this growth through programs, facilities, resources, and support for each student. In fact, KUST's program emphasis is not based on memorization, grades, or class rank, but on critical thinking through participation in hypothesis-driven research, development of strong practical skills and dedication to responsible, professional behavior. Our academic programs challenge you to think critically and prepare you for professional success.

We in the OSAR are delighted to get to know you and help you in your journey towards becoming professional in your field of choice. We encourage you to take full advantage of the KUST system, a philosophy of education built on the belief that you are responsible adults who come here recognizing the intrinsic rewards of the education you are receiving. It's an approach to learning that gives you the freedom to delve deeply into areas of inquiry stimulated by intellectual curiosity and the desire to learn. As a community, KUST has developed some rules intended to help us in living and working together as harmoniously as possible. It is your responsibility to know these regulations, because upon registering, students agree to conform to the high expectations, and policies set forth in this Student Handbook, and other KUST's documents. It is beneficial for the student to become familiar with the information contained within this handbook— the policies, procedures, and inherent consequences of violation of the expectations set forth.

Dear students, a university is a place where scholars of different backgrounds and expertise come together to engage in healthy, meaningful discourse. Inherent in this environment is the notion that well-meaning people will disagree, sometimes passionately, over important issues and events. This disagreement is at the heart of the educational endeavor and should be viewed as a positive, needed process, one which leads to a greater understanding of truth. Only when this discourse takes on a personal element does it become hurtful and counterproductive to the mission of the university. As students, you have the ability to affect this environment by challenging each of the educators that you encounter in your journey. Whether they be faculty, administrators, support staff, even other students and, each interaction you have will carry with it an opportunity for growth.

I ask you to read KUST's vision, mission, and objective statement, to respect the values espoused therein, and to challenge us to represent those values in our daily actions and decisions. We in turn will ask you to be a valuable member of our community and to take your education seriously.

Members of the Student Affairs staff take great pride in working as collaborative partners, and I hope you will take full advantage of every opportunity presented to you during your time at KUST, and please do not hesitate to contact us if we can be of assistance to you, because we are here to support you, and there is much to learn, so let's get started together.

Sincerely yours,

*prof.Dr. Kawis Aziz Faraj*

*Vice President for Academic Affairs*

## 1. Glossary

KUST uses definitions for the terminologies, phrases and words as they are defined in the Classification of Instructional Programs: 2000 Edition published by the United States Department of Education in 2002 [www.ed.gov](http://www.ed.gov) by the Ministry of Higher Education and Scientific Research (MHESR) in Kurdistan-Iraq, or by KUST's Board of Trustees.

**Add/ Drop:** A course (s) in the semester; however, the student is still registered for the semester.

**Admission Requirements:** Requirements set by the MHESR in Kurdistan and KUST for admitting students to academic and non-academic programs.

**Assessment:** Tools and practices used by KUST and its academic programs to measure their achievements in fulfilling the University/ College/ Department mission, objectives and learning outcomes. The University community participates in assessment processes.

**Attendance:** Students registered for any course are expected to attend all lectures and must attend all laboratories, examinations, quizzes, and practical exercises. Those who miss classes or laboratories are subject to penalties specified by MHESR and KUST's regulations for that course.

**Bachelor's Degree:** An award that requires the completion of at least 4 but not more than 5 full- time equivalent academic years of college-level work in an academic or occupationally specific field of study, and which meets institutional standards and satisfies the requirements for an academic degree.

**Co-requisite:** A co-requisite is a course that has to be taken at the same time as another course. If a course has a co-requisite, it is specified in the course descriptions of this handbook.

**Course Grade:** It is a grade earned by a student after completing course requirements. The Grade System may differ based on the country and/or higher education system.

**Course Code:** Courses in the KUST's catalogue are identified by prefixes and numbers that were assigned by KUST's Board of Trustees. A three-letter and four-digit numbering system used to designate each course at KUST. The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the assigned prefix to identify the course is determined by its content.

**Credit Hours:** This is the standard unit of measurement for university-level work applicable toward a degree. One credit hour is equal to one 50-minute class period per week, per semester. Thus, the usual three-credit-hour course is based on meeting 150 minutes per week for a semester. For laboratory work, one credit hour is equal to two or three hours of laboratory work. Thus, a laboratory that meets for one three-hour session once a week for a semester would have one hour of credit.

**Cumulative GPA:** It is calculated GPA of all courses taken at KUST.

**Curriculum:** A program that includes in- and out-class instructional and training processes which lead to fulfilment of an academic degree.

**Dean's List:** Undergraduate students who complete 60 or more graded credit hours with the average GPA of total credit hours should be no less than 3.3 and above are considered to be

“Dean's List” students for that semester. Dean's List designation will be listed on the student's transcript. A congratulatory letter from OSAR confirming this designation will be provided.

**Degree:** An award conferred by KUST based on the recommendation of the college. The college recommends such a degree based on the successful completion of a program of study.

**Degree Requirements:** Requirements set by the MHESR in Kurdistan, academic program at KUST and an accreditation agency to award a Bachelor degree to a student upon his/her graduation.

**Department and College:** A department is the basic academic unit at KUST. It consists of a group of faculty members and their chairperson. The department appoints faculty, develops courses and programs, and advises students. Departments with related interests (e.g., accounting, economics and finance, management, and marketing and advertising) are organized into colleges.

**Elective Course:** One of many courses that the student may choose to earn certain credit hours, KUST will list some elective courses to enhance student learning and live experience.

**Engineering Programs:** Instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.

**Examination:** Usually longer than a test and more comprehensive. Preparation is required. No open book or notebook. Examination questions should assess learning outcomes of the course. The examination must be scheduled in the students are informed the date for the test.

**Faculty Rank:** Designates the scientific rank, which reflects certifications, experience, qualifications, and articles published by the faculty member.

**Field Experience:** The KUST curriculum includes a number of courses that allow or require students to work for credit in a professional or career setting. Sometimes the experience is part of a regular course; other times it is a separate course. In the latter case, the course may have in its title an expression such as ‘cooperative education,’ ‘field experience,’ ‘internship,’ ‘practicum,’ ‘special project,’ or ‘student teaching.’

**Final Grade:** It is the last assignment (final exam, project, paper, etc.) that student requires to complete before receiving the grades for the course. The weight of the final assignment must be stated in the Course Syllabus.

**Freshman:** First year students in the process of accumulating (0-30) course credits.

**Full Time Student:** An undergraduate student is considered Full Time if he or she is enrolled for a minimum 12 or more (maximum 18, with department approval 21) credit hours per semester.

**Grade Point Average (GPA):** The grade point average is a way of mathematically computing academic performance. It is determined by assigning a value to each letter grade, multiplying by the number of credit hours in the course, and dividing by the total number of hours attempted. The GPA is the standard measure for retention and graduation requirements. KUST is on a four-point system, which means that an A grade is assigned a value of four points (sometimes called quality points), a B three points, a C two points, a D one point, and an F zero points. Plus, and minus grades (e.g., B+ or B-) are used at KUST. The GPA is truncated at three digits.

**Graduation Requirements:** Requirements defined by the University, College, and Department to award a bachelor degree. These requirements must be fulfilled by the -student prior to his/her graduation.

**Junior:** Students in the process of accumulating (61-90) course credits. Usually third year students are called juniors.

**Major:** A major is a degree-seeking student's primary area of academic concentration.

**MyKomar:** a web-based application enabling students to view all his/her courses and grades as well as registering eligible courses per semester.

**Non-credit Work:** This refers to a variety of KUST educational offerings that are not applicable to a degree. It includes work done in the Centre for Intensive English Program, Developmental Skills, Internship, and most of the professional development classes offered through off-campus credit.

**Non-University Persons, Groups, and Organizations:** Persons, groups or organizations whom do not meet the definitions of persons, groups, or organizations including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

**Notification of Grades:** At the end of each semester, OSAR notifies enrolled students of grades earned. These grades become a part of the official student permanent record and are not subject to change, except on authorization from the instructor, department chair, and respective dean.

**Part Time Student:** An undergraduate student is considered Part Time if he or she is enrolled for less than 12 credits.

**President's List:** Undergraduate students who complete 60 or more graded credit hours with the average GPA of total credit hours should be no less than 3.3 and above are considered to be

"President's List" students for that semester. President's List designation will be listed on the student's transcript. A congratulatory letter from OSAR confirming this designation will be provided.

**Pre-requisite:** A prerequisite is a course that a student must take and pass before he/ she can take another related course. If a course has a prerequisite, it is listed in the course description in the KUST's Catalogue. (Ex. Calculus I am a prerequisite to Calculus II).

**Pre-Final Grade:** It is accumulated grade from any assessment tools prior of taking the final exam or assignment. Usually the breakdown of the grade to different assessment tools and their weights are stated in the Course Syllabus.

**Private Events:** A private event held on the university campus is one that is open to attendance only by members and invited guests of the host organization or person.

**Public Events:** A public event held on the university campus is open to attendance by all members of the university community and/or to the public in accordance with the provisions of use university facilities policy.

**Quiz:** Short-type questions (10-15 minutes long) given to students during the class to assess students' learning about materials covered in the class or previous classes. No preparation is required. It could be an open book or class notes.

**Registration:** Registration is the process for enrolling students in courses every semester. Registration is done electronically via MyKomar.

**Section:** The term most often used in connection with the class schedule and registration. It refers to each offering of the same course at a different time and possibly with a different instructor.

**Semester:** An instructional period of 13 weeks; KUST has a fall semester and spring semester; and summer semester of (8) weeks.

**Semester GPA:** It is a calculated GPA of the courses undertaken in a specific semester at KUST.

**Semester Withdrawal:** withdrawing from the entire semester after registration and paying tuition and fees.

**Senior:** Students in the process of accumulating above (90) course credits. These would normally be in fourth year of study.

**Sophomore:** Students in the process of accumulating (31-60) course credits. Usually they are in second year of study.

**Test:** Longer than quiz (about one hour) given to students to assess students learning about several subjects/topics. Preparation is required. No open book or notebook. Test questions should assess learning outcomes of the course. The test must be scheduled in the students are informed the date for the test.

**Transcript:** This is the continuous, formal, and official record of the student's work at a university.

**Undergraduate:** This term refers to academic work leading to the associate or baccalaureate degree and to students working toward those degrees. It is usually seen in comparison to 'graduate,' which refers to academic work taken by students who have already earned a baccalaureate degree.

**University Persons, Groups, and Organizations:** University persons, groups and organizations are defined as one of the following: individual members of the university community –that is, students, faculty members, administrative, professional and career service employees; or student organizations and honor societies that are officially recognized by the university; and officially constituted colleges, schools, divisions, departments, agencies, or other corporate organizational units which are part of, or operate on behalf of, the university, such as foundations.

## **2. Introduction**

This Handbook is designed with the aim of helping you to find your way around your University. When you register as a student at KUST you become entitled to use the facilities and services that the University provides. The parts of this Handbook provide you with clear, accurate, and up to date information about general procedures, policies, regulations, and services of the University. It shows our commitment to you in providing an enabling learning environment as well as our expectations of you, in return, as a member of the University community you agree to abide by its rules and regulations. If you have any queries about information contained in the Handbook, or wish to make suggestions about the content or the way in which it is presented, you should send your comments to OSAR and all feedback will be appreciated.

### **2.1. University Overview**

#### **2.1.1. Historical Preamble**

Komar University of Science and Technology (KUST) is a private institution located in the city of sulaymaniyah, Kurdistan-Iraq. The University was established and licensed by the Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government October 18th, 2009 under the name Kurdistan University of Science and Technology - sulaymaniyah. (The university was officially renamed May 7th, 2012.) KUST will admit its inaugural class the fall of 2012.

#### **2.1.2. Vision**

Komar University of Science and Technology strives to become a leading higher education institution in Kurdistan Region and Iraq by contributing to the development of the Region and the nation. As a private non-governmental institution, the university seeks to serve the community through the application of advanced science and technology.

#### **2.1.3. Mission**

The mission of Komar University of Science and Technology is to contribute to the advancement of society through science and technology and to prepare its graduates to assume a leading role in this endeavor.

#### **2.1.4. Objectives**

KUST will achieve its mission by fulfilling the following objectives:

- Create an environment to acquire and transfer knowledge and skills in science and technology;
- Create an environment which encourages critical thinking and friendly faculty-student interactions;
- Prepare students for a variety of careers in science and technology professions based on international standards and accreditation;
- Encourage cooperation between KUST, private industry, and government to improve the quality of students' academic learning and to meet the needs of the public and private sectors;
- Provide professional consultation to the government and the private sectors;
- Support technological development and its applications to improve the quality of life in the region and Iraq, and;
- Promote the culture of professional and ethical conduct throughout society.

#### **2.1.5. University Educational Outcomes**

Based on KUST's Mission and Objectives, graduates from KUST's academic programs should demonstrate a minimum of five educational outcomes (abilities and skills) upon graduation:

- Critical Thinking
- Communication
- Professionalism (defined by the individual academic program) Ethics
- Life- Long Learning

#### **2.1.6. Values and Moral Standards**

The moral norm which guides conduct and performance and directs all policy at Komar University of Science and Technology (KUST) is responsible freedom. Freedom is an important experience which the University provides all of its members: faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.

Komar University of Science and Technology (KUST) recognize the need for the development of the whole person. It maintains a comprehensive educational program ranging from classroom instruction to research and creative activities to achieve this development.

KUST provides an opportunity for students to learn to express themselves; to think critically; to gain an understanding of and respect for self and others; to understand the

world, the role of science and technology, and social and cultural achievements; and to develop specialized talents for a career. This is done with a clearer understanding of the moral issues accompanying development of knowledge and skills and their application in professional life.

KUST shares a commitment to protect the dignity of each person through academic activities, taking part in social, intellectual, and physical activities whereby students find many avenues for developing their personalities as a whole. With academic freedom comes diversity of thoughts and ideas. So, the University is committed to the principle of civil dialogue and encourages practicing this type of freedom.

KUST shares commitment to the rule of law and expects its members to abide by the laws of the city of Sulaymaniyah, Kurdistan region, and Iraq, as well as University rules and regulations. The University strongly condemns using alcoholic beverages and drugs and all forms of sexual harassment. It will take suitable legal and disciplinary actions against any violations.

KUST aspires to excellence in its core activities of teaching, learning, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Code is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process.

KUST is committed to non-discrimination based on religion, nationality, or political affiliation. This commitment applies in all areas with students, faculty, and other University personnel. It addresses recruiting, hiring, promotions and training.

Responsible students recognize that freedom means the acknowledgment of responsibility to the following: justice and public order; fellow students' rights and interests; to the University, its rules, regulations, and accepted traditions; to parents, teachers, and all others whose support makes one's advanced education possible in the city, the region and the country. Students are urged to use their freedom in the University community to develop habits of responsibility which lead to the achievement of academic goals and personal and social values.

#### ***2.1.6.1. Non-Discrimination Statement***

Discrimination and harassment against any person because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, disability, age, ancestry, marital status, political beliefs, or affiliations are prohibited.

This non-discrimination policy applies to admissions, enrolment, scholarships, loan programs, athletics, employment, and access to services, participation in, and treatment in all university centers, programs, and activities.

## 3. Enrolment

### 3.1. Admission Procedures

Based on the instructions issued and published by the MHESR for Academic yearly, the student's earned Grade Point Average (GPA) from high school or institute determines her/his eligibility to enter a specific college and department.

The admission process as follows:

- a) The applicant fills the admission form and submits it to OSAR. The admission is obtained from OSAR or online via komar.edu.iq website. There is an application fee of 2000 IQD for each application submitted.
- b) The Admission Officer will review each application based on MHESR instructions.
- c) The reviewed application is then submitted to the MHESR's online system for further processing.
- d) After the MHESR announces the provisional result of accepted applicants, the applicant is required to sign the contract form and make the first payment for his/her department within maximum three days in order to be regarded as admitted student. Failure to make the payment within the specified period results in removing applicant's name from the announced list.
- e) After making the first payment, the applicant is required to bring the followings within maximum 15 days:
  - Original copy of his/her high school/institute certificate.
  - Official health certificate.
  - Copy of Passport and National ID, and four passport size photos.
  - Copy of your Civil Status ID
  - Copy of your Food Ration card

The applicant is formally admitted once the documents mentioned in point e are reviewed and approved by the MHESR.

### 3.2. CIEP

KUST's main language of instruction is English; hence academic success depends upon a student's ability to converse in, write, and understand English. Therefore, all admitted student must take KUST's English placement test Oxford Online Placement Test (OOPT), and based on their scores they will be placed in a proper English level. In order to enroll in the academic program student must obtain at least (80).

The University also accepts the results of other internationally recognized English tests such as IELTS, TOEFL, PTE, and TOEIC. In order to enroll in the academic programs, students must obtain a minimum:

- IELTS (6.5)
- TOEFL paper (547)
- TOEFL IBT (57)
- PTE (62)
- TOEIC (550)

The results must have been obtained in the last two years upon submission, the application and supporting documentation will be reviewed and an admission decision will be communicated to the applicant. All documents

submitted become the property of KUST, and will not be returned. They will be kept permanently for those students who actually enroll.

After Admission process, all accepted students from MHESR will have their own file in (Office of Student Affairs and Registration) per departments, and all student documents will put in it till graduation.

### 3.3. Admission Form Samples.



## Komar University of Science and Technology Office of Student Affairs and Registration Authenticity of Certificate Documents

I,....., Student Code, ....., phone number, ..... confirm that information and documents submitted to Komar University of Science and Technology are true, complete and accurate. If any information or document turned to be false, I accept losing my admission to the University without any compensation.

Student Name and Signature: ..... Date  
Witnessed by (Name/Position): ..... Date



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Academic Rules

I,....., Student Code, ....., phone number, ..... agree to follow all academic rules set by Komar University of Science and Technology and accept any discipline punishment issued by the University according to Student Handbook and instructions and Ministry of Higher Education and Scientific Research.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Disciplinary Rules

I,....., Student Code, ....., phone number, ..... agree to follow all regulations and rules set by Komar University of Science and Technology and Ministry of Higher Education and Scientific Research regarding behaving and Exam, accept any discipline punishment issued by the University according to the Student Handbook and instructions and Ministry of Higher Education and Scientific Research.

Student Name and Signature: ..... Date.....  
Witnessed by (Name/Position): ..... Date .....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Financial Responsibility

I,....., Student Code,....., phone number, ..... agree to pay all tuition fees for registered courses and to pay for any damage I cause the University and accept any punishment issued by the University according to the Student Handbook and instructions.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Copy Rights

I,....., Student Code, ....., phone number, ..... agree that Komar University of Science and Technology has the full copy rights on any products I produce during my enrolment at the University and I will mention the name of all persons who helped in the production and name of the University.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Photos and Statements

I,....., Student Code, ....., phone number, ..... give permission to Komar University of Science and Technology to use my statement and photos for educational purpose during my enrolment in and after graduation from the University.

Student Name and Signature: .....

Date .....

Witnessed by (Name/Position): .....

Date.....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Withdrawing Early Deposit

I,....., Student Code, ....., phone number, ..... request to withdraw Early Deposit from Komar University of Science and Technology. In making this request, I understand that I have the right to get the deposit back before sending my name to the Ministry of Higher Education and Scientific Research and I lose the deposit if my name appears in the Acceptance List.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Withdrawal From KUST

I,....., Student Code, ....., phone number, ..... request to withdraw from Komar University of Science and Technology starting from ..... In making this request, I understand that I have the right to access my earned grades during my enrolment at KUST and do not have the right to any financial compensation from the University.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....

### 3.4. Registration Procedures

After notification of official acceptance into a degree program, students must be properly registered and have their tuition fees paid for all courses they are attending. No student shall be permitted to attend a class without processing an online registration form via MyKomar or fill the add/drop form at OSAR.

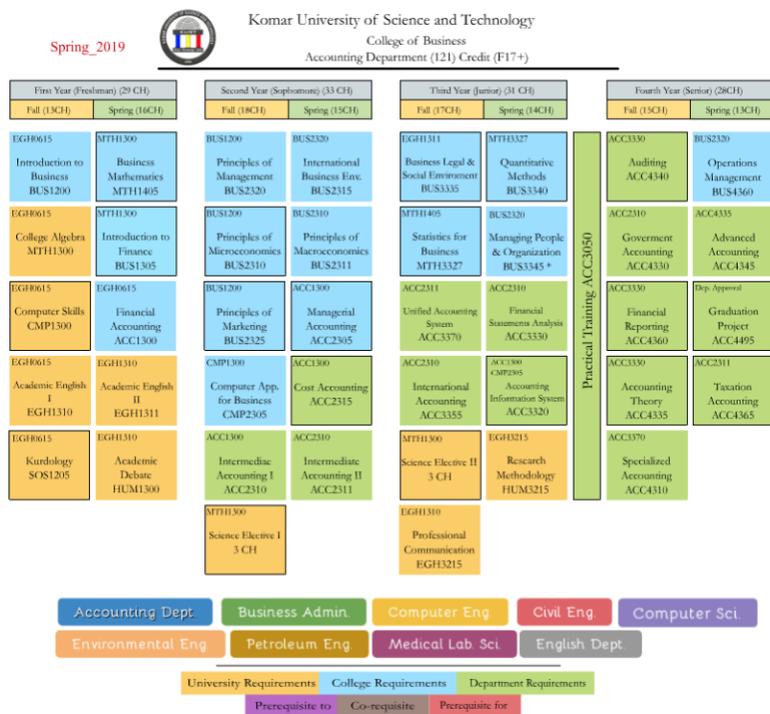
The semester consists of 13 weeks prior to which a schedule of classes is published on the KUST website. It lists the courses that are to be offered, their meeting times and locations, and the instructors. A normal undergraduate program load is 15 credits each semester. Twelve semester credits are considered the minimum full-time load. The maximum course loads for a student with a GPA of 3.0 or higher and with the consent of an academic advisor is 18 credits.

#### 3.4.1. Flowcharts

At the university level, a flowchart is a formalized graphic representation of the logical logic sequence of the curriculum, outlining the steps in the process of course registration from the sophomore year of study to the graduation stage in a specific academic department. The flowcharts present information on program preparation in a summarized form, and may be used as a quick reference to check student progress.

A pre-requisite is defined as a requirement that a student officially must fulfil before he or she is entitled to taking a course or privilege. For example, Principles of Microeconomics (BUS2310) is pre-requisite course for the Principles of Macroeconomics (BUS2311) course.

#### 3.4.2. Sample of the flowchart



### **3.4.3. Student Responsibility**

Students are responsible to register early for the offered courses. KUST cannot guarantee offering new sections even if there is a large demand from the students.

### **3.4.4. University Rights**

KUST keeps the right to offer the courses in the present campus, future campus and/or affiliate university inside or outside Kurdistan.

KUST keeps the right to offer courses based on module or semester length. In any chosen period, offered classes should not be less than the International Standards as identified by the International Accreditation agencies.

### **3.4.5. Student Council Rights**

The Student Council may suggest offering courses to the University Council based on the availability of the minimum number of students and right instructor(s) for the course. The University Council may approve or disapprove the submitted suggestion.

### **3.4.6. Priority of Registration**

Priority is given to students who are close to graduation.

*Note:*

*Full time student students must be enrolled for at least 12 credits hours per semester.*

*A student is not officially registered for classes until he/ she has completed the entire registration process for that semester, including the payment of tuition and fees.*

## 4. Financial Policy

In today's modern environment, maintaining a high quality of academic services is challenging to fulfill the requirements and covering the expenses, however Komar University of Science and technology is amid to provide a high quality of services at reasonable and rational cost, in order to apply the best value of money concept" Which the combination of high quality of services and the best price".

Komar University of Science and technology is committed to provide support to all talented students via varies scholarships and payment options.

### 4.1. Tuition and Fees

The Tuition structure and all other fees are set according to well-study analyses to maintain and provide the best services in the country, taking many factors into consideration, The tuition fees shall cover all the required rescors in order to operate a modern facility, hiring high professional staff and faculty, providing high quality of educational equipment and supplies.

The tuition fees are measured based on cost per credit for each hour, a fulltime load means the student has registered for 15 credit hours per one semester, Student shall take from 12 to 15 credit hours per semester and still consider as a full time.

### 4.2. Payment Procedures

1. New admission student must pay %25 of the total tuition, once the MhE approved the summited application, the amount is non-refundable after 7 days of the MhE approval at any circumstances
2. Current student payment for new semester - registration process:
  - a. Student shall visit accounting office before the registration day, to check outstanding balance
  - b. Student must pay "FRIST PAYMENT" one week before the registration day
  - c. Student must pay" SECOND PAYMET" during the mid-term
  - d. Student must pay all outstanding balance before two weeks of the final exam; otherwise the student account will be on financial hold and the student can't access to review the final exam result and register for new course, there is no exemption at any circumstance

### 4.3. Scholarships

KUST provides the following types of scholarships and financial aid to students who are admitted into academic programs (Students should check with OSAR for more details):

#### 4.3.1. President's List

This scholarship is provided to students who are fulltime and have completed (60) credit hours. The average GPA of total credit hours should be no less than (3.3) and above. The amount of the scholarship is 50% reduction of tuition.

#### 4.3.2. Dean's List

This scholarship is provided to students who are fulltime and have completed (60) credit hours. The average GPA of total credit hours should be no less than (3.3). The amount of the scholarship is 25% reduction of tuition fees.

#### 4.4. Add/ Drop/ Withdrawal

Students must maintain a minimum of twelve (12) credit hours per semester to be considered a full time. Drop means a student chooses to reduce the course load in a specific semester after having registered and paid tuition in full. Cancellation means a student has withdrawn completely from the University for a specific semester. Students have the right to Drop/ withdraw and cancel at any time.

Regular Semester procedures for withdrawing and Cancellation			
Drop A Course	Refund	Withdrawal from Semester	Refund
During the first week of the classes	100%	Before the classes start	100%
After first week from the classes	0%	After the classes start	0%

Samples of Add/ Drop form



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Financial Responsibility

Ethics – Knowledge - Skills

Spring 2019

Student ID:  
Student Name:

Department:  
Phone No:

No.	Add	Drop	Course Name	Section	CH
1					
2					
3					
4					
5					
6					
7					

Sample of Semester Withdraw Form



# Komar University of Science and Technology

## Office of Student Affairs and Registration

### Semester Withdrawal Form

I,....., Student Code, ....., phone number, ..... request to withdraw from semester ..... In making this request, I understand that I have to pay ..... of semester tuition fee.

Student Name and Signature: ..... Date .....

Witnessed by (Name/Position): ..... Date .....

## 5. Academic Policies

### 5.1. Grading System

#### 5.1.1. Numerical and Letter Grades

In Iraq (including Kurdistan) numerical grades, 0-100, are used. Passing grade is 50% in general.

In the United States letter grades, A, B, C, D, and F are used. Passing grade is “C” in general. “A” is the highest and “F” is lowest.

In KUST, the conversion of numerical to letter grades is used as showing in the below table:

Letter Grade	Point Grade	Percentage Score
A	4.0	95–100
A-	3.7	90-94
B+	3.3	85–89
B	3.0	80-84
B-	2.7	75-79
C+	2.3	70–74
C	2.0	65-69
C-	1.7	60-64
D+	1.3	55–69
D	1.0	50-54
F	0	0-49

#### 5.1.2. Passing Grades at KUST

University Required Courses: A “C-” grade is passing grade

College/Departmental Courses: A “C” grade is passing grade.

Graduation Required GPA: Cumulative “C” grade.

#### 5.1.3. Other Letter Grades used at KUST

- “I”: A grade is used to indicate that course is not completed yet. Students must not graduate with an “I” showing in the transcript.

- “W” A grade is used to indicate that the student is withdrawn from the course. This will not be counted to calculate cumulative or semester GPA.
- “\*” after course name in the transcript indicates that the course is repeated. The number of “\*” indicated the number of times a course is repeated.

## 5.2. Academic Transfer

KUST permits students from public and private higher education institutions both inside and outside the Kurdistan Region to transfer to KUST according to the regulations given by the MHESR. Students who would like to transfer to KUST must check with the OSAR for the latest instructions.

### 5.2.1. Transfer Credit Hours

KUST allows transferring credit hours is 30 for courses taken at university requirements only accredited by a regional accrediting association in the United States, or with equivalent recognition in the case of a college or university elsewhere.

KUST operates on the semester system. To convert credit hours transferred in from a quarter-system institution into semester credit hours the number of quarter hours is divided by 1.5.

The transfer of credit requires a grade of at least C- for University Required courses and C for Departmental/College courses, and a determination that the work is equivalent to that given at KUST in course content and hours. A grade below C- is not eligible for transfer credit.

A course that includes a significant writing or speaking component must be taught entirely in English to be eligible for transfer. Credits can be transferred without being applicable toward the student’s desired degree. Grades and grade points are not transferable.

#### **Credit will not be given for:**

- Courses listed on a transcript when credit was received by examinations such as equivalency, advanced standing or other examinations.
- Courses without a grade or carrying grades but not credit hours.
- Vocational/technical courses; or Internships, practicums, or experiential learning.

All official transcripts and documents must be submitted before the completion of the first semester of enrolment.

KUST reserves the right to require the student to request an independent evaluation and/or recommendation regarding the international institution the evaluation must be performed by an agency specified by KUST. If the course equivalency is questionable, credit may also be granted by equivalency examination.

Certification of transfer credit is based on official transcripts bearing the correct seals and authorized signatures from all former institutions. A transcript is considered official only when each issuing institution mails the transcript directly to the KUST admission office. OSAR coordinates the process, certifies courses without respect to the major, and provides notice of the official evaluation. The student's academic department completes the application of transfer credit to the degree program.

### 5.3. Course Withdrawal

Students are responsible for maintaining written evidence of all course withdrawals. Telephone and email withdrawals will not be accepted. Failure to attend classes or verbal notification to instructors does not constitute an official course withdrawal. To add a course, or withdraw from a course, a student must complete a Course Withdrawal Form. Students who withdraw a course without filing the proper form will receive a failing grade of "F". If a student withdraws a course before the Mid- Term Exam (except in a summer term); the withdrawal course will not appear on the permanent academic record. After this date, a "W" will appear on the permanent record for each course withdrawal. The "W" is not used in the computation of the semester and cumulative grade point average. The last day to withdraw a course without receiving a failing grade (F) is (10) working day after the Mid-Term Exam for regular semesters and 5 working days for summer semesters).

Sample of Late Course Withdrawal



## Komar University of Science and Technology Office of Student Affairs and Registration Semester Withdrawal From

I,....., Student Code, ....., phone number, ..... request to withdraw from (Code, Name and Credit hour of the course). As a result of my decision, I understand that a "W" grade will appear in my transcript and will not receive any refund.

Student Name and Signature: ..... Date .....  
Department Approval: ..... Date .....  
OSAR Approval: ..... Date .....

## 5.4. Student Attendance

Students registered for any course are expected to attend all lectures and must attend all laboratories, examinations, quizzes, and practical exercises, and are subject to penalties specified by the instructor for that course.

Students who miss class must obtain permission from the course instructor to make up missed work. This permission must be requested at the earliest possible opportunity and before the absence, if possible. The make-up class must be completed within two weeks after the absence. In the case of missed final examinations, the following policies will apply. In excused circumstances, the instructor, with the agreement of the academic unit head offering the course, may require an alternative to making up the missed work.

Any absence may affect the student's grade.

Instructors need not give substitute assignments or examinations to students who miss classes without official permission.

It is worth mentioning that Komar University's Absence Policies and Procedures are based on the regulations of the Ministry of Higher Education and Scientific Research.

### 5.4.1. Absence

Faculty members are responsible for recording students' daily attendance in MYKOMAR. The department chairpersons have the right to officially notify those faculty members who fail to record the attendance. Failing to abide by this policy will affect the faculty's semester and annual evaluation, which will be considered for contract renewal.

When students' absence rate reaches 5% and 10% of the total course hours, an automatic email notification will be sent to them from MYKOMAR.

When students' absence rate exceeds 10% of the total course hours without any official excuse, the system will automatically mark student as **FAIL** in the course.

Students whose absence rate exceeds 10% of the total course hours but provide an official excuse to Department will be given an absence margin up to 15%. However, students whose absence rate exceeds the 15% of the total course hours will be automatically dropped from the course by the system even if they have official excuse.

Monthly course attendance reports will be automatically sent to the department chairperson/coordinator as follows:

- a. Report 1: covers the first month of the semester
- b. Report 2: covers the second month of the semester
- c. Report 3: covers the third month of the semester
- d. Report 4: covers the fourth month of the semester

All documents related to attendance will be available at MYKOMAR and faculty, chairpersons, coordinators and OSAR can access them if needed.

### **5.4.2. Late**

Each student has the right to be late only three times in each course and for only ten minutes.

Students may be allowed into class after being late for more than ten minutes; however, they will be considered absent. In such case, students are free to attend the class or not.

### **5.4.3. Excuse**

Faculty members are allowed to excuse students only once for each course in the semester.

## 5.5. Incomplete Grade (I)

An “I” is given to a course with the following conditions:

- Student has earned passing grade in Pre-final Grade, e.g. 45.5 out of 70.
- Student has extreme conditions which prevent him/her from completing the final assignment, such as:
  - death of first-degree family member,
  - medical report, and
  - prison.

Student must request “I” by filling a form signed by, the course instructor, chairman, OSAR. In the form, the pre-final grade must be stated and the kind of final assignment is identified.

Student has up to eight weeks from starting a new semester to fulfil the final assignment. Failing in achieving that leads to “Zero” in the final assignment and the course grade will be the same as the pre-final grade.

Student has the right to have “I” in all courses starting from the date where a hard condition occurs.

Student can’t register in a course if the pre-requisite course has a grade “I”.

Sample of Incomplete Work



## Komar University of Science and Technology Office of Student Affairs and Registration Incomplete Grade From

I,....., Student Code, ....., phone number, ..... request to receive an “I” grade in (Code, Name and Credit hour of the course) in (semester/year). As a result of my decision, I am responsible to work with the course’s instructor and change the grade to a final grade letter before the end of semester/year.

Student Name and Signature: ..... Date .....

Below part must be filled by the instructor.

Grade of the course prior to the request

Approval of instructor (Name and Signature)

Remaining task to get the final grade

Expected date to finish the task

Below part must be filled by the OSAR

Documents justifying the request are attached

Yes ( ) No ( ) Explain why not

Approval of OSAR

Date

## 5.6. Second Chance Exam

Based on MHE regulation No. 1 for 2009 approved on 30/08/2009 regarding exam instructions, students who will not attend a final exam with or without excuse has the right for the second chance to take the final exam. Therefore, the following regulations apply on the student:

### 5.6.1. Official Permission

When a student has official permission (Medical report or the death of the (parent, brother, sister, children, wife, husband, grandparent, uncle and aunt), then he/she has the right to re-take final exam (or assignment) with the following instructions:

100% of the result of the second chance, up to the passing grade, is added to the prefinal together with the **75%** of the remaining grade.

- A letter “f” grade will be given to the course until completing the assignment.
- A letter “f” grade will be replaced with the earned grade with a note that the new grade was earned in the second chance. If the student doesn’t get a new grade, then “f” grade will become the final grade.
- Student can’t register in a course if the pre-requisite course has a grade “f”.

### 5.6.2. Medical Report Procedure

KUST recognize the policy and Procedures set by the MHE for considering a medical report particularly during the Exam. The medical reports will be valid after the verification by the permanent medical committee of the governorate. In order to facilitate the procedure KUST has arranged the following with Shorsh hospital:

- Students will take supporting medical letter from OSAR.
- Student must visit the doctors of Shorsh hospital on the same day of the Exam; this means that your sick leave is for the date written on the supporting medical letter.
- After visiting the doctors of Shorsh hospital and getting the necessary medical prescriptions and in case of granting a sick leave the report has to be confirmed by Director of hospital.
- Without the confirmation of the Director your medical letter (approved by the doctors) will not be considered.

Note:

After submitting your medical letter to OSAR, KUST will consider your sick leave request, the student will be notified through OSAR and Exam Committee and Faculty about the date of redoing the missed Exam.

Students cannot get a supporting medical letter from OSAR dated in the past or future.

### **5.6.3. No Official Permission**

When a student has no official permission, he/she has the right to re-take final exam (or assignment) with the following instructions:

100% of the result of the second chance, up to the passing grade, is added to the prefinal together with the **50%** of the remaining grade.

- A letter “f” grade will be given to the course until completing the assignment.
- Student must complete the required assignment in one semester even if the course is not offered.
- A letter “f” grade will be replaced with the earned grade with a note that the new grade was earned in the second chance. If the student doesn’t get a new grade, then “f” grade will become the final grade.
- Student can’t register in a course if the pre-requisite course has a grade “f”.

### **5.6.4. Failing the course**

Students have the right to take the second chance provided that the points mentioned in 5.4.2 and 5.4.3 are observed.

### **5.6.5. Grade Appeals System**

The purpose of the grade appeals system is to afford an opportunity for a student to appeal a final course grade under certain circumstances. Faculty judgment of students’ academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor’s own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor’s syllabus at the beginning of the semester.

#### **Step 1**

Students have (24) hours from the date and time that the final grade released to contact OSAR to submit a completed grades appeal form. The Exam Committee review and inform OSAR of its findings.

#### **Step 2**

If the outcome of the first step is not satisfactory to the student, he/ she may submit a written statement to the program or department chair within one week. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal. The program or chair will attempt to arrange a joint meeting Appeal, and Exam Committee and OSAR to resolve the issue. This is needed to be completed within one-week period after the chair receives the written statement.

Sample of Appeal Form



**Komar University of Science and Technology**  
**Office of Student Affairs and Registration**  
**Grade Appeal Form**

Student Name:

Student Code:

Department Name:

Term/Year:

Name of the Course:

Name of Faculty Member:

Earned Grade:

Appeal Result:

Pre-final Grade:

Director of the Exam Committee Name and Signature

Date:

### **5.6.6. Repeated Courses**

Undergraduate students are permitted to repeat courses in which they received fail grade or for GPA enhancement purpose.

Degree credit for a repeated course will be given only once, but the grade assigned at each enrolment shall be permanently recorded on the Official Transcript. Repeated course units excluded in a student's GPA will be removed from the number of units attempted, as well as balance points so in computing the GPA, only the grade and corresponding grade points earned the second time a course is taken will be used.

The number of "\*" followed by the course name indicates the number of times the course is repeated.

### **5.6.7. Academic Honor**

The statement on Values and Moral Standards at KUST says: "The moral norm which guides conduct and informs policy at Komar University of Science and Technology is responsible freedom." Freedom is an important experience that the university, one of the freest of institutions, provides for its entire community member (faculty, students, administrators, and staff). Freedom is responsibly exercised when it is guided by ethical standards.

Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process. Guided by these principles, this Academic Honor Policy outlines the university's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

#### **5.6.7.1. Academic Honor Pledge**

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Komar University of Science and Technology. I will abide by the Academic Honor Policy at all times.

#### **5.6.7.2. Academic Student Rights**

Students have the following important due process rights, which may have an impact on the appellate process:

To be informed of all alleged violation(s), receive the complaint in writing and be given access to all relevant materials pertaining to the case.

To receive an impartial hearing in a timely manner where they will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

When possible, to discuss the allegations with the instructor.

To be assisted by an advisor who may accompany the student throughout the process but may not speak on the student's behalf.

To choose not to answer any question that might be incriminating.

To contest the sanctions of a first-level agreement and to appeal both the decision and sanctions of an Academic Honor Hearing.

The student has the right to continue in the course in question during the entire process. Once a student has received notice that he/she is being charged with an alleged violation of the Academic Honor Policy, the student is not permitted to withdraw or drop the course unless the final outcome of the process dictates that no academic penalty will be imposed. In the event that final determination is not made before the end of the term, the grade of 'Incomplete' will be assigned until a decision made. Students should contact the Director of the Office of Students Affairs for further information regarding their rights.

### *5.6.7.3. University Awards*

#### *5.6.7.3.1. Dean's List*

OSAR issues the Dean's List of honor students at the end of each semester. A notation of the Dean's List award is also added to the student's transcript in the corresponding semester. Dean's Lists are not issued for summer terms. To be placed on the Dean's List, a student must:

- Student should be a fulltime student
- Have registered and completed a minimum of 60 credit hours in gradable courses in the semester
- The average GPA of total credit hours should be no less than 3.3 and above.
- Earned GPA in the last semester should be 3.5 and above
- Earned average GPA in 15 credit hours in departmental courses should be no less than 3.7.
- Eligible of a 25% discount in tuition fees of the 15 credit hours taken by the student during the following semester (excluding summer)
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

#### 5.6.7.3.2. President's List

OSAR issues the President's List of honor students at the end of each semester. A notation of the President's List award is also added to the student's transcript in the corresponding semester. President's Lists are not issued for summer terms. To be placed on the President's List, a student must:

- Student should be a fulltime student
- The minimum of credit hours should be 60 credit hours
- The average GPA of total credit hours should be no less than 3.3 and above
- Earned GPA in two executive semesters should be (3.7) and above
- Earned average GPA in (20) credit hours in departmental courses should be no less than (3.7).
- Eligible of a 50% discount in tuition fees of the (30) credit hours taken by the student during the following academic year (excluding summer).
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

#### 5.6.7.4. Academic Honor Violation

Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. The following examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

- A. **PLAGIARISM:** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source). Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledgement of the source.
- B. **CHEATING:** Improper application of any information or material that is based in evaluating academic work. Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.
- C. **UNAUTHORIZED GROUP WORK:** Unauthorized collaborating with others. Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
- D. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION:** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work. Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
- E. **MULTIPLE SUBMISSIONS:** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given. Typical Examples Include: Submitting the same

paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

- F. **ABUSE OF ACADEMIC MATERIALS:** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material. Typical Examples Include: Stealing or destroying library or reference materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)
- G. **COMPLICITY IN ACADEMIC DISHONESTY:** Intentionally helping another to commit an act of academic dishonesty. Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.
- H. **ATTEMPTING** to commit any offense as outlined above.

### ***5.6.7.5. Academic Probation***

#### ***5.6.7.5.1. Placement on Academic Probation***

All undergraduate students are placed on academic probation at the end of a semester in which their CGPA falls below "C" (2.00). A full-time undergraduate student on probation for the first time is allowed to carry a load of five courses with a maximum of 16 credits. A full-time undergraduate student who is on a second consecutive probation may only register for four courses with a maximum of 13 credits. Thereafter, an undergraduate student must be in good academic standing (minimum CGPA of 2.00) to continue at KUST.

Undergraduate students placed on academic probation must sign a contract with the Office of Student Affairs and Registration. Probation students are expected to fulfil the obligations of their probation contract and meet on a regular basis with their academic advisor.

#### ***5.6.7.5.2. Removal of Academic Probation***

Undergraduate academic probation will be removed at the end of any semester in which the student attains a CGPA of 2.00. Students on probation are advised to repeat courses in which they have obtained failing grades. If they successfully do so in the subsequent semester, they will be removed from academic probation.

### ***5.6.7.6. Academic Dismissal***

#### ***5.6.7.6.1. Dismissal***

An undergraduate student who fails to remove his/ her probation by the end of the second semester on probation is academically dismissed and will not be allowed to continue as a student at KUST.

A student in good academic standing is allowed no more than one semester of approved leave.

#### 5.6.7.6.2. Reinstatement

Students who were on probation prior to complete withdrawal must petition for reinstatement to the Office of the Registrar one month prior to registration. Students seeking reinstatement following academic dismissal are required to file a Reinstatement Petition Form at the Office of Student Affairs and Registration.

Students in good standing or on probation who leave KUST for two or more consecutive semesters must submit a new application for admission to the Office of Student Affairs and Registration. Academically dismissed students who have been away longer than one semester, may not apply for reinstatement.

A summer grace period is available to a student who would normally be academically dismissed at the end of a spring term probationary period but who has registered for the summer term by the last day of spring term's final examination week. Such a student will not be academically dismissed but will be re-evaluated at the end of the summer term. A student who fails to meet previous reinstatement conditions does not qualify for the summer grace period and will be academically dismissed at the end of spring term.

### *5.6.7.7. Procedures for Resolving Cases*

#### Step 1.

Throughout the Step 1 process, the instructor has the responsibility to address academic honor allegations in a timely manner, and the student has the responsibility to respond to those allegations in a timely manner. For assistance with the Academic Honor Policy, students should consult the Dean, and instructors should consult the Office of the Dean of the Faculties.

If a student observes a violation of the Academic Honor Policy, he or she should report the incident to the instructor of the course. When an instructor believes that a student has violated the Academic Honor Policy in one of the instructor's classes, the instructor must first contact the Office of the Dean to report the alleged violation to determine whether to proceed with a Step 1 agreement. The instructor must also inform the department chair or the dean. However, faculty members or others who do not have administrative authority for enforcing the Academic Integrity Policy should not be informed of the allegation, unless they have established a legitimate need to know. If pursuing a Step 1 agreement is determined to be possible, the instructor shall discuss the evidence of academic dishonesty with the student and explore the possibility of a Step 1 agreement. Four possible outcomes of this discussion may occur:

If the charge appears unsubstantiated, the instructor will drop the charge, and all documents created in investigating the allegation will be destroyed. The instructor should make this decision using the 'preponderance of the evidence' standard and should inform the Office of the Dean of the Faculties.

The student may accept responsibility for the violation and accept the academic sanction proposed by the instructor. In this case, any agreement involving an academic penalty must be put in writing and signed by both parties on the 'Academic Honor Policy Step 1 agreement' form, which must then be sent to the Director of the Office of Students Affairs. This agreement becomes a confidential student record of academic dishonesty and will be removed from the student's file five years from the date of the final decision in the case.

The student may accept the responsibility for the violation, but contest the proposed academic sanction. In this circumstance, the student must submit the 'Academic Honor Policy Referral to Contest Sanction' form along with supporting documentation to the Office of the Dean of the Faculties. The Dean of the Faculties (or designee) will review the submitted documentation to determine whether the instructor has imposed a sanction that is disproportionate to the offense. The Dean of the Faculties may affirm or modify the sanction as appropriate. The decision that results from this review is final.

The student may deny responsibility. In this circumstance, the instructor submits the

‘Academic Honor Policy Hearing Referral’ form along with supporting documentation to the Dean of the Faculties Office for an Academic Honor Policy Hearing. The student is issued a letter detailing the charges within ten class days of the receipt of the referral, and the schedule for the hearing will be set as soon as possible and within 90 days from the date of the letter. These timelines may be modified in unusual circumstances. Unless all parties agree, the hearing will not be held any sooner than 7 class days from the student’s receipt of the charge letter. The process then proceeds to Step 2.

If the student found to have a prior record of academic dishonesty or the serious nature of the allegations merits a formal hearing, the instructor must refer the matter to Step 2 for an Academic Honor Policy Hearing by submitting the ‘Academic Honor Policy Hearing Referral’ form to the Office of the Dean of the Faculties.

Step 2.

#### Academic Honor Policy Hearing

A panel consisting of three members shall hear the case. The panel shall include: one faculty member appointed by the dean who is not from the unit in which the course is taught; one faculty member from the unit appointed by the department; and one student appointed through procedures established by the Office of Student Affairs. The panel shall be chaired by the Dean’s designee.

The hearing will be conducted in a non-adversarial manner with a clear focus on finding the facts within the academic context of the course. After hearing all available and relevant information, the panel determines whether or not to find the student responsible for the alleged violation. If the student is found responsible for the violation, the panel is informed about any prior record of academic honor policy violations and determines an academic sanction (and disciplinary sanction, if appropriate).

The chair of the Academic Honor Policy hearing panel will report the decision to the student, the instructor, and the Office of Students Affairs. The Office of Students Affairs will report the decision to the University Registrar, if appropriate. If the student is founded

‘responsible’, this outcome will be records with the Office of Students Affairs and becomes a confidential student record of an Academic Honor Policy violation. Records involving dismissal and expulsion will be retained permanently, except in cases where a dismissed student is readmitted. Those records will be removed five years from the date of the student’s readmission.

### *5.6.7.8. Sanctions*

#### Step 1

Step 1 procedure is implemented with first-offense allegations that do not involve extreme violations. The decision regarding whether an allegation is extreme is made by a Dean (or designee) and the instructor. The criteria used by the instructor to determine the proposed academic penalty should include the seriousness and the frequency of the alleged violation. The following sanctions are available in the Step 1 procedure.

Additional academic work

A reduced grade (including 'O' or 'F') for the assignment

A reduced grade (including 'F') for the course

#### Step 2

An Academic Honor Policy Hearing is held for all second offenses, for all first offenses that involve egregious violations of the Academic Honor Policy, for all offenses that involve simultaneous violations of the Student Conduct Code and in all cases where the student denies responsibility for the alleged violation. The decision regarding whether an allegation is extreme is made by a dean of the college (or designee) and the instructor. The following sanctions are available in Step 2 and may be imposed singly or in combination:

Additional academic work

A reduced grade (including 'O' or 'F') for the assignment

A reduced grade (including 'F') for the course

Reprimand (written or verbal)

Educational Activities – attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities. Fees may be charged to cover the cost of educational activities.

Conduct Probation – a period of time during which any further violation of the Academic Honor Policy may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities or representation of the university on athletic teams or in other leadership positions.

Disciplinary Probation – a period of time during which any further violation of the Academic Honor Policy puts the student's status with the university in jeopardy. If the student is found "responsible" for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion. The restrictions that may be placed on the student during this time period are the same as those under Conduct Probation.

Suspension – Separation from the university for a specified period, not to exceed two years.

Dismissal – Separation from the university for an indefinite period of time. Readmission is possible but not guaranteed and will only be considered after two years from the

effective date of the dismissal, based on meeting all admission criteria and obtaining clearance from the Office of Students Affairs.

Expulsion – Separation from the university without the possibility of readmission.

Withholding of diplomas, transcripts, or other records for a specified period of time.

Revocation of degree, in cases where an extreme offense is discovered after graduation.

### *5.6.7.9. Appeals*

Decisions of the Academic Honor Policy Hearing Panel may be appealed to the Academic Honor Policy Appeal Committee, a standing four-member committee composed of two faculty appointed by the President and two students appointed by the Office of Student Affairs. The chair will be appointed annually by the President, and members will serve two-year renewable terms. In case of a tie vote regarding a case, the committee will submit a written report to the President, who will then make the final determination. On appeal, the burden of proof shifts to the student to prove that an error has occurred. The only recognized grounds for appeal are:

Due process errors involving violations of a student's rights that substantially affected the outcome of the initial hearing.

Demonstrated prejudice against the charged student by any panel member. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.

New information that was not available at the time of the original hearing.

A sanction that is extraordinarily disproportionate to the offense committed.

The preponderance of the evidence presented at the hearing does not support a finding of responsible. Appeals based on this consideration will be limited to a review of the record of the initial hearing.

#### *5.6.7.9.1. Appeals procedures*

The student should file a written letter of appeal to the Office of Student Affairs within 10 class days after being notified of the Academic Honor Policy Hearing Panel decision. This letter should outline the grounds for the appeal and should provide supporting facts and relevant documentation.

The Academic Honor Policy Appeal Committee will review this letter of appeal and will hear the student and any witnesses called by the student, except in appeals based on consideration 5 above. The committee may also gather any additional information it deems necessary to make a determination in the case.

The Appeals Committee may affirm, modify, or reverse the initial panel decision, or it may order a new hearing to be held. This decision becomes final agency action when it is approved by the President. In cases where the student is found responsible, the decision becomes a confidential student record of academic dishonesty.

Appellate decisions are communicated in writing to the student, the instructor, the Office Student Affairs, and the Dean of Student's Department within 30 class days of the appellate hearing.

#### ***5.6.7.10. Honor Policy Committee***

An Academic Honor Policy Committee shall be appointed by the University President. The Committee will include: three faculty members, selected from a list of six names provided by the Colleges and three students, selected from a list of six names provided by the Office of Student Affairs.

The Director of Student Affairs or designee shall serve ex officio. Faculty members will serve two-year staggered terms, and students will serve one-year terms. The committee will meet at least once a semester. It will monitor the operation and effectiveness of the Academic Honor Policy; work with the University Community to educate all members of the community regarding academic integrity, and make recommendations for changes to the policy.

#### ***5.6.7.11. Amendment Procedures***

Amendments to the Academic Honor Policy may be initiated by the Academic Honor Policy Committee and the Office of Student Affairs. Amendments to the policy must be approved by the University Council.

### **5.6.8. Internship Program**

The Internship Program (IP) is a formal assignment conducted by students on an area related to the curriculum and involving out-of-class activities and development. It is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for a real-work environment at KUST-approved and officially registered companies, organizations and institutions. The IP requires a variety of skills and fields of knowledge to be completed which are acquired during the three years of study at the university. It is important for students to follow the guidelines of this booklet carefully and accurately and to check with their academic chairmen frequently to be assured they are on the right track and to be informed about any updates and modifications made to the Internship Program. This assessment will be made by the hosting institution and the KUST department's chairman.

#### **5.6.8.1. Pre-Requisites:**

- The student should be in his / her junior year of study
- A minimum of 80 credit hours covered by the student with giving authority to the chairpersons to adjust the credit hour prerequisite by 5%.
- Successful completion of two departmental junior courses.
- Student eligibility for the internship program course must be checked by (OSAR) at KUST.

#### **5.6.8.2. Course Learning Outcomes**

Upon successful completion of the course, the student is able to:

Think critically and creatively about his or her major

Relate the academic concepts acquired at the university to the workplace

Understand the strengths and weaknesses of the workplace and the work environment experienced

Apply and practice problem solving skills

Apply and practice the knowledge and skills acquired in the Professional Communication course

### *5.6.8.3. Internship Procedures*

Take relevant course work specific to the setting and consult the internship openings lists (provided by KUST internship program) and the faculty sponsor for the prerequisite courses deemed necessary.

Determine whether you meet other pre-requisites (e.g., minimum credit hours).

Before contacting a potential internship site, submitting an application, or agreeing to an interview, find a faculty member who is willing to serve as the faculty sponsor.

Fill out internship applications for the sites and projects you are interested in.

Attend Internship preparation workshops to enhance your interpersonal skills and build a professional resume.

Contact the site supervisors at the location you wish to work at to set up an interview.

If selected for the internship by the site, complete an Internship/Independent Study Form with your faculty sponsor, which will include identifying a list of learning objectives for the internship.

The student is required to keep a journal of daily tasks performed and project completion rate.

At the end of the internship, the student will be asked to complete a Student Evaluation of the Internship Experience Form.

The student is required to produce a paper by the end of the internship about the scientific background of the project for the faculty sponsor.

Note: For more details please check with your department as well as The Internship Program Booklet link on OSAR website (<http://osar.komar.edu.iq/internship-program-booklet>)

Sample of the Internship Program application form

Name/Code of Students:	Department/College:
	Date of Filling the Form:
Pre-Requisites:	Chairman Verification:
Total Credit hours 80 C.H.	All pre-requisites are fulfilled. ( ) Yes, ( ) No
Two Departmental Junior Courses	
	If not, the student is missing:
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
	Name/Signature/Date:
	Director of IP:
	All pre-requisites are fulfilled. ( ) Yes, ( ) No
	If not, the student is missing:
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
	Name/Signature/Date:
Student's Acceptance Statement:	
I accept to fulfil all the responsibilities to complete the Internship Program according to the instructions stated in the Internship Program Booklet and set by the department.	
Name/Signature/date:	

## 5.7. Graduation Project

The Graduation Project is a formal assignment conducted by students on a topic related to the curriculum and involving out-of-class research, activities and development. The project is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for graduation. A Graduation Project requires a variety of skills and knowledge to be completed which are acquired during 4 years of study. It is important for students to follow the guidelines of this booklet carefully and check with their academic advisors frequently to be assured they are on the right track. Students will be asked to choose one partner or two partners to work with on the Graduation Project. The approval of the academic advisor is required for naming the group members.

### 5.7.1. Pre-Requisites

- Total Credit hours and GPA: Minimum 100 C.H. with GPA “C” 2.0.
- Four Departmental Junior Courses: To be provided by individual department.
- Four Departmental Senior Courses: To be provided by individual department.
- Professional Communication, if it is required by the department.
- Research Methodology.
- Internship Program.

### 5.7.2. Learning Outcomes

Upon completing the course, the student is able to:

Produce professional academic proposals and reports in English,

Think critically and creatively about his/her major,

Integrate several areas within the major, and

Collect, recognize, analyze and interpret data and solve problems.

Note: For more details please check with your department as well as The Graduation Project link on OSAR website (<http://osar.komar.edu.iq/graduation-project-booklet>)

A. Sample for Selecting Partners and Topics form

Name/Code of Students:	Department/College:
	Date of Filling the Form:
<p>Pre-Requisites:</p> <p>Total Credit hours and GPA:</p> <p>Minimum 100 C.H.</p> <p>GPA: C (2.0)</p> <p>Four Departmental Junior Courses: To be provided by individual department.</p> <p>Four Departmental Senior Courses: To be provided by individual department.</p> <p>Professional Communication, if it is required by the department.</p> <p>Research Methodology Course.</p> <p>Internship Program,</p>	<p>Chairman Verification:</p> <p>All pre-requisites are fulfilled. ( ) Yes, ( ) No</p> <p>If not, the student is missing:</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6</p> <p>Name/Signature/Date:</p> <p>Director of OSAR:</p> <p>All pre-requisites are fulfilled. ( ) Yes, ( ) No If not, the student is missing:</p> <p><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6</p> <p>Name/Signature/Date:</p>
<p>Name/Code of Partners:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Title and Description of the Topic:</p> <p>Attach Form GP-PR</p>
<p>Approval of the Academic Advisor:</p> <p>Name/Signature/date:</p>	<p>Academic Advisor Notes:</p>
<p>Student Acceptance:</p> <p>I accept to fulfil the responsibilities to complete the Graduation Project Course according to the Instructions stated in this Graduation Project Booklet, set by the department and the Academic Advisor.</p> <p>Name/Signature/date:</p>	

### 5.7.3. Academic Adviser

Academic advising is integral to the education mission of Komar University of Science and Technology. Advising is an intentional process, grounded in teaching and learning, and provides each student with guidance for developing and achieving meaningful educational, professional, and personal goals. As such, university assigns an academic advisor to each student, to assist students in understanding the requirements necessary to complete their chosen major and inform them about appropriate course sequences and course content.

Each student is assigned a faculty adviser in his or her major academic unit at the beginning of the first semester of attendance. The adviser monitors the student's academic progress toward a degree. A meeting is held between the adviser and each student before registration to ensure that courses are scheduled in proper succession, that all relevant academic policies are adhered to, and that the schedule best serves the academic needs of the student. Once arranged, scheduled courses for undergraduates cannot be changed without the adviser's written permission, except for changes between sections of the same course before the end of the first week of class. The faculty adviser is available throughout the academic year for consultation by appointment, and students are strongly encouraged to seek the counsel of their faculty advisers in other matters beyond registration and schedule changes.

Successful advising at KUST depends upon a shared understanding of, and commitment to, the advising process, by students, advisors, and the university. Academic advisors engage students in learning, promote students' academic success, and raise students' personal, ethical, and intellectual growth, all of which will carry into their roles as citizens and lifelong learners.

## **6. Student Rights, Discipline, and Responsibilities**

### **6.1. Student General Rights**

The right of all students to seek knowledge, debate ideas, form opinions, and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by the University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies, and procedures.

The right of freedom of peaceful assembly is recognized and shall be protected. Only those student gatherings that do not disrupt the orderly functioning of the University and related activities shall qualify as peaceful and therefore be protected. Meetings are included within the meaning of the terms assemblies and gatherings.

Organized or prearranged outdoor student assemblies shall be registered at least twenty- four hours in advance in the Space Reservations Office located in the Office of Student Affairs.

Registered student organizations or individual students may hold meetings inside University buildings, provided prior approval is granted by the Office of Student Affairs.

The right to peacefully demonstrate is recognized within the law of the Kurdistan Region.

Public address systems and other electrical amplification equipment may be utilized. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

Students' right to write and distribute literature and to express thoughts and beliefs is recognized. Individual students-and registered student organizations may circulate literature, provided it is identified by authorship and sponsorship.

Students may sell literature on campus after receiving approval from the Office of Student Affairs.

Registered student organizations may invite persons from outside the university to speak to their memberships and the public. If university facilities are to be used for holding the meeting prior scheduling and space reservations approval shall be obtained from the Office of Student Affairs.

Students have the right to celebrate their religious holy days, without missing a class.

## 6.2. Student Discipline

The disciplinary function at Komar University of Science and Technology is an integral part of the educational mission of the university. Since behavior which is not in keeping with standards acceptable to the university community is often symptomatic of attitudes, misconceptions, or emotional crises, the preferred treatment of these attitudes, misconceptions, and emotional crises through the opportunity for reeducation and rehabilitative activities is an essential element of the disciplinary process.

A humanistic approach to discipline is employed whenever possible. Severe disciplinary action against a student is considered and invoked only when other remedies fail to meet the needs of the University's mission.

The University, however, recognizes its responsibilities to all members of the academic community—students, faculty, and staff, and the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Students facing disciplinary action are counseled of such by the University's responsible officer of Student Affairs. An appeal of the officer's action may be made within a specified timeframe to a panel composed of a university administrator, faculty member, and student peer.

## 6.3. Student Code of Conduct

The Student Conduct Code applies the principles found in the Statement on Values and Moral Standards at Komar University of Science and Technology by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Komar University of Science and Technology students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. The Statement of Values and Moral Standards at Komar University of Science and Technology is found in the current KUST Student Handbook, which is incorporated herein by reference.

### 6.3.1. Definitions

**Advisor.** The term 'advisor' means any one person chosen by the charged student, victim, or witness to assist throughout the disciplinary process, unless service in this capacity would reasonably conflict with the fair application of the judicial process as determined by the Director (or designee) of the Office of Student Affairs and Registration.

**Charged Student.** The term 'charged student' means any student who has formally charged with an alleged violation of the Student Conduct Code.

**Class day.** The term 'class day' means any day that either classes or final exams are scheduled.

**Hearing Body.** The term 'hearing body' means any person or persons authorized by the Director of Student Affairs or Director of University Housing to conduct hearings to determine whether a student has violated the Student Conduct Code and to impose sanctions.

**On-Campus.** The term 'on-campus' means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets, sidewalks, and parking lots.

**Policy.** The term 'policy' means the written statements of the university as found in, but not limited to, the Student Conduct Code, the General Bulletin, the Student Handbook, the Directory of Classes, the Guide to Residence Living and other written regulations and rules for departments, organizations, and clubs.

**Preponderance of the Evidence.** ‘Preponderance of the evidence’ means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within this Student Conduct Code.

**Student.** The term ‘student’ means any person who admitted to and enrolled in any credit- bearing course or program in Komar University of Science and Technology. Any person who admitted to the university and present on campus for being enrolled in any university course or program, including Orientation, or any person who has been enrolled in any credit-bearing course or program at the university; and continues to be associated with the university because the student has not completed the course or program in which the student was enrolled.

**Student Defender.** The term ‘Student Defender’ means any person provided by the Student Council, either through formal appointment or informal referral, to serve as a resource and advisor to the charged student under the authority of KUST.

**Student Organization.** The term ‘student’ also means any student

**University.** The term ‘University’ and ‘University properties’ means Komar University of Science and Technology, including the main campus, all property leased, used or controlled by the university, all branch campuses, facilities and university international programs. The Student Conduct Code applies to the university as defined herein. Non- substantive procedural modifications that reflect the particular circumstances of each campus and international program are permitted.

**University Community.** The term ‘university community’ includes any person who is a student, faculty member, university official, visitor, volunteer, representative of the university, or any other person employed by the university.

**University Official.** The term ‘University official’ means any person employed by the university to perform assigned teaching, research, administrative, professional or other responsibilities.

### 6.3.2. Scope

Komar University of Science and Technology jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on the University premises. In addition, the University reserves the right to impose discipline based on any student conduct, regardless of location, when that conduct may adversely affect the University community or its international programs. The University further reserves the right to restrict contact with specified people.

The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by KUST. This Student Code of Conduct will not be used to discipline the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in university rules, regulations, or policies.

The processes for adjudicating violations of regional and federal law and violations of the Student Code of Conduct are separate and may be pursued independently and simultaneously.

### 6.3.3. Authority

Authority for student discipline ultimately rests with the President, who delegates this authority either to the Vice Presidents, or dean, of student affairs. Under the direction of the President, the named administrators are responsible for implementing the student disciplinary system. Either the President, the Vice President, the Dean (or their designee), or resident directors/program leaders in international programs may take direct jurisdiction of any case due to the inability of the appointed hearing officer to serve, or when it is determined by the immediate circumstances that taking direct jurisdiction is in the best interest of the university. The Director of Student Affairs has the authority to designate individuals as hearing or appellate officers when appropriate.

The President (or designee) also has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in case of an emergency involving that student.

All hearing bodies have the authority to consult with other appropriate university officials in order to resolve a Student Conduct Code case effectively.

Decisions of administrative hearing panels are made as recommendations to Dean or Deputy Dean.

Decisions of the Housing Judicial Board(s) are recommendations to the Assistant Director of Housing, or the designee of the Director of Housing.

All recommended disciplinary decisions must be approved in writing by the appropriate administrator (or designee) and only then will be communicated to the student. The appropriate administrator may adopt or amend the recommended decision, or order a new hearing. Prior to amending or ordering a new hearing, the administrator will confer with the appropriate hearing body. Upon approval, the recommended decision becomes a first- level disciplinary action.

Decisions of all other hearing bodies constitute first-level disciplinary actions.

If a first-level disciplinary action is not appealed, that decision becomes final agency action.

Appellate decisions are considered recommendations to the Director of Student Affairs and become final agency action upon approval by the President (or designee).

#### 6.3.3.1.1. Offenses

The following offenses, or the aiding, abetting, or inciting of, or attempting to commit these offenses, constitute violations of the Student Conduct Code.

##### ❖ Endangerment

- Physical violence towards another person or group.
- Action(s) that endanger the health, safety, or well-being of one's self or another person or group.
- Interference with the freedom of another person to move about in a lawful manner.

##### ❖ Harassment

- Conduct, (not of a sexual nature), that creates an intimidating, hostile, or offensive environment for another person.
- Action(s) or statement(s) that threaten harm or intimidate another.
- Acts that invade the privacy of another person.
- Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.

##### ❖ Hazing

- Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Hazing includes, but is not limited to:
  - Interference with a student's academic performance.
  - Forced consumption of food, alcohol, drugs, or any other substance.
  - Forced physical activity, such as calisthenics.
  - Deprivation of food or sleep.
  - Any activity that would subject the individual to embarrassment or humiliation.

##### ❖ Fire and Safety

- Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- Illegal possession or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
- Failure to evacuate a university building or facility when a fire alarm is sounded.
- Arson: defined as setting fire to property.
- Failure to follow the university safety regulations for specific area such as laboratories.

## ❖ Property

- Damage or destruction of KUST property or private property of KUST's personnel.
- Theft - without authorization removes or uses the property or services of another person or of the university.
- Possession, sale, or purchase of property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.
- Enters or uses the property or facilities of the university or of another person without the proper consent or authorization.

## ❖ Disruption

- Failure to comply with a lawful order of a university official or any non- university law enforcement official.
- Provides false information to a university official or to a non-university law enforcement official.
- Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the university or the rights of other members of the university community. This may involve use of electronic or cellular equipment.
- Commercial solicitation on campus without prior approval from university officials.
- Acts that disrupt the university disciplinary process, including attempting to coerce or influence a person regarding their participation in any disciplinary proceeding.

## ❖ Identification

- Permitting another person to use his or her identification.
- Inappropriate use of another person's identification.
- Impersonation or misrepresenting the authority to act on behalf of another or the university.
- Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.
- Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.

❖ Computers

- Unauthorized access or entry into a computer, computer system, network, software, or data.
- Unauthorized alteration of computer equipment, software, network, or data.
- Unauthorized downloading, copying, or distribution of computer software or data.
- Any other act that violates Kurdistan Region law.

❖ Alcohol and Illegal Drugs

- Possession or use of illegal drugs.
- Purchase, distribution, delivery, or sale of illegal drugs.
- Possession or use of drug paraphernalia.
- Driving while under the influence of alcohol or any illegal substances.
- Intoxicated behavior.
- Any other violation of the KUST Alcohol Policy.

❖ Gambling

- Engages in or offers games of chance for money or other gain in violation of the laws of Kurdistan.

❖ Smoking inside University buildings or vehicles

❖ Sexual Misconduct

- Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
- Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions, public writing, or comments.

❖ Weapons

- Possession or use of firearms, explosives, or other weapons or dangerous articles or substances, including non-lethal weapons such as pellet guns, or the use of any item as a weapon on-campus.
- Illegal possession or use of firearms, explosives, or other weapons or dangerous articles or substances off-campus.

## ❖ Other Violations

- Violation of any Iraqi/Kurdish law.
- Violation of any other university regulation or policy as described in Ministry of the Higher Education and Scientific Research regulations and the KUST General Bulletin, University Housing contract, University Housing Publication - Graduate/Undergraduate, The Guide to Residence Living, other University Housing publications, the KUST Student Handbook, the official KUST Web site, Student Activities and Organizational Policies, all of which are hereby adopted by reference or other university policies directly related to departments, organizations or clubs.

## 6.4. Rights of Students under Discipline

Notice: Students will be given clear and complete written notice of the Student Conduct Code charge(s) and the allegations upon which the charge(s) is/are based.

Hearing: Students will be given an opportunity to present information, including witness testimony, during a fair and impartial hearing. (A more complete description of the procedures utilized to implement these rights is found in Section (6), Procedures.)

### 6.4.1. Procedures

The Office of Student Affairs and Registration is charged with implementing the Student Conduct Code in ways that are congruent with the KUST's Statement on Values and Moral Standards and with all appropriate laws and administrative rules. The procedures implemented by these offices will be consistent with all appropriate due process rights accorded to students in university disciplinary decisions.

#### 6.4.1.1. Charges

A review for possible charges may be initiated in the following ways:

- ❖ Filing a police report with the KUSTs' security personal or requesting that a report from another law enforcement agency be sent to the KUST security personal.
- ❖ Providing a signed statement to the Office of Student Affairs or University Housing. All information will then be reviewed by an appropriate staff member in the Office of Student Affairs or University Housing to determine whether Student Conduct Code charges will be filed or if alternative action, including mediation, is appropriate. When possible, reports should be submitted to either law enforcement or the appropriate administrator in a timely manner.

#### 6.4.1.2. Notice

The written notice given to any charged student will include the following:

- ❖ Sufficient detail to prepare a defense (including source of information, alleged offense, and specific Student Conduct Code charges).
- ❖ An invitation to attend an information session, during which the student will view all materials, related to the case, receive instruction regarding the disciplinary process and the student's rights, and confirm the forum in which the case will be heard.
- ❖ Notice of a formal hearing will occur at least five class days prior to the adjudication of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.

- ❖ Parent(s) of any student under the age of eighteen at the time of the alleged offense may also be notified of pending charges.
- ❖ The Office of Student Affairs or University Housing may place a judicial hold on the records and registration of any student who fails to address the Student Conduct Code charges in a timely manner. Any pending judicial matters must be resolved prior to a student's graduation, the release of transcripts, transfer of credits to another institution, or re-enrollment at the university.
- ❖ The address on file with the University Registrar's Office will be used for all disciplinary notices sent to the student.

#### *6.4.1.3. Hearing*

Hearings will follow these guidelines:

- ❖ All hearings will be fair and impartial and will use a reasonable standard when assessing whether the information presented constitutes a preponderance of the evidence. A charged student may submit a challenge to the impartiality of any member of a hearing body to the Office of Student Affairs and Registration or the hearing body.
- ❖ A charged student will have the opportunity to present evidence on his or her behalf, including witnesses and/or signed written statements.
- ❖ The charged student, victim, and any witnesses may be accompanied during the hearing by an advisor; the Student Defender may serve as an advisor. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body. The charged student, victim, or any witnesses shall provide the advisor's name in writing to the Office of Student Affairs or University Housing two class days prior to the hearing. The advisor may not serve as a witness.
- ❖ A student may choose not to answer any and all questions posed by a hearing body. This protection from self-incrimination does not extend to student organizations.
- ❖ The burden of proof at a first-level hearing always rests with the University. The standard of proof will be the preponderance of the evidence, meaning that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.
- ❖ All individual hearings will be conducted in private. If the charged student wants to have the hearing open, the charged student must submit a written request for a public hearing to the Director of the Office of Student Affairs or University Housing at least three class days prior to the hearing. Charges involving alleged sexual misconduct will not be heard in public without prior written consent of all victims. After receiving the consent of all victims in the case, the Director of the Office of Student Affairs may open the hearing to the public.
- ❖ All hearings for student organizations will be public. The Director of Student Affairs (or designee) reserves the right to limit the number of attendees.
- ❖ All hearing decisions will be communicated in writing to the charged student and will include the findings of fact, determination of responsibility, and sanctions imposed (if applicable).
- ❖ Appropriate witnesses will be called by the university to all formal hearings. Those witnesses who appear may be cross-examined by the charged student. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. In some cases, student witnesses who fail to appear may be charged with a violation of the Student Conduct Code. Appropriate witnesses may also be called by the charged student to all hearings.

- ❖ If the charged student fails to appear at the scheduled hearing (after proper notice), the hearing may be held in the charged student's absence.
- ❖ Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations.
- ❖ The hearing body's determination of 'responsible' or 'not responsible' will base solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the hearing, it may be used provided it is shared with the charged student and the student has an opportunity to respond to the information. In cases involving multiple students charged, information provided at one hearing may be used as evidence in the related case(s).
- ❖ To request the cancellation of a previously scheduled formal hearing, the charged student must submit a written statement to the Office of Student Affairs five class days prior to the hearing date. At the discretion of the Director of Student Affairs and registration (or designee), the hearing may be rescheduled or conducted in the charged student's absence.

#### 6.4.1.4. Types of Hearings

Two distinct types of hearings (informal and formal) are provided for by the Student Conduct Code. Informal hearings typically can be scheduled more quickly than formal hearings and are usually better suited to cases involving fewer questions of fact. Formal hearings may be more appropriate for cases involving more serious alleged violations of the Student Conduct Code.

##### 6.4.1.4.1. Formal Hearings

Require the hearing body to call appropriate witnesses to provide information in support of the charges.

Will be held no sooner than five class days after notice is received by the charged student. The student may submit a written request to hold the hearing before the five days. The request will be considered by the Office of Student Affairs.

Will be audio recorded. This recording will serve as the official record of the proceedings.

A formal decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if additional consideration of evidence and deliberation is required.

The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if necessary.

##### Presentation of formal charges

- ❖ Opening statement by the university, followed by the opening statement of the charged student.
- ❖ Presentation of evidence and witnesses by the university, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.
- ❖ Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.
- ❖ Questions directed to the charged student by the hearing body.
- ❖ Closing statement by the university, followed by the closing statement of the charged student.

##### Informal hearings

- ❖ The university does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including calling witnesses. The charged student will be informed of any additional information gathered by the hearing body. The charged student may call witnesses and present evidence.
- ❖ Are scheduled at the convenience of both the charged student and the hearing body.
- ❖ Brief written decisions (including findings of fact) will serve as records of informal hearings and will be communicated within ten class days of the hearing body's final meeting with the student. This time limit may be extended if additional consideration of evidence and deliberations are required.
- ❖ The hearing may be audio recorded at the discretion of the hearing body.

- ❖ Hearing Bodies and Authorities: Any specific procedures used by hearing bodies will comply with the requirements of this Student Conduct Code. The range of available hearing bodies may differ on branch campuses or International Programs.
  - The Director of Student Affairs (and designee(s)) may conduct both informal and formal hearings on individual or student organization cases.
  - A hearing officer designated by the Dean may conduct both informal and formal hearings on individual or student organization cases.
  - The Dean may conduct both informal and formal hearings on individual or student organization cases.
  - The Student Judicial Board may conduct both informal and formal hearings on individual or student organization cases.
  - An Administrative Hearing Panel may conduct formal hearings on individual or student organization cases. Panels are composed of one faculty member, one staff member, both designated by the Dean (or designee), and two Student Judicial Board members. In times of limited student availability, panels may proceed with one Student Judicial Board member.
  - University Housing hearing officers (Director, Associate Director, Assistant Directors and designees) may conduct both informal and formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.
  - University Housing Judicial Board(s) may conduct formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.

#### 6.4.1.4.2. Choice of Hearing Type and Hearing Body

Students may typically choose both the hearing type and the hearing body to adjudicate their case subject to the restrictions stated in (3.A) above. Further restrictions to that choice include:

- ❖ When it is determined that a case requires a formal record of proceedings, a formal hearing may be chosen by the Dean (or designee).
- ❖ When two or more individual cases stem from the same incident, those cases should typically be heard by the same hearing body. In such cases, the Director of Student Affairs (or designee) may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.
- ❖ The Dean or Director of University Housing (or designee) reserves the right to choose the appropriate hearing type and body for other administrative or case related reasons.
- ❖ During time periods in which any of the hearing bodies are not officially constituted, the Dean or Director of University Housing (or designee) may choose an appropriate alternative as the hearing body.

#### 6.4.1.4.3. Grievances

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Dean for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. The Student Academic Relations Committee has the authority to direct, through the President (or designee), that corrective action be taken when justified.

#### 6.4.1.4.4. Student Organizations and Activities

Student groups may peacefully assemble and may express opinions publicly and privately. Students have the right to organize and join organizations to promote their common interests. These organizations are obligated to receive official recognition and follow the guidelines of the University Organizations Committee. Only approved organizations may enjoy the rights and privileges accorded by the University including the right to invite speakers to campus to address the group or student body. The University administration may cancel a speaker's reservation when there is a clear and present danger that the appearance would threaten the orderly operation of the University.

#### 6.4.1.4.5. University Holidays

For the holidays and no-class days students may refer to the annual academic calendar available on the University website.

## 7. Examination Policy

The University has two examination periods in the academic year. The date of each examination will be announced in advance on the student timetable.

### 7.1. Conduct of Examination

Students should note that:

- ❖ No unauthorized books, paper or other material should be taken into the examination room.
- ❖ Any prescribed text permitted in an examination should not be marked as this could be construed as giving a student an unfair advantage and consequently the proctor at the end of the examination may retain such texts.
- ❖ Paper or electronic dictionaries should not be brought into the examination room unless their use is permitted by the examiner(s).
- ❖ Mobile phones, iPods, MP3 devices, and web-accessible electronic devices must be turned off and must not be in the student's possession during the exam.
- ❖ Food or drink should not be brought into the examination room without the prior permission of the proctor.
- ❖ Electronic calculators which are operationally quiet containing their own power source and cannot communicate with other devices may be used by students in an examination room unless expressly permitted by the examiners.
- ❖ Students must not communicate with each other during an examination and may only leave the hall if accompanied by a proctor.
- ❖ No information relating to the examination paper, additional to that contained in the question sheet, may be conveyed to students during the examination, unless there is an error in the question sheet, in which case the information shall be provided to all students taking the examination.
- ❖ Students will not be admitted to the examination hall after 15% percent of the examination has elapsed, except with the permission of the examining offices and departments. They will not be given extra time.
- ❖ No students may leave the examination until one hour after it has started.
- ❖ Failure to attend an examination without reasonable cause will result in the students being considered to have failed the examination. It is the responsibility of the student to be aware of the details of the examination timetable and location.
- ❖ Anyone disrupting an examination session will be asked to leave.

In addition to the points above, students should ensure that they are familiar with the specific regulations for their own course.

## **7.2. Cheating or Attempting to Cheat during an Examination**

Cheating during an examination will be dealt with as a disciplinary offence under these regulations. In particular it is a disciplinary offence for a student to:

- ❖ Have unauthorized items or texts at his or her desk in the examination room during the examination.
- ❖ Make use of unauthorized items or texts during the examination.
- ❖ Copy from the script of another student during the examination.
- ❖ Receive help from another student during the examination.
- ❖ Give help to another student during the examination.
- ❖ Act dishonestly in any way, whether before, during or after the examination, so as to obtain an unfair advantage in the examination.
- ❖ Act dishonestly in any way, whether before, during or after the examination, so as to assist another student to obtain an unfair advantage in the examination.

## **7.3. Suspicion of Cheating during the Examination**

The monitor must submit a detailed report to the examination committee indicating the suspicious methods that student used for cheating and with the confiscated document attached.

## **8. Campus Security and Health Safety**

The purpose of this guideline is to provide a framework for safety in the use of substances hazardous to health.

### **8.1. Identification Card**

Every student is issued an official identification card that must be carried on their person at all times. This card is required for entry into various University facilities, as well as for participation in University services and functions, such as food services, library access, and student elections.

The identification card is designed to last the duration of four academic school years. If a card is lost, damaged, or stolen, the cost of replacement is \$20. If a card is malfunctioning because of normal wear and tear, a replacement fee is not charged. The replacement fee must be paid by cash or check and cannot be charged to a student account.

ID cards are the property of KUST and are non-transferable; lending the ID card to anyone for any purpose is prohibited and may result in disciplinary action. ID cards must be surrendered to University officials, including campus security personnel, upon request; failure to comply may result in disciplinary action. Further, the card must be presented for identification purposes to any University official upon request. The card becomes void upon termination or interruption of enrolment and must be returned to the University.

### **8.2. Emergency**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager of each department is responsible for ensuring that all employees and visitors within the area informed of, and are fully conversant with, emergency procedures.

In case of a medical emergency KUST has a small clinic in the campus with all necessary First Aid tools and at least two well-trained employees on campus to provide medical assistance to University community, as well as to coordinate with local health authorities in the event a need arises. At the same time First Aid boxes are accessible on each floor.

In case further medical treatment is required KUST's clinical employee will contact the nearest hospital. In case cost is incurred KUST will follow financial policies and arrangements for partial coverage. In this case, the patient (student, staff, or faculty) is responsible for bearing the remainder of the cost of any professional treatment. The University may provide escort service on campus when a sudden illness or injury occurs.

### 8.3. Safety in the Common Areas

Although offices, libraries, cafeteria, and other general areas may seem at first sight to be relatively, non-hazardous compared to other areas of the University, they nonetheless can be the scene of a substantial number of accidents, some of which may be serious. This includes but is not limited to misuse of electric power sources and hand-held sharp and cutting tools (tools range from scissors, glasses, fork, knives, pen and pencils, etc.), and other possible hazards. While these tools are very different and can be used for a wide variety of jobs, they all require that safety precautions be observed. If not handled properly, sharp-edged and other cutting tools can cause cuts and puncture wounds. Physical encounters close to the windows or near the stairs lifts and horseplay, for example, are forbidden. University community members are advised to take precaution while using these tools. Virtually all accidents of this nature are avoidable.

### 8.4. Fire Safety

#### 8.4.1. General Fire Prevention

Fire is probably the most serious danger that most University personnel will ever have to face. It can break out almost anywhere and can affect everyone.

Because prevention is obviously preferable than cure, implementing regular fire prevention routines are one of the simplest and most efficient means of preventing fire. The value of the nightly routine of switching off and unplugging electrical equipment, checking that gas fires and gas taps turned off, and closing the doors to all rooms and staircase enclosures, cannot be over-stressed.

Fire, with the possible additional risk of explosion, is a higher risk problem in laboratories and workshops where flammable liquids and gases are often used. Strict precautions are required in these areas to ensure that possible sources of fire or explosion are handled properly. A Bunsen burner or faulty thermostat may be sufficient to start a fire. Welding and cutting equipment should never be used near flammable liquids or burnable materials, unless adequate precautions are taken to prevent ignition from occurring. Written instructions and signs should be displayed prominently on every floor in the campus.

#### 8.4.2. Discovering a Fire

If you discover a fire:

- ❖ Activate the nearest fire alarm.
- ❖ Leave the building.
- ❖ Ensure that a University employee has been informed of the location of the fire.
- ❖ Hearing the Fire Alarm
- ❖ On hearing the fire alarm
- ❖ Leave the building immediately by the nearest available exit.
- ❖ Close doors as you leave.

### 8.4.3. Means of Escape

It is essential that the means of escape from a building function efficiently. Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through inhaling smoke than through direct burns. Fire doors must therefore never be propped or wedged open; to prop open a fire door can cost lives if a fire breaks out. Thus, all exit doors should be unlocked and able to be opened from the inside without the use of keys. At the same time, exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

All personnel are advised to become familiar with the exit and escape routes from the buildings in which they normally work.

### 8.5. Health

It has often been said that it is better to be safe than sorry, and whilst this is easy to say, its realization requires supportive structures and responsibilities, to be implemented across the University, in order to ensure the maintenance of health and safety standards. Encourage staff to set high standards of health and safety by personal example, in order that students leaving the University should take with them an attitude of mind that accepts good health and safety practice as normal.

At KUST, safety is everyone's responsibility and all members of the University community are therefore expected to be thoroughly familiar with their respective safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace.

Ensuring the health and safety of other members of the University community is just as important as avoiding injury to oneself. No one connected with the University has any right to endanger others, whether they are staff, students, or visitors. Academic staff has a particular responsibility to set a good example.

It is the duty of everyone engaged in University activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in laboratories, workshops, practical classrooms and elsewhere, at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, technical staff, cleaners and other colleagues in the interests of health, safety, and welfare no person is permitted to intentionally interfere with, or misuse anything provided by the University.

This policy is intended to:

- ❖ Prevent accidents, illnesses, and injuries.
- ❖ Increase safety awareness, among the campus community.
- ❖ Provide guidelines for ensuring safety and minimizing risks to health in connection with the use, handling, storage, and transport of articles and substances.
- ❖ Provide necessary information, instruction, training, and supervision to ensure the health and safety of campus employees and students.
- ❖ Provide necessary protective equipment for the health and safety of employees and students;

## 8.6. General Laboratories Policies

### 8.6.1. General Guidelines

Standard operating procedures must be readily available to all laboratory employees. The following guidelines have been established to minimize or eliminate hazards in the laboratory. These guidelines have also been provided to maintain a safe laboratory environment. It is the responsibility of each person that enters into the laboratory to understand the safety and health hazards associated with potential hazardous materials and equipment in the laboratory. It is also the individual's responsibility to practice the following general safety guidelines at all times:

- ❖ Read through and attempt to understand the assigned lab before attending the lab session.
- ❖ All labs are locked at night on the weekends.
- ❖ Person(s) working in the lab should try to avoid working alone. If it is necessary for individuals to work alone in the lab, he/she must follow lab safety protocol. Prior to doing so, person(s) must get approval from the lab supervisor.
- ❖ Labs begin on time and end on time. Do not be late in arriving, and do not expect to stay after the lab period is over. Students should come to lab expecting to spend the full lab hours. Do not make plans to meet someone or do something an hour after the lab starts. Labs might take 2-3 hours to complete.
- ❖ Laboratory sessions generally begin with a short orientation that will consist of an overview and explicit instructions or examples as necessary. Pay careful attention. This might provide valuable insights for lab report.
- ❖ Labs are designed in such a way that "lab reports" (Answer Sheets) must be completed and turned in before students leave the lab. Under no circumstances will a student be allowed to enter the lab, collect data, and then leave. Answer sheets are due at the end of the lab period.
- ❖ While lab work is cooperative in nature, lab reports must be the work of the individual. Copying of lab reports or creation of "group reports" is not permitted. Individuals may, however, work together to understand fully the experiment and analysis.
- ❖ All "lab reports" (Answer Sheets with required graphs) will be scored by the lab instructor with the use of a rubric, and lab reports will be returned at the beginning of the next lab period.
- ❖ Leave the laboratory setup the way you found it at the beginning of the lab session; this greatly assists the lab instructor when preparing for the next lab section.
- ❖ You generally should not be borrowing lab equipment from other individuals or tables without the lab instructor's permission. If you are missing an item or have an item that is not working, please inform the lab instructor. If you have borrowed something from another lab station, please return it when finished.
- ❖ Bring a calculator and some scratch paper to each lab.
- ❖ Lab reports will not be accepted from individuals who did not participate in the lab activity itself

- ❖ Students with documented disabilities will be accommodated. Special need requests must be initiated through the Labs Department.
- ❖ Fume hoods must be used when working with hazardous/toxic materials.
- ❖ Reagent alcohol must not be purchased or brought onto KUST without consulting the lab directorate.
- ❖ All general use bench top areas should be cleared off and cleaned at the end of the day.
- ❖ No food or drink is permitted in the laboratory.
- ❖ Cell phones must be turned off while in the laboratory.
- ❖ Never engage in horseplay, pranks or other acts of mischief in chemical or biological work areas.
- ❖ Never remove chemicals, biological agents, or radioactive materials from the facility without proper authorization.
- ❖ Use either pen or pencil for lab work, but think before you write. Pencil has the advantage of ready erasure. Write lightly when recording data or answering questions. Any and all erasures should be thorough.
- ❖ Report any accident, however minor immediately.

## 8.7. Location of Safety Equipment

- ❖ Emergency Exit Routes: There are signs on or above each door that can be used as an exit route during an emergency.
- ❖ Fire Extinguisher: Pull safety pin out, point hose at base of fire, squeeze handle.
- ❖ Eyewash Station: Should any substance be splashed in your eyes, wash them thoroughly. Bend so that eyes are over the spigots, force eyes wide open then push metal plate or remove plastic caps to start water flow.
- ❖ First Aid Kit: Minor injuries such as small cuts can be treated effectively in the lab. Open the first aid kit to determine its contents and use as appropriate. REPORT ANY INJURY TO YOUR INSTRUCTOR.
- ❖ Emergency Telephone: The phone in the prep area may be used to call for any emergencies.

## 8.8. Laboratory Safety

The laboratory zone can be a dangerous place. For instance, you may work with glass instruments, open flames, projectiles, electrical equipment, etc. If equipment is handled improperly, this can be quite dangerous even deadly. The lab instructor should caution you about lab safety procedures that must be followed. These procedures will be gone over in lab at the beginning of the period. Students failing to follow safety procedures will be removed from the laboratory setting if cautions are repeatedly ignored. All laboratories should be provided with safety showers, eyewashes, and appropriate fire extinguishers. Adequate ventilation, wash sinks, and approved waste disposal receptacles are also necessary. All of these should be conveniently located, properly maintained, and frequently tested. Special consideration should be given to ensure accessibility to safety equipment as well as ease of evacuation of physically disabled individuals.

## 8.9. Chemistry Laboratory Safety

The chemistry laboratory is a place of discovery and learning. As such, it can also be a place of danger if proper common-sense precautions aren't taken. While every effort has been made to eliminate the use of explosive, highly toxic, and carcinogenic substances from the experiments which you will perform, there is a certain degree of unavoidable hazard associated with the use of a variety of chemicals and glassware. As a student, you are expected to learn and adhere to the following general safety guidelines to ensure a safe laboratory environment

for both yourself and the people you may be working near. Each student will have to pass a lab safety exam before conducting any lab work to evaluate his/her understanding to the lab rules and safety precautions. Students who this exam will have to take an orientation session about lab safety before they can start lab work. Additional safety precautions will be announced in class prior to experiments where a potential danger exists. Students who fail to follow all safety rules may be asked to leave the lab or suffer grading penalties. Some of the materials used in the laboratories can be dangerous if mishandled, so the following safety rules and precautions are essential.

### **8.10. Laboratory Apparel**

- ❖ Safety goggles must be worn at all times while in the laboratory. This rule must be followed whether you are actually working on an experiment or simply writing in your lab notebook. You must wear the safety goggles provided by the chemistry department.
- ❖ Contact lenses are not allowed. Even when worn under safety goggles, various fumes may accumulate under the lens and cause serious injury or blindness.
- ❖ Shoes must cover the entire feet. Shoes with open toes or other exposed skin, e.g. sandals, are prohibited in the laboratory.
- ❖ Clothing must cover the entirety of the legs to protect against chemical spills.
- ❖ Clothing must cover arms and shoulders to protect against chemical spills.
- ❖ Clothing must not be loose or flowing to avoid contact with hazardous chemicals.
- ❖ Hair must be secured back and off the shoulders in such a manner as to prevent it from coming in contact with hazardous chemicals or mechanical equipment, and to prevent contamination of the work environment. Application of cosmetics is prohibited in the laboratory.

## 8.11. Laboratory Conduct

- ❖ Experiments must never be left unattended.
- ❖ Open flame devices must never be left unattended, e.g. hot plate, Bunsen burner, etc.
- ❖ Eating, drinking, and smoking are strictly prohibited in the laboratory.
- ❖ No unauthorized experiments are to be performed. If you are curious about trying a procedure not covered in the experimental procedure, consult with your laboratory instructor beforehand.
- ❖ Ensure working condition of exhaust fan prior to fume hood use. Remove all items from the fume hood which are not necessary for the immediate operation or experiment.
- ❖ Place all equipment necessary for the performance of experiments at least six inches inside the front face of the fume hood.
- ❖ Perform all work that will release noxious vapors, fumes or aerosols at least six inches inside the front face of the fume hood.
- ❖ Do not use the fume hood for handling and/or storage of hazardous materials during scheduled periods of fume hood maintenance and/or repair.
- ❖ Never put anything into your mouth. Never directly smell the source of any vapor or gas; instead by means of your cupped hand, waft a small sample to your nose. Do not inhale these vapors but take in only enough to detect whether an odor may be present.
- ❖ Laboratory water sources and deionized water should not be used for drinking water.
- ❖ Coats, backpacks, etc., should not be left on the lab benches and stools. Please use the hook rack along the back wall at either end of the lab. There are coat racks just inside each entrance to the balance room at the back of the lab. Beware that lab chemicals can destroy personal possessions.
- ❖ Use the required procedure for the proper disposal of chemical wastes and solvents. M. Always wash your hands before leaving the lab.
- ❖ Learn where the safety and first-aid equipment are located. This includes fire extinguishers, fire blankets, and eye-wash stations.
- ❖ Never block or even partially block the path to an exit or to safety equipment, such as a safety shower or fire extinguishers.
- ❖ Supplies and laboratory equipment on shelves should have sufficient clearance so that, in case of a fire, the fire sprinkler heads are able to carry out their function.
- ❖ The work area should be kept clean and uncluttered, with hazardous materials and equipment properly stored. Clean the work area upon completion of a task and at the end of the day. The custodial staff is only expected to perform routine duties such as cleaning the floor and emptying the general trash.
- ❖ Notify the instructor immediately in case of an accident.

## 8.12. Proper Handling of Chemicals and Equipment

- ❖ Consider all chemicals to be hazardous unless you are instructed otherwise. [Material Safety Data Sheets \(MSDS\)](#) are available in the lab for all chemicals in use. These will inform you of any hazards and precautions of which you should be aware.
- ❖ Know what chemicals you are using. Carefully read the label twice before taking anything from a bottle. Chemicals in the lab are marked with [NFPA](#) hazardous materials diamond labels. Learn how to interpret these labels.
- ❖ Excess reagents are never to be returned to stock bottles. If you take too much, dispose of the excess properly.
- ❖ Many common reagents, for example, alcohols and acetone, are highly flammable. Do not use them anywhere near open flames.
- ❖ Always pour acids into water. If you pour water into acid, the heat of reaction will cause the water to explode into steam, sometimes violently, and the acid will splatter.
- ❖ If chemicals come into contact with your skin or eyes, flush immediately with copious amounts of water and consult with your instructor.
- ❖ Never point a test tube or any vessel that you are heating at yourself or your neighbor--it may erupt like a geyser.
- ❖ Dispose of chemicals properly. Waste containers will be provided and their use will be explained by your TA. Unless you are explicitly told otherwise, assume that only water may be put into the lab sinks.
- ❖ Clean up all broken glassware immediately and dispose of the broken glass properly.
- ❖ Contact the stockroom for clean-up of mercury spills.
- ❖ Never leave burners unattended. Turn them off whenever you leave your workstation. Be sure that the gas is shut off at the bench rack when you leave the lab.
- ❖ Beware of hot glass; it looks exactly like cold glass.

## 8.13. Physics Laboratory Safety

Safety in the laboratory is very important. The experiments performed in the laboratory are designed to be as safe as possible, but caution is always advised concerning the use of all equipment. You must conduct yourself in a safe manner at all times in the laboratory, exercise caution in everything that you do, and report injuries, no matter how minor, immediately to the instructor.

### 8.13.1. General Precautions

All Laboratory Students, Assistants, Faculty, and Staff must abide by the following safety rules when using the Physics Laboratory. This list may be modified as deemed appropriate for specific situations.

- ❖ No student is permitted in the laboratory without an instructor.
- ❖ Students may not start an experiment until given permission by the instructor.
- ❖ Students may not block the aisle in the laboratory with their bags, jackets, notebooks and other articles. Laboratory aisles must be kept uncluttered.
- ❖ Handle all equipment with care; make sure that you understand the proper use and limitations of all equipment. When in doubt, ask the instructor.
- ❖ Read the instructions on all warning signs and follow.
- ❖ Wear safety goggles for laboratory activities such as projectile motion, centripetal force, and other labs that involve rapid motion or acceleration of any kind. The goggles are provided by the department and each person in the lab must wear them.
- ❖ Long hair and loose items of jewelry or clothing **MUST** be secured during work with rotating machinery.
- ❖ Do not lift heavy equipment without assistance.
- ❖ Every student **MUST** know the use and location of all first aid and emergency equipment in the laboratories and storage areas.
- ❖ Each student must be familiar with all elements of fire safety: alarm, evacuation and assembly, fire containment and suppression, rescue and facilities evaluation.
- ❖ **NEVER** aim or fire a projectile motion device at a person.
  - When using the Air Tracks:
    - Do not let air track carts run away from the user.
    - Catch the cart before it crashes into the bumper or travels off from the table.
    - Do not let the cart hit the motion sensor.
  - Keep hands clear of any fan blades, moving parts, or projectile launchers (other than to pull the trigger).
  - Glassware breakage and malfunctioning instrument or equipment should be reported to the Laboratory Assistant.
  - All accidents and injuries **MUST** be reported to the Laboratory Assistant or Faculty teaching the affected lab section. An Accident Report **MUST** be completed as soon as possible after the event by the Laboratory Specialist.
  - No tools, supplies, or other equipment may be tossed from one person to another; carefully hand the item to the recipient.
  - Closed toe shoes and long pants must be worn in the lab. Sandals and shorts are not allowed.
  - Eating, drinking, and smoking are strictly prohibited in the laboratory.
  - No unauthorized experiments are to be performed. If you are curious about trying a procedure not covered in the experimental procedure, consult with your laboratory instructor beforehand.
  - Casual visitors to the laboratory are to be discouraged and **MUST** have permission from the Teaching Assistant, Faculty Instructor of the section in question, or Laboratory Specialist to enter. All visitors and

invited guests **MUST** adhere to all laboratory safety rules. Adherence is the responsibility of the person visited.

## 9. Universities Facilities

### 9.1. Use of University Facilities

Use of Komar University of Science and Technology Facilities by University-Related Persons:

- ❖ University-related persons, groups or organizations may use the following university facilities on a space-available basis subject to payment of the established rental fee plus any additional out-of-pocket costs incurred by the university in scheduling and holding of the activity or event, and subject to the ability of the Office of Student Affairs to schedule the equipment, services, and personnel necessary for the requested use, provided that such does not interfere with regularly scheduled university events or activities; or substantial indoor or outdoor areas of the campus as approved by Office of Student Affairs.
- ❖ All use of university facilities by university-related persons, groups, or organizations shall be conditional upon the execution of written agreement between the university and the individual, group, or organization desiring to use the facilities, which agreement shall provide that such individual, group, or organization:
  - Shall pay to the university the established rental fee plus any additional out-of-pocket costs incurred by the university in the scheduling and holding of the activity.
  - Shall supervise the event and accept full responsibility for any loss and/or damage to university facilities and/or equipment and shall hold the university harmless from any claims arising from any personal injuries in the use of the premises.
  - Shall assume all responsibility for the promotion and advertising of the meeting or event and for the providing of and supervision of the use of equipment and paraphernalia of any type, unless otherwise agreed between the university and the individual, group, or organization. The University's name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.
- ❖ Use of University facilities by university persons, groups, and organizations and by the President's Office shall have priority over use of university facilities by university related persons, groups, or organizations provided that determination of priority shall be made at the time a request for the use of facilities is submitted, except that the priority accorded university persons, groups, and organizations shall permit the cancellation of any commitment made under this Policy to a university related person, group, or organization on written notice by the university at least thirty calendar days prior to the scheduled date of use of the facility by that university related person, group or organization.
  - Use of University Facilities by Non-University Persons, Groups, and Organizations. It is possible that special conditions might permit the use of university facilities by some organizations in this group, such as educational programs which may be attended by members of private organizations; however, generally speaking, groups in this category will not enjoy the use of campus facilities.
  - Use of University Facilities. The Office of Student Affairs has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by the Office of Student Affairs in accordance with its procedures; the Office of Student Affairs has ultimate responsibility for the scheduling of appropriate facilities.
- ❖ Scheduling of Facilities
  - In order to allow the efficient scheduling and control of the university's facilities, such as requesting by all groups permitted of a faculty or facilities to utilize such facilities, the request for necessary facilities should be made at least ten days in advance of the event. Scheduling of facilities for events to be held less than ten days following the request will require the submission of a written request for such due. The requesting of any continuing or permanent use of university facilities, for a certain time each week

for a number of weeks, shall not be permitted under this rule, which contemplates the use of university facilities for onetime activities and events only.

- Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility, where such method of admission charge or fee is approved by the University Accountant Office.
  - All instructional space of the university, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is under the assignment and control of the Department of Facilities Planning and Scheduling. Any use of such facilities under this Policy shall be on a space-available basis through the University Functions Office, which Office shall be responsible for obtaining permission for such use from Facilities Planning and Scheduling.
- ❖ General Conditions Applicable to All Uses of Campus Facilities
- All uses of the university facilities in accordance with this Policy are subject to the laws of KUST and Kurdistan Regional Government.
  - Events of a political nature shall be limited to meetings sponsored by University persons, groups, or organizations.
  - The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to the approval of the Student Affairs' office, which will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the university or with other previously scheduled events or campus activities and when the guidelines established by the Student Affairs' office for the use of such equipment are followed.
  - All such use of public address systems or other amplification equipment is subject to the other provisions of this policy and shall maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.
  - All users of university facilities shall take adequate precautions to avoid endangering the safety of personnel in the area of the facilities used.
- ❖ Activities Requiring the Use of University Auditoria and Conference Facilities
- Programs for KUST Students. For conferences or other special meetings involving Komar University of Science and Technology students only, approval will be secured from the Office of Student Affairs.
  - Programs for Faculty, Staff, and Outside Groups, including Non-Local Students.
  - For all conferences or special meetings involving outside participants, including non-local students, and requiring the use of university classrooms, auditoria, dining halls, and/or other facilities and services, an Application Form shall first be completed and filed with the Office of Student Affairs.
  - When the application is approved, the applicant should make the necessary arrangements for accommodating the needs of the visiting group.
  - No alcoholic beverages are permitted on campus.
  - In considering requests for approval of the use of university facilities for non- university activities, the Office of Student Affairs will determine, as a basis of such approval, that:
    - The group concerned will reimburse the University for all costs involved. (b)The group concerned will be supervised by the sponsoring organization and will accept full responsibility for any losses and/or damages to the university facilities and/or equipment.
    - The group agrees to provide the Office of Student Affairs with copies of any subsequent reports of the meeting or activity it disseminates.
    - University related activity will not be deprived of meeting space by approval of the proposed Non-University related activity.

- ❖ KUST facilities may be used by private individuals and commercial organizations. For procedures and policies, the applicants should get the approval of the Office of Finance and Human Resources.

## 9.2. Library

KUST encourages circulation and use of materials inside and outside of the Library. Students, faculty, and staff members should observe the following the rules:

- ❖ Present an active KUST ID Card
- ❖ Read and sign the circulation policies and procedures
- ❖ Users are responsible for any damage to the borrowed resource.
- ❖ In case of a lost resource, the user should obtain a replacement of the resource of the same edition (year of edition, and publication edition) otherwise, folded fines amounting the book price must be paid.
- ❖ Tearing off pages, making any marks in pencil or ink on any part of a library item is a serious offense.
- ❖ After being read, newspapers should be folded properly and kept in the designated place.
- ❖ Students are not allowed photocopy the newspaper articles that are required.
- ❖ Receiving overdue and recall notices through e-mail or mail: The library is not responsible for any unread e-mail or undeliverable mail.

### 9.2.1. Loan Periods

- ❖ Students: 3 books and 2 DVDs: loan period 1 week.
- ❖ Staff: 3 books and 3 DVDs: loan period 1 month.
- ❖ Faculty member: 6-9 books and 6 DVDs: loan period 4 months.

#### **Note:**

Textbooks and References are loaned for one day only.

### 9.2.2. Renewal

- ❖ KUST users are entitled to renew loan period of the item. However, any overdue book will impact the student's accessibility to other resources in the future.
- ❖ Most items are allowed two renewals. The length of the renewal is the same as the original checkout period.
- ❖ You can renew by email or phone. Renewals are not allowed if accumulated fines exceed 10\$, or if the maximum number of two renewals is used up.

### 9.2.3. Return

Library materials must be returned to the attendant at the circulation desk.

### 9.2.4. Overdue Items and Fines

We at KUST apply certain fees that encourage appropriate use of our materials so that once returned, the items may be borrowed by others without delay.

- ❖ The library charges 2\$ per day, per overdue item.
- ❖ If your fines are over 10\$, you will not be allowed to borrow more items until you have paid.
- ❖ Pay your overdue fines at the staff desk. The library staff will give you a recipe for your payment.
- ❖ Failure to return library materials may result in a hold placed on a student's academic record that may affect financial aid, issuance of grades and transcripts, and graduation status.

### **9.2.5. Behavior in the Library**

The role of the KUST Library is to provide a comfortable and welcoming environment to all users. Mutual respect makes it possible for everyone to enjoy Library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library.

Examples of disruptive behaviors include, but are not limited to:

- ❖ Physical or other harassment.
- ❖ Using profane, obscene or abusive language, including racial, ethnic or other epithets.
- ❖ Creating unreasonable noise and engaging in boisterous activity.
- ❖ Using audible devices without headphones or using headphones set at a volume that disturbs others.
- ❖ Using any communication devices in a manner that disturbs others.
- ❖ Failure to comply with a reasonable staff request or failure to leave the Library during emergencies and at closing time.

### **9.2.6. Cafeteria**

The Cafeteria, which serves food and beverages, is located at (609) 6th floor of the main building. It is open from Saturday to Thursday from 7.30 a.m. to 5.30 p.m. The Cafeteria offers breakfast, lunch, and snack items.

Common sense and good manners should dictate student behavior in the cafeteria. Students should be respectful of each other, the proctors, the cafeteria staff, and the maintenance staff. This respect should also be directed toward keeping the cafeteria neat and clean. Particular care is given to maintain order and cleanliness; students are requested to throw disposable items into the appropriate trash containers.

### **9.2.7. Guests (Visitors)**

Unregistered persons, whether as student or employees of the University are considered guests or visitors, Visitors to the campus are expected to abide by the University Rules for Student Conduct and all other University rules and policies. Visitors failing to do so may be asked to leave campus and may be declared trespassing and/or subject to arrest.

Persons declared trespassing may not enter the campus for any reason unless receiving special permission from the appropriate University employee or department.

### **9.2.8. Computer Policy**

#### **9.2.8.1. Purpose**

It is the intent of Komar University of Science and Technology to provide a quality technological environment for the University community in which certain standards are observed. Use of University technology resources is a privilege and not a right. Therefore, use of such resources is contingent upon compliance with University policies and standards.

All KUST students should clearly understand and follow university policy related to use of these systems. Access to computer systems and networks owned or operated by KUST impose certain responsibilities and obligations and is only granted subject to University policies. Acceptable use must always be ethical, reflects academic honesty, and observe restraint in the consumption of a shared resource. Computers use demonstrates respect for individuals, intellectual property, ownership of information, system security mechanisms, and

individuals' rights to privacy and to freedom from intimidation and harassment. All acceptable use of these resources must be in accordance with the University Honor Code, and the policies outlined in this Student Handbook. All Komar University of Science and Technology students are responsible for reading, understanding, and complying with these policies.

Acceptable use must demonstrate respect for:

- ❖ The rights of others, including the right of privacy.
- ❖ Intellectual property rights (e.g., as reflected in licenses and copyrights).
- ❖ Ownership of data.
- ❖ System mechanisms designed to limit access.
- ❖ Individuals' rights to be free of intimidation, harassment, and unwarranted annoyance.
- ❖ Policy toward violations.

KUST regards any violation of this policy as a serious offense.

### *9.2.8.2. Guidelines for Acceptable Use*

In making acceptable use of resources, as a student you must:

- ❖ Use resources only for authorized purposes.
- ❖ Protect your user ID and the system from unauthorized use. (You are ultimately responsible for all activities taking place under your user ID or that originate from your system).
- ❖ Access only information that is your own, or is publicly available, or to which you have been given authorized access.
- ❖ Use only legal versions of copyrighted software in compliance with vendor license requirements.
- ❖ Be considerate in your use of shared resources--refraining from monopolizing systems, overloading networks, degrading services, or wasting computer time, connection time, disk space, printer paper, manuals, or other resources.

### *9.2.8.3. Guideline for Unacceptable Use*

In making acceptable use of resources you must NOT:

- ❖ Install, copy, distribute, share, or otherwise make available or use software, files, or content of any kind.
- ❖ Alter system software or hardware or disrupt or interfere with the delivery or administration of system resources.
- ❖ Access or attempt to access or facilitate access to another user's account, server, workstation, computing device, files, voice mail, or e-mail without the owner's permission.
- ❖ Share personal information, including but not limited to account information, user credentials, and/or access to university systems.
- ❖ Misrepresent your identity in electronic communication.
- ❖ Engage in conduct or the use of computing resources which interferes with others' use of IT systems, the activities of other users or otherwise impedes workplace productivity.
- ❖ Commit acts of vandalism, theft, or tamper with computer resources.
- ❖ Use computer programs to decode passwords or to access controlled information.
- ❖ Attempt to circumvent or subvert security measures.

- ❖ Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- ❖ Use University systems for commercial or for partisan political purposes.
- ❖ Make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- ❖ Access or attempt to access any of the University's administrative systems and records unless explicit permission has been granted by the Data Owner or their designee; read, delete, or in any way modify any such data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- ❖ Use mail or messaging services to harass or to intimidate another person, for example, by broadcasting unsolicited messages sending unwanted mail, or using someone else's name or User ID.
- ❖ Waste computing resources, by intentionally placing a program in an endless loop, using excessive amounts of paper through printing needlessly, frivolously, or for amusement, or sending chain letters.
- ❖ Use the University's systems or networks for personal gain, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
- ❖ Publish Web pages that use or attach the University name or logo to material that is not appropriate to the University's educational, research or service mission.
- ❖ Engage in any activity that does not conform to the General Principles statement above.
- ❖ Interrupt or inhibit the access of others to KUST technology resources by actions such as distributing computer viruses, worms, or bulk email. This includes any other procedures that interfere in any way with the information technology resources available to a user.
- ❖ Connect any device, other than a computer or printer to KUST computer network.

### **9.2.9. Protecting Electronic Access Privileges**

The University is responsible for assuring the integrity of its computing systems. At the same time, the University strives to provide an open, accessible communications network in order to maximize the functionality and usefulness of these resources. The integrity of shared computing resources depends upon responsible behavior on the part of all users.

#### **9.2.9.1. Password and User Name**

Computing systems are protected by a system of electronic authentication and authorization procedures that rely on user passwords (PINs) and user names (user IDs) for validation. It is the responsibility of all computing and network users in the University community to safeguard the access privileges granted to them.

- ❖ The owner of a user password (PIN) and user name (user ID) is exclusively accountable for its use. It is the owner's responsibility to protect the integrity of accessible systems and to preserve the confidentiality of accessible information as appropriate.
- ❖ Unauthorized electronic access is prohibited.
- ❖ Guidelines for managing your password
  - Passwords should be managed solely by the owner.
  - Passwords should remain confidential.
  - Passwords should follow the guidelines issued by the granting agency of the University.
  - Passwords should never be displayed, printed, or otherwise recorded in an unsecured manner.

- ❖ Reporting Suspected Security Breaches  
Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, Department Head, or the Information Technology Services Department.
- ❖ Enforcement Regulations
  - User Responsibility  
All users of University computing resources are responsible for being aware of University policies governing computing and communications resources.
- ❖ Minor Infractions  
Violations of these regulations will be referred to the University Committee on Student Discipline, with a recommendation for disciplinary action subject to review and final action by the Director of Students Affairs and a representative of the Information Technology Services Department. Action may range from University sanctions to recommendations for legal action.
- ❖ Mail Policy  
In order to provide easy communication among students, faculty and staff, KUST aims to provide a convenient, fast, functional, and reliable mail server. KUST's goal is to support academic needs at a reasonable cost in money and staff time. Accordingly,
  - ❖ KUST prohibits forwarding of messages from KUST student accounts to other services such as Hotmail or Yahoo. It is a responsibility of students as members of the KUST community to check their KUST accounts regularly for messages from faculty and administrators. Students are of course welcome to continue using their Hotmail, etc. accounts for their own, non-academic purposes.
  - ❖ Messages will be retained on the server for an interval equal to one hundred and eighty days (180). Thereafter, they will be deleted on a rolling basis. Students who use an email client are encouraged to download any messages they want to keep to their local machines, and delete them and any attachments from the server on a routine basis.
  - ❖ A disk quota of 250 megabytes is allocated (enough room for hundreds of messages and some multimedia files). A warning will be sent to student when the limit is approached, and if necessary, messages will be deleted to bring the account under the limit.
  - ❖ If an e-mail account is being used in conjunction with a class project, a request for additional, temporary space may be sent via e-mail to the KUST Support Center at [supportcenter@komar.edu.iq](mailto:supportcenter@komar.edu.iq)
  - ❖ Accounts not accessed for 90 days that have exceeded the disk space allocation will have messages over 30 days old that have originated from outside of KUST deleted. In addition, accounts in this category that are subscribed to mailing lists will have their incoming messages rejected for two weeks to allow time for list senders to delete those accounts from their lists.

### ***9.2.9.2. Prohibited Activities***

- ❖ Transmitting unsolicited messages which constitute obscenity, harassment, or threats.
- ❖ Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of the controlling authority of the computer facility to which it belongs.
- ❖ Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing, or retransmitting any computer program or

instructions with the intent to gain unauthorized access to, or make unauthorized use, of a computer facility or software.

- ❖ Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as 'messages,' including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
- ❖ Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility.
- ❖ Making unauthorized copies of licensed software.
- ❖ Using College information systems for commercial gain.
- ❖ Illegally using copyrighted software and materials, storing such materials on College information systems.
- ❖ Knowingly engaging in any activity harmful to the information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type).
- ❖ Circumventing or subverting any system or network security measures.
- ❖ Promoting for any political purposes.
- ❖ Promoting for any commercial purpose, including, but not limited to, soliciting the purchase, sale, rental, or lease of private personal property, goods, services, or real estate.
- ❖ Sending threatening or harassing messages, whether sexual or otherwise.
- ❖ Infringing on any intellectual property rights.
- ❖ Gaining, or attempting to gain, unauthorized access to any computer or network, or any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs.
- ❖ Intercepting communications intended for other persons.
- ❖ Sharing your password information with any other person.
- ❖ Distributing chain letters.
- ❖ Accessing online games or gambling sites.
- ❖ Labelling or otherwise defaming any person.

### ***9.2.9.3. E-mail Privacy***

Electronic mail enables users to place information quickly and directly into another person's computer where it can be retrieved, read, revised, stored indefinitely, downloaded, or responded to immediately. E-mail has made employment and academic activities of the university more efficient by enabling us to make better use of our time. While the University respects the privacy of electronic communications and makes every attempt to keep e-mail messages secure, privacy is not guaranteed. KUST does not routinely monitor or access the content of e-mail messages whether stored on University equipment or in transit on the University network. The content of electronic communications will not be accessed during the execution of systems support, network performance, and related security functions; but system administrators may access and disclose such contents when access and disclosure are necessary to protect the integrity of information technology resources, to ensure that these resources are equitably shared, to respond to health and safety emergencies, or to respond to summons, court orders, or other valid forms of legal process. Where there is evidence of a criminal offense, the matter will be reported to KUST's judicial systems and/or law enforcement. The University will cooperate with the justice

system in the investigation of the alleged offense. In addition, with appropriate authorization, the University will investigate complaints received from both internal and external sources about unacceptable use of e-mail that involves KUST's e-mail facilities and/or KUST's computer network. Requests to access or disclose the content of e-mail will be governed within the following guidelines. To avoid these problems, observe the following:

- ❖ Refrain from disclosing your access codes/passwords to anyone.
- ❖ Send e-mail only from your personal e-mail address.
- ❖ KUST's e-mail system is for use by faculty, staff, and students in carrying out their employment and academic activities. It is not intended for personal use.
- ❖ Prior to sending an e-mail message, ask yourself whether you would feel comfortable if the text of the message were posted on a KUST board on campus or printed in the newspaper. Would public disclosure cause unnecessary embarrassment or create liability?
- ❖ The privacy of e-mail sent or received on university equipment cannot be guaranteed.
- ❖ Violating KUST's Acceptable Use Outcomes
- ❖ A violation of this policy constitutes misconduct, punishable under the Code of Conduct. Explicitly,
- ❖ A violation of the terms and conditions of this Policy may result in immediate denial of computer/network access or service and/or penalties that range from the loss of computing privileges to suspension or expulsion from the University.
- ❖ In the case of student violations involving the University administrative systems and data, the Director of Students and Registration will consult with the Data Owner concerned regarding the severity and impact of any proven violation.
- ❖ Policy violators are liable for any monetary payment or damages and may also be subject to civil or criminal prosecution under regional laws and regulations.
- ❖ The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.

#### **9.2.10. Violating KUST's Acceptable Use Outcomes**

A violation of this policy constitutes misconduct, punishable under the Code of Conduct. Explicitly,

- ❖ A violation of the terms and conditions of this Policy may result in immediate denial of computer/network access or service and/or penalties that range from the loss of computing privileges to suspension or expulsion from the University.
- ❖ In the case of student violations involving the University administrative systems and data, the Director of Students and Registration will consult with the Data Owner concerned regarding the severity and impact of any proven violation.
- ❖ Policy violators are liable for any monetary payment or damages and may also be subject to civil or criminal prosecution under regional laws and regulations.
- ❖ The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.

Dear Student:

Let me conclude this handbook by saying that at KUST you will find the best academics, the most qualified staff and the most convenient facilities. Everyone at KUST is dedicated to help each student acquire the necessary skills to be successful in the workplace.

So please remember: if you experience a serious problem, and you have tried the usual channels in seeking a solution without success, do not give up. Let the Office of Student Affairs and Registration know about your problem or e-mail us at [osar@komar.edu.iq](mailto:osar@komar.edu.iq). We will explore options with you, and do our best to ensure that you are treated fairly and justly.

Note: This Handbook was reviewed by Mr. Bamo Nadir