



**KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY**



STUDENT HANDBOOK

ACADEMIC YEAR (2024 - 2025)

A WORD FROM THE VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

Dear Students,

I want to take this opportunity to welcome you into the KUST community. You will find that you have embarked on a journey which will provide plenty of 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 harmful 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 OSAR 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.

Yours sincerely,

Prof. Kawis Aziz Faraj, PhD

Vice President for Academic and Student Affairs

A WORD FROM DIRECTOR OF STUDENT AFFAIRS AND REGISTRATION (OSAR)

Dear Students,

Welcome to Komar University of Science and Technology! As the Director of Student Affairs and Registrar, I am thrilled to welcome you to a university that values Ethics, Knowledge, and Skills as the foundation of its mission.

At KUST, we are dedicated to fostering an environment that empowers you to achieve academic excellence while developing the personal and professional skills needed for success. Our commitment to these core values ensures that your education prepares you not just for a career but for a meaningful and ethical life.

The Office of Student Affairs and Registrar is here to support you throughout your journey. From course registration and academic records to guidance on university policies, we are committed to helping you make the most of your time at KUST.

We encourage you to explore the wealth of opportunities available, engage actively with your peers and faculty, and contribute to our vibrant community. Together, let us create a community that inspires success and cultivates a sense of belonging.

Wishing you a successful and fulfilling academic year ahead!

Warm regards,
Bamo Nadir
Director of Student Affairs and Registrar
Komar University of Science and Technology

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PART ONE

1.1 Glossary

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: A credential awarded upon the successful completion of a program requiring at least four or five academic years, meeting institutional and academic standards. According to MHESR instructions, the maximum time allowed to complete the degree is the standard duration plus half of that duration. For example, a four-year program must be completed within a maximum of six years.

Corequisite: A co-requisite is a course that has to be taken at the same time as another course. If a course has a corequisite, it is specified in the flowchart.

Course Grade: It is a grade earned by a student after completing course requirements.

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 two-hour/three-hour session once a week for a semester would have one hour of credit.

Cumulative GPA: It is calculated GPA of all completed courses by a student.

Curriculum: A program that includes in- and out-class instructional and training processes which lead to fulfillment 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 department. The department 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.

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 if the students are informed of the date for the test.

Direct Exam: An assessment option allowing students to complete a course through a single comprehensive final exam, bypassing regular class attendance. Typically offered to students attempting a course for the third time after previous failures, a **DE** evaluates a student's knowledge of the course material in one examination. Eligibility often requires junior or senior status, prior failures unrelated to attendance issues, and a modified fee arrangement.

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 a 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: Students who have completed **0–29%** of the total required credit hours.

Sophomore: Students who have completed **30–59%** of the total required credit hours.

Junior: Students who have completed **60–89%** of the total required credit hours.

Senior: Students who have completed **90–100%** of the total required credit hours.

Full-Time Student: An undergraduate student is considered full-time if enrolled in a minimum of 15 credit hours per semester (up to a maximum of 18, or 21 with departmental approval). For students in medical departments, the minimum requirement is 18 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 completed. 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.

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 Center 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 who 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.

Part Time Student: An undergraduate student is considered part-time if enrolled in fewer than 15 credit hours per semester for non-medical departments or fewer than 18 credit hours per semester for medical departments.

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.

Prerequisite: 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, is a prerequisite to Calculus II).

Pre Final Grade: It is an accumulated grade from any assessment tools prior to 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** or **14** 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.

Test: Longer than a 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 if the students are informed of 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.

PART TWO

2.1. 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.

2.2. University Overview

2.2.1. Historical Preamble

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 admitted its inaugural class in the fall of 2012.

2.2.2. Vision

KUST 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.

2.2.3. Mission

The mission of KUST 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.

2.2.4. 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.

2.2.5. University Educational Outcomes

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

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

2.2.6. Values and Moral Standards

The moral norm which guides conduct and performance and directs all policy at 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.

KUST recognizes 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.

2.2.7. 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, enrollment, scholarships, loan programs, athletics, employment, and access to services, participation in, and treatment in all university centers, programs, and activities.

PART THREE

3.1 Enrollment

3.1.1. 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 department.

The admission process as follows:

- A. The applicant fills the admission form and submits it to the Admission Office. The application fee is determined by the MHESR instructions.
- 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 the 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.

3.1.1.1. 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 students 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 students must obtain at least (70).

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 (5)
- TOEFL paper (450)
- TOEFL IBT (45)
- PTE (40)

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 department, and all student documents will be kept in it till graduation.

3.1.2 Registration

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 filling 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. Fifteen semester credit hours are considered the minimum full-time load for non-medical departments and eighteen credit hours for medical departments. Students with a GPA of 3.0 or higher may request extra course load with the consent of an academic advisor.

3.1.2.1. Procedure

3.1.2.1.1. Preregistration

Prior to the commencement of each semester, the OSAR initiates a preregistration period through the **MyKomar** system. This period allows students to indicate their intended courses for the forthcoming semester, subject to the KUST's established maximum course load policies. Participation in pre registration is mandatory; students who do not engage in this process will be ineligible for formal course enrollment in the upcoming semester.

3.1.2.1.2. Registration

Course registration usually starts a couple of weeks before the semester starts in which students are grouped based on their admission year. Each group is given a day within the registration period to register for their courses in a chronological order. A time period is allowed for online course registration in which the students can register for the courses they are eligible for provided all the registration rules are met. Due to the limited number of seats available, the registration is on a first come, first served basis. Thus, the students are responsible for registering for the courses within their allocated time period.

Corequisite Policy:

- Corequisites are not permitted under standard conditions. Exceptions are allowed only in the following cases:
 - The student has previously failed the prerequisite course twice, allowing concurrent enrollment in both prerequisite and subsequent course in the same semester, provided that the maximum credit hour (CH) limit is observed. The student has failed the prerequisite once and has not yet reached the standard CH requirement for the semester. Corequisites are only permitted if alternative course combinations cannot meet the CH requirement (e.g., reaching 15 CH through alternative courses).
 - The student is in their final semester, with a total CH not exceeding 24.

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

3.1.2.3. Sample of the flowchart



3.1.2.4. 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.

3.1.2.5. 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.

3.1.2.6. 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.

3.1.2.7. Priority of Registration

Priority is given to students who are close to graduation.

Note:

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.

PART FOUR

4.1. 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 various scholarships and payment options.

4.1.1. 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 resources in order to operate a modern facility, hiring high professional staff and faculty, providing high quality of educational equipment and supplies.

4.1.2. Payment Procedures

1) New admission Payment:

Upon approval of the application by the Ministry of Higher Education and Scientific Research (MHESR), new students are required to pay 25% of the total tuition fee within three days of the MHESR announcement to secure their place. This payment is non-refundable after a period of seven days from the date of payment.

2) Current Student Payments (Per Semester):

- a) The Accounting Office will formally announce and distribute the payment schedule to students in advance of each payment due date.
- b) Students are required to complete the first payment prior to the designated registration period.
- c) Second Payment: The second payment is due by the midterm period.
- d) All outstanding balances must be cleared at least two weeks prior to the commencement of final examinations. Failure to settle all dues by this deadline will result in a financial hold on the student's account, thereby restricting access to final exam results and preventing registration for new courses. Exceptions will not be granted under any circumstances.
- e) Online Payment Option: Current students have the option to make payments through **MyKomar**. Any transaction fees associated with online payments will be the responsibility of the student.

4.1.3. 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).

4.1.3.1. President's List

This scholarship is provided to students who are full-time 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 a 50% reduction of tuition. Further requirements are detailed in section (5.9.1).

4.1.3.2. Dean's List

This scholarship is provided to students who are full-time 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 a 25% reduction of tuition fees. Further requirements are detailed in section (5.9.2).

4.1.4. Add/ Drop/ Withdrawal

4.1.4.1. Drop:

A "Drop" refers to a student's decision to reduce their course load for a given semester after registering and paying tuition in full, provided this change occurs within the designated registration period. Tuition fees for dropped courses are fully refundable.

4.1.4.2. Withdrawal:

A "Withdrawal" refers to a student's decision to reduce their course load for a specific semester after the registration period has ended. Tuition fees for withdrawn courses are non-refundable.

4.1.5. Direct Exam (DE) Policy

A Direct Exam (DE) option is available for students who are repeating a course for the third time due to previous unsuccessful attempts. This option allows students to complete the course through a single final exam without attending regular classes, with the exam scored out of 100. Eligible students must pay 25% of the total course fee for this third attempt.

Eligibility Requirements:

- The student must be classified as a junior or senior.
- The student must have previously failed the course on two separate occasions.
- The previous failures must not be attributed to attendance issues.
- The requested course must have been offered in the semester.

PART FIVE

5.1. Academic Policies

5.1.1. Grading System

5.1.1.1. 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

5.1.1.2. Passing Grades at KUST

University Required Courses: a **“C-”** grade is passing grade

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

Graduation Required GPA: Cumulative **“C”** grade.

5.1.1.3. Other Letter Grades used at KUST

- **“I”**: A grade is used to indicate that the 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 the course name in the transcript indicates that the course is repeated. The number of **“*”** indicated the number of times a course is repeated.

5.1.2. 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.

5.1.2.1. Transfer Credit Hours

KUST accepts student transfers from both local and international universities in accordance with the Ministry of Higher Education and Scientific Research (MHESR) guidelines.

International Transfer:

Students transferring from international universities must provide an officially translated English transcript, certified by the Ministry of Foreign Affairs of the respective country and the Iraqi Embassy. The student must have completed at least one academic year at their current institution, which must also be recognized by Iraq. Additionally, the student's high school grades must meet the minimum requirements specified by MHESR.

National Transfer:

Students transferring from national universities require approval from his current university. Additionally, the student's high school grades must meet the minimum requirements specified by MHESR.

5.1.3. 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 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 middle of the semester (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 middle of the semester for regular semesters and 5 working days for summer semesters).

5.2. 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 make up for 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.

5.2.1. 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 miss a class, 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 the student as a failure in the course.

Students whose absence rate exceeds **10%** of the total course hours but provide an official excuse to OSAR 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 marked as a failure in the course by the system even if they have an official excuse.

5.2.2. 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 cases, students are free to attend the class or not.

5.2.3. Excuse

Faculty members may grant each student one excused absence per course per semester that does not impact the student's overall attendance rate.

5.3. Incomplete Grade (I)

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

- Students have earned passing grades 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.
- Students must request "I" by filling a form, signed by the course chairperson and OSAR. In the form, the pre-final grade must be stated and the kind of final assignment is identified.
- Students have up to eight weeks from starting a new semester to fulfill 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.
- Students have the right to have "I" in all courses starting from the date where a hard condition occurs.
- Students can't register in a course if the prerequisite course has a grade "I".

5.4. Second Chance Exam

Based on MHESR 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 have the right for the second chance to take the final exam. Therefore, the following regulations apply on the student:

5.4.1. 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 retake 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. If the student doesn't get a new grade, then the “f” grade will become the final grade.
- Students can't register in a course if the prerequisite course has a grade “f”.

5.4.2. Medical Report Procedure

KUST adheres to MHESR policies for accepting medical reports, particularly during exams. To streamline this, KUST has developed a Health Permission Service (HPS) mobile app, integrated with **MyKomar**. Once approved by the healthcare provider, sick leave permissions are automatically sent to teachers through **MyKomar**. Healthcare providers have full authority to approve or reject sick leave requests.

5.4.3. No Official Permission

When a student has no official permission, he/she has the right to retake 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.
- Students 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 the “f” grade will become the final grade.
- Students can't register in a course if the pre-requisite course has a grade “f”.

5.4.4. Failing the course

Students have the right to take the second chance provided that the points mentioned in sections [\(5.4.2\)](#) and [\(5.4.3\)](#) are observed.

5.4.5. 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 is released to contact OSAR to submit a completed grades appeal form. The Exam Committee reviews and informs 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 of the 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.

5.5. Repeated Courses

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

Degree credit for a repeated course will be given only once, but the grade assigned at each enrollment 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. Academic Honor

The statement on values and moral Standards at KUST says: "The moral norm which guides conduct and informs policy at KUST is responsible freedom." Freedom is an important experience that the university, one of the freest of institutions, provides for its entire community members (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.

5.7. Academic Honor Pledge

None-Medical:

I Pledge to apply all my knowledge and skills gained at KUST for the benefit of humanity and nature! I pledge my loyalty and commitment To the philosophy and objectives of the university no matter where destiny may take me.

Medical (Dentistry & Pharmacy, Nursing):

I pledge to act with competence and compassion, prioritizing my patients' well-being. I will involve them in important decisions, maintain confidentiality, and treat all individuals with respect, regardless of their background. With unwavering integrity, I'll continually improve my skills and serve humanity through my profession.

5.8. 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 is made. Students should contact the Director of the Office of Students Affairs for further information regarding their rights.

5.9. University Awards

5.9.1. 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, the following criterion must meet:

- Be a full time student in the counted semester.
- The minimum of credit hours should be **60%** credit hours in gradable courses in the semester
- The average **GPA** of total credit hours should be no less than **3.3**.
- Earned **GPA** in two consecutive semesters should be (**3.7**) and above
- Earned average **GPA** in **25%** of total required departmental courses should be no less than (**3.7**).
- Eligible for a **50%** 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
- The student would not be eligible for any other discount offered by the university

5.9.2. 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, the following criterion must meet:

- Be a full time student in counted semesters.
- 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**.
- Earned **GPA** in the last semester should be **3.5** and above
- Earned average **GPA** in **20%** of total required departmental courses should be no less than (**3.7**).
- Eligible for 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

5.10. 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 acknowledgment 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 acknowledgment of the source.
- B. Cheating:** Improper application of any information or material that is used 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 Misinterpretation:** 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.

5.11. Reporting Violations

All violations of the Academic Honor Policy should be reported to the Disciplinary Committee through either the student's department or the faculty department. Students and faculty members are encouraged to report any incidents of academic dishonesty promptly.

Investigation Process

The Disciplinary Committee is responsible for investigating all reported violations in accordance with guidelines set by the MHESR. Throughout this process, the committee ensures an impartial and thorough investigation, allowing both the student and faculty to present relevant information. Upon completing the investigation, the committee forwards its findings and recommended outcomes to the University President for approval.

Possible Outcomes

After reviewing the evidence, the committee may reach one of the following outcomes:

Dismissal of Charge: If evidence does not substantiate the violation, the committee will dismiss the case, and all related documents will be destroyed.

Finding of Responsibility: If the student is found responsible, the committee may recommend appropriate academic and/or disciplinary sanctions as outlined in MHESR policies.

Sanctions

Sanctions may vary based on the severity and frequency of the violation. For minor, first-time offenses, the following academic sanctions are available:

- **Additional academic work**

Reduced grade for the assignment or course.
A grade of '0' or 'F' for the assignment

For serious or repeat violations, additional disciplinary actions may include:

- **Conduct or Disciplinary Probation**

Suspension or Dismissal from the university.
Expulsion (with no possibility of readmission)

In cases where an egregious violation is discovered after graduation, the committee may recommend the revocation of the degree, pending approval by the President.

5.12. Internship Program

The Internship Program (IP) is a formal assignment conducted by students in 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 chairperson.

Note: For more details please check with your department as well as *The Internship Program Booklet* link on OSAR website.

5.13. 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 the graduation 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 or two partners to work with on the Graduation Project. The approval of the academic advisor is required for naming the group members.

Note: For more details please check with your department as well as *The Graduation Project* link on OSAR website.

5.13.1. Academic Adviser

Academic advising is integral to the education mission of KUST. 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.

PART SIX

6.1. Student Rights, Discipline, and Responsibilities

6.1.1. 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.
- Registered student organizations or individual students may hold meetings inside University buildings, provided prior approval is granted by OSAR.
- 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 OSAR.
- 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 Affair.
- Students have the right to celebrate their religious holy days, without missing a class.

6.1.2. Student Discipline

The disciplinary function at KUST 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 time frame to a panel composed of a university administrator, faculty member, and student peer.

6.1.3. Student Code of Conduct

The Student Conduct Code applies the principles found in the Statement on Values and Moral Standards at KUST 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 KUST 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 KUST is found in the current KUST Student Handbook, which is incorporated herein by reference.

6.1.3.1. 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 OSAR.

Charged Student: The term ‘charged student’ means any student who has been 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 OSAR 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.

Student: The term ‘student’ means any person who is admitted to and enrolled in any credit bearing course or program in KUST. 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.

University: The term ‘University’ and ‘University properties’ means KUST, 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.

6.1.3.2. Scope

KUST 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.

6.1.3.3. Authority

Authority for student discipline ultimately rests with the President, who delegates this authority either to the Vice Presidents, or director, 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 Director of Student Affairs (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 the Vice President of Academic Affairs.

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).

6.1.3.4. 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 areas such as laboratories.

➤ **Property Damage**

- 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.

➤ Smoking inside University buildings or vehicles**➤ Gambling**

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

➤ 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.

6.1.4. 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).

6.1.4.1. Procedures

OSAR 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.

6.1.4.1.1. Charges

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

- Filing a police report with KUST's security personnel or requesting that a report from another law enforcement agency be sent to the KUST security personnel.
- Providing a signed statement to OSAR or University Housing. All information will then be reviewed by an appropriate staff member in the OSAR 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.

6.1.4.1.2. 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 OSAR 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 OSAR will be used for all disciplinary notices sent to the student.

6.1.4.1.3. 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 OSAR 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 OSAR 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 OSAR (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 OSAR five class days prior to the hearing date. At the discretion of the director of OSAR (or designee), the hearing may be rescheduled or conducted in the charged student's absence.

6.1.4.2. 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.

6.1.4.2.1. 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 OSAR (and designee(s)) may conduct both informal and formal hearings on individual or student organization cases.
 - The vice president of academic affairs or its designated hearing officer may conduct both informal and formal hearings on individual or student organization cases.
 - University Housing hearing officers (Director, Assistant Directors and designers) may conduct both informal and formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.

6.1.4.2.2. 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 chairperson, and finally to the vice president of academic affairs 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 vice president of academic affairs for either resolution or referral to the OSAR. OSAR has the authority to direct, through the President (or designee), that corrective action be taken when justified.

6.1.4.2.3. 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. 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.

6.1.4.2.4. University Holidays

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

PART SEVEN

7.1. Examination Policy

At KUST, the examination policy is designed to ensure fairness, transparency, and academic integrity in the evaluation process. The policy outlines the procedures and regulations governing the conduct of examinations, including the responsibilities of both students and faculty members. It aims to create a structured environment that promotes academic excellence and upholds the university's standards of assessment. This policy covers all aspects of examinations, from preparation and scheduling to grading and appeals, providing a framework for consistent and equitable academic evaluation. The objective is to maintain high educational standards while fostering a culture of honesty and responsibility among students.

Note: For more details please check with your department as well as *The Examination booklet link on OSAR website.*

PART EIGHT

8.1. 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.

8.1.1. 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 25000 Iraqi Dinars. If a card is malfunctioning because of normal wear and tear, the cost of renewing it will be charged only. The replacement fee must be paid by cash 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 enrollment and must be returned to the University.

8.1.2. 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 are 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.

8.1.3. 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.

8.1.4. Fire Safety

8.1.4.1. 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 overstressed.

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.

8.1.4.2. 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.

8.1.4.3. 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.

8.1.5. 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 have 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;

8.1.6. Laboratory and Clinic Guidelines and Instructions for Students

The laboratory experience is a cornerstone of scientific education, bridging theoretical knowledge with practical application. To maintain a safe, productive, and professional learning environment, students must adhere strictly to the following guidelines and procedures. These standards are designed to ensure safety, preserve equipment, and uphold academic integrity across all laboratories, including Chemistry, Biology, Engineering, Physics, and Dental Labs.

8.1.6.1. General Laboratory Conduct

Each student must show respect for peers, faculty, lab assistants, and laboratory property. Maintain a professional demeanor and treat equipment, materials, and facilities with care. Familiarize yourself with lab objectives and procedures before each session. Preparation includes reading the assigned experiment protocols and understanding the purpose and safety considerations.

Please read the following instructions that need to be fully understood before starting any lab related activity;

8.1.6.1.1. Points to be applied in the labs

- The Lab Coat must be worn before entering the lab.
- Always put your gloves on while working in the lab.
- Wear goggles and/or a mask in the lab whenever required.
- Long hair must be tied back in a knot and/or covered with hairnet.
- Flat closed toe shoes must be worn.
- Watch out for the hazard signs, always work and handle chemicals carefully.
- Use only labeled chemicals.
- Do not mix the droppers and tools used for a chemical with another.
- Prepare a label for your solution beforehand.
- Always prepare chemicals in the Fume hood cupboard.
- Close the lid of chemical bottles tight, always return them to their specified place after use.
- After finishing work in the micro lab, all the microbial cultures must be completely autoclaved.
- Electrical switches must be turned off immediately and the plugs should be pulled out after use.
- You must turn off all water taps and gas taps.
- If you feel a potential hazard or a risk ahead, immediately inform the lab supervisor.
- In the event of chemical spillage or glass breakage, you must inform the lab supervisor.
- Dispose biohazard wastes in the yellow trashcan only
- Dispose sharp items and needles in the yellow cardboard container on the benches
- If you are in doubt, refer to the MSDS of the chemicals available in the lab or online.
- In case of critical chemical spill, turn off all the heat and gas sources then evacuate the lab.
- Dispose chemicals in their specified waste bottles or ask the lab assistant/instructor for help.
- If chemicals spill over your skin, use the Safety Shower/eyewash station immediately.
- Familiarize with all the fire exits in the lab and throughout the University buildings.
- Dispose broken glasses in the specified broken glass container provided.
- You must clean up devices, glassware and your work place before leaving the lab.
- Lab coats and gloves must be taken off just before leaving the lab.
- Wash your hands before leaving the lab.
- If you are not sure about something, consult with the lab staff.
- Chemical Wastes must be handled and disposed of as instructed by the lab assistant.
- Lab coats must be taken off before exiting the lab

- No chemical waste can be disposed of in the sink unless instructed to do so.
- Be familiar with the location and use of emergency equipment (e.g., fire extinguishers, eyewash stations, safety showers).
- In case of an emergency, notify the lab instructor immediately, follow instructions, and evacuate if necessary.
- These instructions are given to protect your life and your colleagues too, please adhere to them.

8.1.6.1.2. Points to be applied in the clinics

- Scrub must be worn before entering the clinics
- Always put your gloves on while working in the lab and clinic.
- Wear goggles and/or masks in labs and clinics whenever required.
- Long hair must be tied back in a knot and/or covered with hairnet in the lab.
- Head caps must be worn in clinics to maintain cleanliness and prevent contamination.
- Flat closed toe shoes must be worn.
- Proper handling and respect for laboratory and clinical equipment is mandatory. Ensuring that tools and materials are handled with care preserves their effectiveness and longevity.
- Avoid wasting materials and tools. Efficient resource usage is critical for both cost-effectiveness and sustainability.
- Disinfect and sterilize your instruments and work area thoroughly after each session to maintain hygiene and infection control.
- Make sure to properly clean and store all equipment after use.
- Electrical switches must be turned off immediately and the plugs should be pulled out after use.
- Always turn off your dental chair and associated equipment after your work.
- You must turn off all water taps and gas taps.
- Punctuality is mandatory for both clinics and labs. Arriving on time demonstrates professionalism and ensures you don't miss important instructions or practice.
- If you feel a potential hazard or a risk ahead, immediately inform the lab supervisor.
- Dispose biohazard wastes in the yellow trashcan only
- Dispose sharp items and needles in the yellow cardboard container on the benches
- In case of critical chemical spill, turn off all the heat and gas sources then evacuate the lab.
- Familiarize with all the fire exits in the lab and throughout the University buildings.
- Lab coats and gloves must be taken off just before leaving the lab.
- Wash your hands before leaving the lab.
- If you are not sure about something, consult with the lab staff.
- Lab coats must be taken off before exiting the lab
- No chemical and gypsum product (plaster and dental stone) waste can be disposed of in the sink.
- Be familiar with the location and use of emergency equipment (e.g., fire extinguishers, eyewash stations, safety showers).
- In case of an emergency, notify the lab instructor immediately, follow instructions, and evacuate if necessary.
- These instructions are given to protect your life and your colleagues too, please adhere to them.

8.1.6.1.3. Points that are not allowed in the labs and Clinics

- Eating, Drinking, smoking, and chewing gum are not allowed in the lab.
- Short trousers and skirts are not allowed, your outfit must properly cover your legs.
- Using mobile phones are strictly prohibited; you must switch it off or put it on flight mode
- Wearing jewelry and loose clothing are strictly prohibited.
- Wearing crop tops is not allowed.
- Never sniff chemicals for the purpose of identification.
- Never mix chemicals without authorization from the lab supervisor.
- You are not allowed to ask cleaners to wash glassware and/or Microbial plates.
- Electric devices must not get wet, so must be kept away from water sinks and basins.
- Never sit on the lab benches.
- You are not permitted to work in the lab alone, especially after formal working hours.
- Never pipette by mouth.
- Never use unsterile instruments for patients in the clinics.
- Never leave any unlabeled chemical solution.
- Wearing a Lab Coat in the campus or outside of lab rooms is not allowed.

8.1.6.2. Laboratory Safety Obedience and Activity Grade

The Lab assistants are authorized to control 5 marks from the total lab marks. Distribution and deducting of the marks must be done according to the following policy:

- ❖ There are on average 11 experiments in each lab course. Each Lab session the student has (0.45) mark.
- ❖ In case the no of practical sessions changed the 5 mark has to be divided by the no of sessions in the semester.
- ❖ The 0.45 for each session is distributed as follows; Lab activity: 0.20 mark, Safety Implementation: 0.25 mark
- ❖ No mark will be deducted in the first time the student doesn't attend the lab session (excused/absence).
- ❖ After the first absence 0.25 mark will be deducted on each session where the student is not attending the lab (excused/absence)
- ❖ In case of misbehavior and using inappropriate manner with the lab assistants (1 mark) will be deducted from the total 5 even if the student has implemented all the instructions.
- ❖ Students can be rewarded with 0.20 mark if the lab assistant believes the student is initiative, active and obeys all the instructions.
- ❖ The student does not have the right to ask for extra marks when they are deducted based on the above-mentioned points.
- ❖ In the beginning of the semester, a sheet will be shared by the lab assistant with the course instructor and the students where all the records are kept and updated on weekly bases.
- ❖ Safety Instructions are all the points mentioned in the GLP and also the ones requested based on the lab requirements. (Sections [8.1.6.1.1.](#) and [8.1.6.1.2.](#)) in this booklet.

Lab Activity term includes;

- Being involved in the experiment during the lab session
- Working as instructed and following the procedure
- Leaving the bench and used lab items clean and tidy after use
- Keeping a respectful and good manner in the lab

8.1.6.3. Student's Locker Policy

- ❖ All locker usage is by permission only and occupancy is monitored on a regular basis. Lab Unit reserves the right to control locker usage through enforcement of locker procedures and policy, prohibit access to any person, restrict usage to any locker for emergencies or other purposes and/or redirect locker assignment as required. Locker procedures and regulations apply to all student occupants. The submission of a locker request constitutes an agreement, on the part of the student, to abide by the locker procedures and policies as enforced by the Lab Unit.
- ❖ Lockers are intended primarily as a convenience for the user for the temporary storage of textbooks, Lab Coat and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student. Locker access is available only during the normal working hours. Special arrangements cannot be made to access lockers at times the building is closed. Therefore, users must make special effort to remove all items such as books and class notes that may be needed overnight when access to the building is restricted.
- ❖ Each student is eligible to apply for one locker space. Each locker can be given to one student or a group of students (no more than 3) based on availability and locker capacity.
- ❖ Lockers are NOT available for students who don't have lab classes. All locker assignments are made by the Lab Unit. Each student must agree to and accept the locker procedures and policies and are bound by such.
- ❖ If violation is made within a group and the one who has violated is not specified then the violation and termination decision will apply on all the group members.
- ❖ Locker spaces are NOT provided over the summer. Routine maintenance and repair will be conducted on lockers, as necessary, during the summer months.
- ❖ KUST Lab Unit have the right to cancel any locker assignment and remove the lock and contents when a student leaves KUST by termination or graduation, the conclusion of the locker assignment period, for a false declaration on the locker agreement, for continuous abuse of locker privileges, for failure to adhere to procedures and policies, or at any time for a cause that is determined by KUST. Any violation of the locker policies by students may result in the termination of the use of lockers.
- ❖ Locker's assignments are made based on the semester for a period of time beginning with the first day of classes in the semester. At the conclusion of the locker assignment period all materials must be cleared from the lockers. Assigned locks should be left on the assigned locker. The Lab Unit will assess the condition of all lockers at the conclusion of the assignment period. A 5000 IQD will be taken from the student upon receiving the locker and this money will not be returned to the student in case the following occurred:
 - Student fails to remove the contents of the locker by the end of the semester.
 - Breaking or removing the lock provided by the Lab Unit.
 - Student damages or defaces the locker in any way
- ❖ All written communication regarding lockers will be sent to the student's KUST email address. Written communications can include, but are not limited to, reminders about vacating lockers and notifications.
- ❖ Regarding necessary maintenance work impacting lockers. Neglecting to read such emails will NOT be exceptions to policies, dates, and notices.
- ❖ Lockers are not transferable. All users agree to only occupy the locker assigned. The Lab unit will NOT accept changing the lockers. Any student who wishes to change the location of their locker must apply with good reason.

- ❖ Students must take full responsibility for the items stored in lockers. Students are advised not to store money, checks, credit, debit cards, watches, jewelry, beauty products, prescription eyeglasses, contact lenses, hearing aids, other personal aid, prosthetic devices and equipment, prescription medications, laptop computers, personal digital assistants and other electronic equipment, driver's licenses, passports and other means of personal identification, as well as other valuable and irreplaceable property.
- ❖ Storage of any items that are of illegal nature, or would cause or be likely to cause a health hazard, security risk, physical danger or a nuisance to the environment or other members of KUST community is strictly prohibited, like: all illegal substances including all drugs and prescription medications for which the locker holder does not have a valid prescription; firearms, knives, ammunition and all other weapons plus flammable items.

Student Locker Receiving Form

I/ we understand and agree to follow all the Locker Policy points. I/we understand that I/we must obey these rules. I/we will cooperate completely with the Lab Unit. I/we will also closely follow the oral and written instructions provided by the Lab Unit. I am/we are aware that any violation of this contract or misbehavior on my/our part will result in taking action that's seen appropriate by the Lab Unit.

Full Name(s):

Code(s):

Department:

Email(s):

Mobile No.:

Locker No.:

Date:

Student(s) Signature:

Lab Coordinator's Name and Signature:

Lab Supervisor's Name and Signature:

8.1.6.4. Lab Items Damage Policy

In case of damaging a lab item, the below policy will be implemented:

- **Glassware Damage:**

- For the first damage; if the item costs less than 20,000 IQD the person responsible for the damage will be exempted. The student's name and code will be recorded for the damage.
- If the cost of the items is more than 20,000 IQD the person(s) responsible for the damage will be asked to
- Replace the item within a week
- If the item cannot be found in the local market the cost has to be paid in cash within a week to the accounting office.
- If the damage is made by more than one person, the cost will be divided on them.
- In case of neglecting this policy, the cost will be doubled and added to the student(s) account dept individually.
- The same rule in this policy will be implemented if the damage cost is less than 20,000 IQD but the person(s) responsible for the damage has been recorded for other damages.

- **Device /Tool /Instrument:**

If a device/tool/instrument (electronic/manual) is damaged, the person(s) responsible for the damage will be asked to

- Replace the item within a week
- If the item cannot be found in the local market the cost has to be paid in cash within a week to the accounting office.
- If the damage is made by more than one person, the cost will be divided on them.
- In case of neglecting this policy, the cost will be doubled and added to the student's account dept individually.
- If the damage is made by an external party/person, the cost will be deducted from that party's fee but if they don't have a balance in the university, they will be asked to replace it immediately otherwise the person who have given university entrance access to that party/person will have to cover the fees.

- **Furniture:**

If the damaged item is counted as a furniture (bench, stool, white board, chair, ...etc.) an estimation of its cost will be made by the university and the person(s) responsible for the damage will be asked to

- Replace the item within a week
- If the item cannot be found in the local market the cost has to be paid in cash within a week to the accounting office.
- If the damage is made by more than one person, the cost will be divided on them.
- In case of neglecting this policy, the cost will be doubled and added to the student(s) account dept individually.

- **External Party/ Company/ Person:**

For all above mentioned points, if the damage is made by an external party/company/person, the cost will be deducted from that external party/company/person's fee but if they don't have a balance or an account in the university with money in it, they will be asked to replace it immediately otherwise the member in the university who have given the university entrance access to that party/company/person will have to cover the fees

- **Unknown responsible(s) for the damage:**

If the person(s) responsible for the damage could not be known and they did not come through within a week, the whole section of students within that lab course (at the time of the damage) will be accounted as responsible and the damage cost will be divided on them then added to their account dept individually. If the cost of the item is less than 10,000 IQD the whole cost will be added to each balance debt.

8.1.6.5. Equipment Use

- ❖ Students are responsible for learning the correct operation of all lab equipment before use. This includes microscopes, analytical balances, spectrophotometers, and other specialized instruments.
- ❖ Handle all instruments with care, following the appropriate procedures for each. Clean and return equipment to its designated place at the end of each lab session.

8.1.6.6. Experimental Procedures

- ❖ Only perform experiments and procedures that have been approved by the instructor. Unauthorized experimentation is prohibited.
- ❖ Keep accurate, detailed, and legible records of all data, observations, and procedures in your laboratory notebook. Data fabrication is a serious violation of academic integrity.
- ❖ Labs have strict time limits. Ensure that you complete your work within the allocated period and leave ample time for clean-up.

8.1.6.7. Engineering Labs

- ❖ Practice caution when handling tools, machinery, and electronic equipment.
- ❖ Electrical safety is paramount; only work with live circuits when instructed and supervised by an instructor.

8.1.6.8. Physics Labs

- ❖ Handle all optics, lasers, and radioactive materials with care, following specific safety protocols.
- ❖ Ensure proper grounding of all equipment to prevent electrical hazards.

8.1.6.9. Academic Integrity

- ❖ Academic honesty is crucial in the laboratory. Any form of cheating, data manipulation, or plagiarism will result in disciplinary action.
- ❖ Collaboration is encouraged in group assignments but ensures all data recorded and reported are accurate and individually analyzed unless otherwise directed.

8.1.6.10. Consequences of Non-Compliance

Failure to comply with these guidelines can result in disciplinary actions, including removal from the laboratory, loss of laboratory privileges, grade penalties, and, in severe cases, suspension from the program. Each student is expected to take full responsibility for their conduct and adhere to the highest standards of safety and professionalism.

PART NINE

9.1. Use of University Facilities

Use of KUST 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 OSAR.

- ❖ 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. OSAR has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by OSAR in accordance with its procedures; OSAR 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 one time activities and events only.
- Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility, where such a 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 Office of Human Resource. 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 KUST students only, approval will be secured from OSAR.
- 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, auditoriums, dining halls, and/or other facilities and services, an Application Form shall first be completed and filed with OSAR.

- 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 OSAR 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 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 to 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 email 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 the 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 receipt 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 students 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 KUST 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, reflect academic honesty, and observe restraint in the consumption of a shared resource. Computers demonstrate 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 KUST 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's 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 Username

Computing systems are protected by a system of electronic authentication and authorization procedures that rely on user passwords (PINs) and usernames (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 students when the limit is approached, and if necessary, messages will be deleted to bring the account under the limit.
- ❖ If an email account is being used in conjunction with a class project, a request for additional, temporary space may be sent via email to the KUST Support Center at ithelpdesk@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. Email 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 email 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 email will be governed within the following guidelines. To avoid these problems, observe the following:

- Refrain from disclosing your access codes/passwords to anyone.
- Send email only from your personal email 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 OSAR 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 OSAR 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 making sure that each student acquires 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 OSAR know about your problem or e-mail us at osar@komar.edu.iq. We will explore options with you, and do our best to ensure that you are treated fairly and justly.

This handbook was reviewed by **Ms. Sazan Ahmed and Mr. Bamo Nadir**, with design and formatting by **Ms. Sanya Rzgar**.