



# ONLINE LEARNING HANDBOOK

## 1 UKH ACADEMIC CALENDAR – SEMESTER II AY19-20

For School of Science and Engineering, School of Business, & School of Social Science

May 2020							June 2020							July 2020							August 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4							1
3-W2	4	5	6	7	8	9	7-W7	8	9	10	11	12	13	5-W11	6	7	8	9	10	11	2	3	4	5	6	7	8
10-W3	11	12	13	14	15	16	14-W8	15	16	17	18	19	20	12-W12	13	14	15	16	17	18	9	10	11	12	13	14	15
17-W4	18	19	20	21	22	23	21-W9	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24-W5	25	26	27	28	29	30	28-W10	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31-W6																					30	31					
	Teaching Weeks							Final Exams							Re-sit Exams							Marking of Exams					
	Exam Boards							UKH Recognised Holidays																			

For School of Medicine

May 2020							June 2020							July 2020							August 2020						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4							1
3-W5	4	5	6	7	8	9	7-W10	8	9	10	11	12	13	5-W14	6	7	8	9	10	11	2	3	4	5	6	7	8
10-W6	11	12	13	14	15	16	14-W11	15	16	17	18	19	20	12-W15	13	14	15	16	17	18	9	10	11	12	13	14	15
17-W7	18	19	20	21	22	23	21-W12	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24-W8	25	26	27	28	29	30	28-W13	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31-W9																					30	31					
	Teaching Weeks							Final Exams/Marking Exams							Resit Exams/Marking Exams							Exams Boards					
Red W#	Teaching Weeks P1S1							Online Teaching							First day of teaching AY20I21							UKH recognised holidays					

### Date

03/ May 2020  
 05-16/ Jul 2020  
 26/ Jul 2020  
 23-27 / Aug 2020  
 05-07/ Sep 2020  
 12/ Nov 2020

### Key Academic Dates

First Day of Online Learning Class – Week 2  
 Final Exam for Semester II  
 Exam Boards – Semester II AY19-20  
 Re-sit Exams  
 Annual Exam Boards  
 Graduation Ceremony



## 2 ACADEMIC POLICIES

### 2.1 MARKING SCHEME

The University shall apply the same marking protocol referenced to a standard classification as follows:

#### UNDERGRADUATE

GRADE	CLASSIFICATION
90 – 100	Excellent
80 – 89	Very Good
70 – 79	Good
60 – 69	Medium
50 – 59	Fair
0 – 49	Fail

Note: For School of Social Sciences, School of Science and Engineering and School of Business

GRADE	CLASSIFICATION
90 – 100	Excellent
80 – 89	Very Good
70 – 79	Acceptable
60 – 69	Fair
0 – 59	Fail

Note: For School of Medicine – MBBS Programme.

The passing mark for the undergraduate level in the School of Science and Engineering, School of Social Sciences and School of Business is at 50%.

The passing mark for MBBS Phase I and Phase II is at 60%. If a student fails a course/module, he/she may re-sit the failed exam at the end of the academic year (assigned days in August).



Computation of cumulative average is as follows:

LEVEL	PERCENTAGE
UGI	10%
UGII	20%
UGIII	30%
UGIV	40%

Note: For School of Social Sciences, School of Science and Engineering (except AES) and School of Business programmes.

LEVEL	PERCENTAGE
UGI	5%
UGII	10%
UGIII	20%
UGIV	25%
UGV	40%

Note: For SSE – BSc in Architectural Engineering and Sustainability

LEVEL	PERCENTAGE
Year 1 (PIS1/PIS2)	5%
Year 2 (PIS3/PIS4)	5%
Year 3 (PIS5/PIS6)	15%
Year 4 (PIIS1/PIIS2)	15%
Year 5 (PIIS3/PIIS4)	20%
Year 6 (PIIS5/PIIS6)	40%

Note: For School of Medicine (SoM) – MBBS Programme.



## POSTGRADUATE

The pass mark for all modules at postgraduate level is 60%, while dissertation pass mark is 70%. The required minimum annual average is 70%. (University Decree 1/1376; 19 October 2017). Kindly refer to PG Guideline document for PG progression policies.

Computation of cumulative average is as follows:

	<b>CREDITS</b>	<b>CLASSIFICATION</b>
Coursework	120	66.67%
Dissertation	60	33.33%

Note: For all programmes.

Note: Online learning at UKH commencing on the 3<sup>rd</sup> of May to serve learning and assessment needs will continue to the date KRG allows resume of classes on campus. Marks during the online learning semester shall be included in the computation of the average as per the percentage stated above.

## 2.2 ACADEMIC APPEAL

An academic appeal is a request by a student for a review of a decision taken by the University on student progression, assessment and awards. This may include the review of an Examination Board's decision or a mitigating circumstances decision. The reasons and eligibility of students to submit an academic appeal, and the grounds for acceptance and rejection of academic appeals are stated in the Student Handbook (page 10-15).

Academic Appeals are only considered if ARO receives the Academic Appeal no later than the given deadline (one to two days after) from the date of the results being published (grade sheet) and communicated to the student. It is the student's responsibility to ensure that the Academic Appeal is submitted to, and received by ARO on time and according



to the requirements indicated in these Academic Regulations. Appeals may be submitted through email ([registry@ukh.edu.krd](mailto:registry@ukh.edu.krd)) or on-campus once the university re-opens.

Any submission, which is outside of these required timetables, will only be considered in the case of exceptional and acceptable circumstances and for exceptional reasons and in circumstances where a submission within the time limit was proved to be impossible. Acceptable written and certified evidence demonstrating this impossibility will be required to be provided with the submission. Any such exceptional submission which is outside of the stipulated timescales and timetables is not required to be accepted by the University and may be rejected without further consideration. In this event, the Academic Appeal will be rejected and considered to be closed.

### 2.3 ATTENDANCE POLICY

The University expects students to attend all learning and teaching sessions associated with the programme on which they are enrolled. In order to satisfy the attendance requirement, weekly attendance should be recorded by the module leaders through either student's joining classes or participation through summative and/or formative assessments, depending on whether the session is interactive (face to face) or active (upload material and follow-up on student participation and contribution in classes).

The following indicate principles of the University's attendance policy:

- i. Students who fail the module are allowed to attend re-sit examinations.
- ii. Students who are unable to attend assessment events or submit assignments on time due to mitigating circumstances must submit a mitigating application form and any supporting evidence within three days of the assessment date. If the application is accepted, the student will be given an alternative date to take the examination/submit the assessment.



## 2.4 PROGRESSION AND ASSESSMENT REGULATIONS

At undergraduate level, the pass mark for all modules in the SSE, SOB and SSS is 50% and SOM is 60%. At the postgraduate level, the pass mark for all modules is 60% while dissertation pass mark is at 70%. Required minimum annual average for PG students is at 70%.

In order to progress to the next academic level/year, students must pass ALL modules at the level/year being studied. Please note the following:

- i. Trailing of modules at UKH is permitted upon discretion of the Examination Boards. If granted, students are allowed a maximum of two (2) trailing modules per academic year. The school reserves its rights to deny granting of trailing modules especially for pre-requisite modules and/or if it will pose disadvantage to the student academically.
- ii. If the minimum achievement level to pass the module has not been met after the second attempt (re-sit), the student will be required to re-take the failed module at the next opportunity, usually the next academic year.
- iii. A maximum of 50% of the modules in an academic year may be re-assessed by re-sit examination. 50% of the modules are counted without considering non-credit bearing modules.
- iv. A student re-taking a module is entitled to sit the assessments at both the first and second attempts (in other words, the maximum number of attempts at any module assessment is four attempts). If a student fails any module at the fourth attempt, his/her studies at the UKH will be terminated.
- v. Any student has a maximum of two re-take chances throughout any four-year degree programme. Students must have a maximum of four attempts (if qualified) in any one module before being terminated. No second re-take in the same module is allowed.



- vi. UG students have a maximum of six (6) years to complete their degree (School of Science and Engineering, School of Social Science and Kurdistan Business School programmes only) and eight (8) years to complete the MBBS degree. PG students have a maximum of three (3) years to complete their degree.
- vii. Students are allowed to postpone or defer their studies for a maximum of one academic year. PG students shall forfeit the extension year if postponement of one year is used within their studies.
- viii. Other policies on progression and assessment regulations are stated in the Student Handbook. All regulations apply equally to all students.

Note: Notwithstanding the above regulations, if the Examination Board sees that it would be in the best interests of the student to discontinue his/her studies at UKH, it may terminate the student's studies at the end of the Academic Year.

## 2.5 RE-SIT EXAMINATION

Students who received a failed final grade, irrespective of attendance, are eligible to take the re-sit exams. Final grade after re-sit shall be capped for UG modules only. The percentage for re-sit is equal to the midterm and final exam or any equivalent assessment in replacement of the midterm and final exam. All other marks already awarded for coursework shall not be altered.

## 2.6 WITHDRAWAL FROM THE UNIVERSITY

Students are allowed to request for withdrawal from the programme until the sixth week of the current semester. Students must visit the Registry to complete the process of withdrawal. Note that students are only eligible for any refund of paid tuition fees if the approved withdrawal was submitted during the first two weeks of the semester (deadline



for submission of request for Semester II AY19-20 is the 7<sup>th</sup> May 2020). Otherwise, no refund can be given to the student. A student who withdraws from the university can only re-apply as a new student in the following academic year.

## 2.7 POSTPONEMENT / DEFERRAL OF STUDIES

Students who foresee to have difficulties in completing the semester through online learning may defer or postpone their studies to the following academic year. Students are allowed to defer or postpone their studies for a maximum of one academic year. Note that postponement for UG students are treated as one academic year as they will not be able to progress to the next level leaving them to continue their studies in Semester II of AY20-21.

Request for postponement must be submitted on or before the sixth week of the semester. For Semester II AY19-20, students who submit a deferral request form during the first three weeks of the semester are eligible for any refund or deferral of fees for the next academic year. However, students who submit a deferral request form from the third to the sixth week of the semester are already liable for the full fees of the semester, and thus no refund or deferral of fees will be processed. Deadline for submission of deferral request is 14<sup>th</sup> May 2020.

Without formal postponement or deferral, students are liable for the fees of the semester or the academic year. Additionally, modules for the year will be reflected in the transcript as failing modules for students who did not postpone or defer.





## 2.8 MITIGATING CIRCUMSTANCES

Mitigating Circumstances (MC) are circumstances beyond a student's control which have affected their performance in assessments (whether an examination, essay, practical or other form of assessment) or have led to prolonged periods of absence. Other than the ones stated below, all other reasons for absence are not qualified for a mitigating circumstance request. Reasons for submission of mitigating circumstance request are as follows:

- illness affecting the student
- bereavement
- serious illness affecting a close family member
- unforeseeable or unpreventable events

The limitation on the acceptance of MCs to a maximum of 10% of the total attendance percentage for Semester II is lifted and any MC request approved shall be granted to the student.

## 2.9 PLACEMENT / INTERNSHIP

Students who are continuing their placement or internship (through work from home or working online) with the companies they have submitted to the department may complete by submitting the requirements of the module.

For students who are not able to continue with the submitted companies, they may complete the module through the submission of a capstone project using information online on any organization, local or international or may do a final/written exam as per the module leader's discretion, subject to the school's approval.



## 2.10 LIBRARY SUPPORT

### 1. The following University databases are available

- **AAPG Datapages:** The searchable archives of the American Association of Petroleum Geologists (AAPG) with content from over 40 publishers and societies.
- **BBC Monitoring:** BBC Monitoring tracks the globe the latest news reports emerging around the world as a searchable source of news
- **Ebscohost Academic Search Premier:** this has nearly 4700 full-text journals
- **JSTOR:** has over 2,000 academic journals, nearly 20,000 books, and 2 million primary source objects
- **[OnePetro](#):** A unique library of technical documents and journal articles serving the oil and gas exploration and productivity industry.
- **Wiley Online Library:** Covering 1,500 journals and over 15,000 online books, and hundreds of multi-volume reference works, databases, and other resources digitised.
- **Qatar Digital Library:** An archival digital collection of primary sources pertaining to Gulf Coast countries and regions, including Kurdistan.
- **Research4Life -** Providing access to five database including AGORA; ARDI; GOALI; HINARI; and AORE.
- **World Bank Data Catalog:** here you can find world development indicators, financial indicators, African development indicators, World Bank development projects and more.
- **World Bank e-library:** this has more than 4,500 World Bank publications and working papers about development issues.



## 2. Free journals access sites (where all or some materials are freely available)

- <http://www.benthamopen.com/tomej/home>
- <http://www.bmjopen.bmj.com/>
- <https://www.doaj.org/toc/1948-5115>
- <http://www.ekurd.net/mismas/university/university.htm>
- <https://www.elsevier.com/about/open-science/open-access/open-access-journals>
- <https://www.elsevier.com/journals/subjects/engineering-and-technology/civil-and-structural-engineering>
- <http://www.freemedicaljournals.com/>
- [http://www.intechopen.com/journals/international\\_journal\\_of\\_water\\_sciences](http://www.intechopen.com/journals/international_journal_of_water_sciences)
- <http://www.ipublishing.co.in/jcsindex.html>
- <http://www.link.springer.com/>
- <http://www.oajse.com/>
- [http://www.oajse.com/subjects/mechanical\\_engineering.html](http://www.oajse.com/subjects/mechanical_engineering.html)
- <http://www.omicsonline.org/water-management-open-access-journals.php>
- <http://www.open.ieee.org/>
- <http://www.opendoar.org/countrylist.php?cContinent=Asia#Iraq>
- <http://www.oxfordjournals.org/en/oxford-open/index.html>
- <https://www.researchgate.net/>
- <http://www.scirp.org/journal/ojce/>
- <http://www.sgo.sagepub.com/>
- <http://www.springeropen.com/journals>
- <http://www.wileyopenaccess.com/view/index.html>

## 3. Search engines to add breadth and specificity to your searches.

- <http://www.academicinfo.net/subject-guides>
- <https://www.base-search.net/>
- <http://eric.ed.gov/>
- [oc.lc/covid19-partner-content](http://oc.lc/covid19-partner-content)



- <https://scholar.google.com/>

#### 4. Free e-book sites

- <https://www.loc.gov/search/?fa=partof:open+access+books>
- <http://www.feedbooks.com/>
- <https://standardebooks.org/>
- <https://www.baen.com/allbooks/category/index/id/2012>
- <https://www.smashwords.com/>
- <https://manybooks.net/>
- <http://gutenberg.net.au/>

### 2.11 IT SUPPORT

The IT department has set up the platform that will be used for Online Learning. Along with Moodle, UKH has acquired the Education Plan with ZOOM and all accounts using UKH email has been migrated. Manuals explaining the use of Zoom is available. All IT staff are on stand-by during the sessions for any assistance needed by students. For any issues, please contact [it\\_admin@ukh.edu.krd](mailto:it_admin@ukh.edu.krd).