

University of  
**KURDISTAN**  
Hewlêr



**STUDENT HANDBOOK**  
**2021-2022**



### **Note**

*This is a “living” document and although the information provided is correct as at the time of publication, the University might make amendments to its rules, regulations, policies and procedures as it sees fit with its continuous academic and business improvement plans. You will be informed of any amendments as they come into force and the Handbook will be updated accordingly. Copies are available in the library and registry.*

**Registrar's Office**

*October 2021*





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## 1 WELCOME FROM PRESIDENT

Dear Students,

You are at the heart of the UKH and central to the wider and long term success of the Kurdistan Region.

Your brain power and imagination are the country's most precious natural resource.

It is a privilege to give you a warm welcome on behalf of all academic and support staff.

We are all on a common journey. You will help ensure that UKH is a significant educational powerhouse as the Kurdistan Region's university, research hub, and development institution. I am determined to put us on the global education map.

We need your active support for this. Whether you have been here for some time or are new, I ask that you attend all your lectures and classes as well as other extra-curricular activities. That way you will get the best out of your time at university.

It is best to set yourself short term and long term goals to keep yourself on track and not fall behind. Your lectures and the Students' Union will be a great help in mapping out your academic year.

You should also know the University will be launching a Student Partnership Agreement very shortly setting out our commitment to the best possible student experience, and the opportunities and standards you can expect from the university, as well as your responsibilities. It is a key means of ensuring the best time for you at university.

And a big welcome is also due to our continuing and new postgraduate students.

I hope your time here will always be remembered as the best time of your lives. It will be tough at times but also interesting and fun.

Your time will also be vital to the Kurdistan Region whose success matters to its many friends around the world, not least in my country – the UK. That allows me to wish you the best of British and Kurdish in your time here.

Bill Rammel  
President UKH

## 2 UKH ACADEMIC CALENDAR 2021-2022 AND KEY DATES

## UKH Academic Calendar 2021-2022

ARO - Version: 006 - Date of Revision: 22 September 2021

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10-W1	11	12	13	14	15	16
17-W2	18	19	20	21	22	23
24-W3	25	26	27	28	29	30
31-W4						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7-W5	8	9	10	11	12	13
14-W6	15	16	17	18	19	20
21-W7	22	23	24	25	26	27
28-W8	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5-W9	6	7	8	9	10	11
12-W10	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2-W11	3	4	5	6	7	8
9-W12	10	11	12	13	14	15
16-W13	17	18	19	20	21	22
23	24	25	26	27	28	29
30-W14	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6-W15	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27-W1	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6-W2	7	8	9	10	11	12
13-W3	14	15	16	17	18	19
20	21	22	23	24	25	26
27-W4	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3-W5	4	5	6	7	8	9
10-W6	11	12	13	14	15	16
17-W7	18	19	20	21	22	23
24-W8	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1-W9	2	3	4	5	6	7
8-W10	9	10	11	12	13	14
15-W11	16	17	18	19	20	21
22-W12	23	24	25	26	27	28
29-W13	30	31				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12-W14	13	14	15	16	17	18
19-W15	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

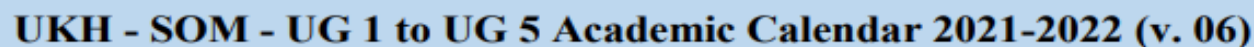
August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Midterm Exams
	Final Exams

	Re-sit Exams
	Exam Boards

	Teaching Weeks
	Marking of Exams

UKH Recognised Holidays
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August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	First day UG6 AY22/23





### **Date**

01/ Sep 2021  
19-21/ Oct 2021  
12/ Oct 2021  
17/Oct 2021  
24/ Oct 2021  
27/ Oct 2021  
21-25/ Nov 2021  
30-31/ Jan – 01-10 / Feb 2022  
24/ Feb 2022  
27/ Feb 2022  
17-21/ Apr 2022  
12-23/ Jun 2022  
07/ Jul 2022  
04-08/ Sep 2022  
21-22/ Sep 2022

### **Key Academic Dates**

Staff Induction Day  
Students' Induction Days  
First Day of Semester I – UGII,UGIII,UGIV,PGII  
First Day of Semester I - PGI  
First Day of Semester I – UGI, FND  
Graduation Day  
Midterm Exam - Semester I  
Final Exam - Semester I  
Exam Boards – Semester I Finals  
First Day of Semester II  
Midterm Exam - Semester II  
Final Exam - Semester II  
Exam Boards - Semester II Finals  
Re-sit Exams – UG and PG  
Annual Exam Boards / Academic Board

### **Date**

10-11/ Oct 2021  
22-23/ Dec 2021  
26-30/ Dec 2021  
01/ Jan 2022  
20-24/ Mar 2022  
01/ May 2022  
02-03/ May 2022  
10-13/ Jul 2022  
24-31/ Jul – 01-18/ Aug 2022

### **UKH Recognised Holiday's**

Special Holiday – KRG Elections  
Special Holiday – Teaching Break  
Winter Break  
New Year's Day  
Nowruz Holiday  
Labour Day  
Eid al-Fitr  
Eid-al-Adha (Tentative)  
Summer Break

**Date**

05/ Sep 2021  
12/ Sep 2021  
19-21/ Oct 2021  
12/ Oct 2021  
27/ Oct 2021  
09-20/ Jan 2022  
26/ Jan 2022  
30/ Jan 2022  
05-16/ Jun 2022  
22/ Jun 2022  
26-30/ Jul 2022  
06/ Jul 2022

**Key Academic Dates - SoM**

Staff Induction Day  
First Day of Semester I (UG2 to UG5)  
Students' Induction Day UKH Campus  
First Day of Semester I (UG1)  
Graduation Day  
Final Exam – Semester I  
Exam Boards – Semester I Finals  
First Day of Semester II  
Final Exam – Semester II  
Exam Boards – Semester II Finals  
Re-sit Exams – Semester I and II  
Annual Exam Boards

### 3 UKH ACADEMIC FRAMEWORK

Undergraduate (UG) programmes at UKH typically consist of 4 or 5 years as shown in Figure 3.1. However, if a student comes into the UG programme through the general foundation programme route, it may take 5 to 6 years to graduate as shown in Figure 3.2.

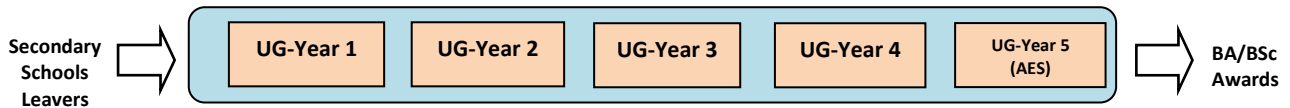


Figure 3.1. Structure of UKH 4-Year UG Programmes

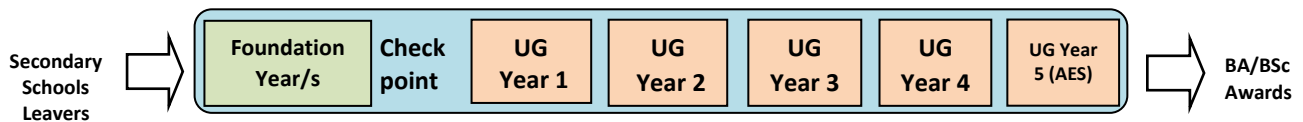


Figure 3.2. Structure of UKH 5/6-Year UG Programmes

Undergraduate programmes at the School of Medicine (SoM) are divided into two phases, Phase I (years 1, 2, 3; pre-clinical sciences: Phase I, Semester 1 to Semester 6) and Phase II (years 4, 5, 6; clinical sciences: Phase II, Semester 1 to Semester 6). The MBBS programme typically consists of 6 years as shown in Figure 3.3. However, if a student comes into the MBBS programme through the English foundation programme route, it may take 7 years to graduate as shown in Figure 3.4.

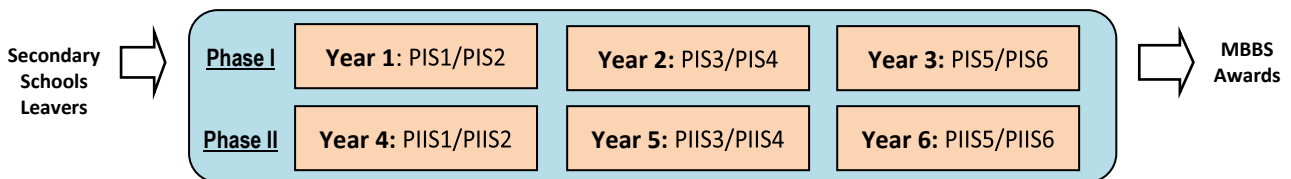


Figure 3.3. Structure of UKH 6-Year MBBS Programme

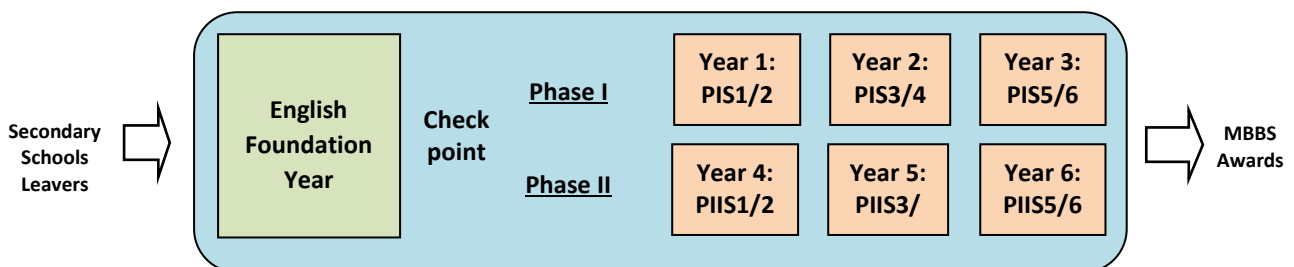


Figure 3.4. Structure of UKH 7-Year MBBS Programmes

Students may be considered for an interview if they achieve a minimum score of 54 for the School of Medicine and 45 for programmes of other Schools in the Pearson Test of English (or the equivalent scores for IELTS and ibt-TOEFL), and pass the UKH School Entrance Test (only for some programmes), and have the required general high school average as well as the minimum grades for required subjects. Depending on the interview, the student may be accepted directly into UG Year 1 of an academic programme.

The minimum English Entrance level to the Foundation Year is 30 in the Pearson Test of English and a successful interview. The Foundation Year concentrates on developing English language (both general and academic), academic study skills and mathematical skills. After successful completion of the General Foundation Year, students may be re-admitted to UKH undergraduate programmes, subject to achieving a minimum English Proficiency score in PTE/IELTS/TOEFL and at least 50% in both of the Foundation Mathematics modules. Students who were admitted to the Foundation programme are not eligible for re-application.

Postgraduate (PG) programmes at UKH typically consist of 2 years, with the provision of 1-year extension for dissertation completion as per approval of the department subject to payment of dissertation extension fee. This is shown in Figure 3.5. However, if a student comes into the PG programme through the general foundation programme route, it may take 3 to 4 years to graduate as shown in Figure 3.6.

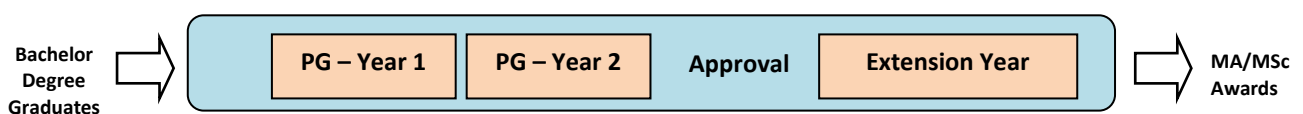


Figure 3.5. Structure of UKH 2/3-Year PG Programmes

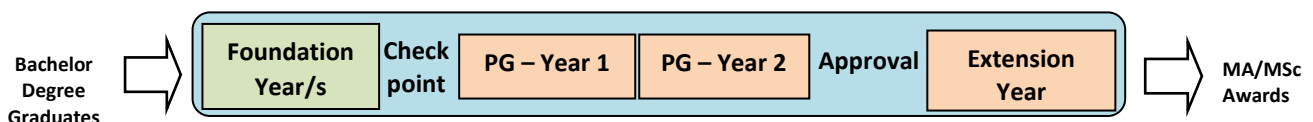


Figure 3.6. Structure of UKH 3/4-Year PG Programmes

## 4 ASSESSMENT, PROGRESSION AND GRADUATION

Assessment and feedback are fundamental parts of the student learning experience. In addition to providing an indication of the final achievement of students on academic programmes, it also provides information that guides both students and academic staff in the ongoing improvement of learning and teaching. To contribute usefully in both of these areas, it is important that assessment:

- i. is fair, in that students are entitled to parity of treatment and comparable assessment demands in modules of equal level and credit.
- ii. is reliable, in that assessment decisions are made consistently throughout the University.
- iii. is valid, in that the assessment relates to the intended learning outcomes of the modules studied.
- iv. is transparent, in that it is clear to students, staff and examiners the criteria and methods by which students' work is being judged. This is particularly important for the purpose of determining the "reasonableness" of any adjustments to the design and conduct of the assessment.
- v. recognises and respects equality and diversity.

### 4.1 EXAMINATIONS' REGULATIONS FOR CANDIDATES

Examination regulations for students are given as follows:

- i. It is the student's responsibility to ensure that he/she notes the date, time and location of all examinations for their modules. These are published by the Academic Registrar's Office and displayed on Notice Boards in the Administration Building and on Academic Department Notice Boards. Timetable is sent by email.
- ii. Candidates will not be allowed to enter the examination venue without either a UKH Student ID Card or other UKH official photo-identification including the name of the candidate in English.
- iii. Candidates are not permitted to leave the examination room until half an hour after the start of the examination. No candidate is permitted to enter the examination room more than half an hour after the start of the examination.



- iv. Candidates in breach of the examination regulations may be asked by the invigilators to leave the examination room.
- v. Except when prevented by medical reasons or other sufficient cause, a candidate who fails to be present for an examination will be recorded as failed in that part of the examination. Misreading of the examination timetable is not regarded as 'sufficient cause'. Candidates unable to attend an examination must report the circumstances to the Registrar's Office at the earliest opportunity.
- vi. Candidates are forbidden to take into the examination room, unless there is a permission specially given; books, papers, calculators/calculators with memory, information storage and retrieval devices, devices which emit noise or any case or bag in which such items can be carried, if calculators are allowed – covers of calculators are not allowed, and pencil cases. Candidates are forbidden to pass any items, including calculators, or to communicate with one another in any way during examinations.
- vii. Candidates may consult the invigilator if a printing or other error in a paper is suspected.
- viii. Candidates may not leave the examination room during the last fifteen minutes of the examination to avoid disturbing other candidates who are completing their papers.
- ix. Students are only allowed to use the restrooms before the exam starts. Once the exam commences, any student will not be permitted to leave the exam room to use the restrooms.
- x. Students are not allowed to loiter at the corridors once the exam starts.

Equally, any kind of smart wrist watches are strictly forbidden & will not be allowed to be worn during exams. They should be left in front of the exam room along with mobile phones and any other electronic devices. Any student found with a Smart watch or Bluetooth device will be dealt strictly and face serious consequences.

Students are subject to regulations set for examinations. Students in violation or deviation from the regulations are subject to penalties which commensurate the gravity of the case. Cases are forwarded to the Academic Disciplinary Committee for deliberation and recommendation of an appropriate consequence.

## 4.2 MARKING SCHEME

The University uses a standard marking protocol. When work is returned to students, it may have a numerical (percentage mark) or literal (alphabetic) grade attached to it. These are 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 (SSE), School of Social Sciences (SSS) and School of Management and Economics (SME) is at 50%. The passing mark for School of Medicine 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 June/July; please refer to the current Academic Calendar).

Computation of cumulative average is as follows:

LEVEL	PERCENTAGE	PERCENTAGE
UGI	10%	5%
UGII	20%	10%
UGIII	30%	20%
UGIV	40%	25%
UGV (AES)		40%

Note: For School of Social Sciences, School of Science and Engineering and School of Management & Economics programmes.

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)

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:

- If a student **passes all modules** but fails on the average then the student is eligible to re-sit exams in any four out of eight modules in an academic year or maximum of 50% of the total number of modules to increase the average. If the average after re-sitting the exams remains less than 70%, then the student is considered 'failed' in the academic year.
- Failing 50% of the total number of modules in an academic year (for example, re-sitting four failed modules out of eight) plus non-fulfillment of the required average means failing the academic year. No re-sit will be given to the student.
- A student failing the academic year means **Termination** from the programme. There is no retake in all PG Programmes.
- Students have the option to choose which modules to re-sit as long as they have passed the modules in the regular semester. A student can choose a maximum of 50% of passed modules for re-sit to increase the average. **Re-sitting of modules to increase the average is not automatic and should be requested by the student upon submission of the PG Re-sit Request form**



**to ARO a day after the release of the marks. Automatic re-sit applies to modules failed by a student.**

- v. Re-sit grading shall follow the standing rule on re-sit grading criteria, which is equivalent to the Midterms (if any) and Final Exams percentage. All marks already awarded for coursework will not be altered.
- vi. PG students are only allowed to re-sit **a maximum of 50% of modules per academic year** regardless of whether a module is passed or failed. All modules passed during re-sit are NOT subject to capping rules (grades will not be capped at 60). The overall re-sit marks, however, will be the final mark of the student, regardless of whether it is higher or lower than the previous passed mark.
- vii. **Conferral of PG Ranking** – Ranking of students without re-sit modules shall be determined first before the ranking of students with re-sit modules. This policy will be implemented starting AY19-20 cohort onwards.

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.

NB Decimal places above or below 5 will be rounded to the higher or lower full mark. For example, a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. UKH has a policy **NOT** to condone “**near-pass fails**”, so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above. Cumulative and semester average are **not** rounded off.

### 4.3 ACADEMIC APPEALS AND COMPLAINTS

#### **Definition of 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.

#### **Reasons and Grounds for an Academic Appeal**

Academic Appeals against Examination Board decisions may be made only on the following grounds and for the following reasons:

- i. That a student's performance in an assessment suffered through illness or other factors that the student was unable, or for valid, evidenced and attested reasons unwilling, to inform the Examination Board about through the University's mitigating circumstances procedures before the Board reached its decision.
- ii. That there has been a significant administrative error in the management of the assessment for the student making the Appeal, which has had a significant material effect upon the conduct of, or the reporting of the outcomes of the assessment(s).
- iii. That some unforeseen irregularity has occurred which has materially affected the outcomes of the Assessment.
- iv. That the Examination Board has failed to consider material circumstances relating to the delivery of a programme, which have adversely affected a student's performance in assessment. These grounds will only be deemed acceptable if:
  - a. the circumstances have been the subject of the Student Complaints procedure
  - b. the case of the Student Complaint has been upheld
  - c. steps have not been taken (by the Examination Board or through other means within the University) to mitigate the effects of the circumstances.

An Academic Appeal may also be made against a penalty which has been imposed for Academic Misconduct in accordance with the procedures for handling suspected cases of Academic Misconduct.

Normally such an appeal may only be made on the following grounds:

- i. That there is new and relevant, acceptable evidence, which the student was demonstrably, and for exceptional and extenuating reasons, unable to present to the formal meeting of the Academic Misconduct disciplinary committee.
- ii. That the procedures for the consideration and investigation of Academic Misconduct were not complied with, and carried out in such a way that it might cause reasonable doubt as to whether the result would have been different had they been complied with.
- iii. That there is documented evidence of prejudice or bias on the part of one or more members of an Academic Misconduct disciplinary committee.
- iv. That the penalty imposed exceeds the regulatory penalties listed elsewhere in this document.

**A student may not submit an Academic Appeal:**

- i. Against the academic judgment of their examiners; students cannot therefore challenge their marks other than by requesting a re-marking of the paper. The higher score between the original and the remarked score will be respected.
- ii. In order to improve their mark, or to be reassessed in, or re-attempt a module in which they have already achieved a passing score.

**Reasons and Grounds for the Rejection of an Academic Appeal**

The Academic Appeal constitutes a disagreement with the academic judgment of a duly constituted Examination Board. An Academic Appeal will be rejected without further recourse to the University's Academic Appeals procedures and without further consideration of the Academic Appeal for any of the following reasons:

- i. The Academic Appeal is judged to be, or upon investigation and consideration found to be:

- a. frivolous or malicious;
  - b. identified as a part of any deliberate pattern of constructive destabilisation of an assessment procedure or structure;
  - c. Part of collusion on the part of student(s), or others to gain an advantage in any way, or in any aspect(s) of assessment whatsoever.
- ii. There is no right of student Academic Appeal against the academic judgment and/or decisions of a duly constituted Examination Board.
  - iii. The student did not understand or was not aware of, the published assessment regulations and assessment procedures for a module, or the assessed components or elements within a module, or within their programme of study.
  - iv. The Academic Appeal is on grounds that poor teaching, supervision or guidance affected academic performance. In such circumstances, a student should submit a formal complaint in accordance with the University's student complaints procedure.
  - v. That no approved form of written evidence has been submitted to support an application that academic performance was adversely affected by factors covered by the University's mitigating circumstances procedures.
  - vi. The student was not aware of any UKH regulations which subsequently impacted on the academic results of the student.
  - vii. The Academic Appeal concerns a long-standing health problem of which the student was aware at registration and has not disclosed to the University and/or for which special assessment arrangements have already been made and provided for in the assessment of the student.
  - viii. The student was subject to a disturbance or illness during an assessment or examination and that there is no valid reason for it not to have been brought to the attention of the examination invigilator or Mitigating Circumstances Committee and/or the Examination Board before it met.
  - ix. The student(s) had changed physical address, or e-mail address, or other form of communication contact details had been changed without informing the Academic Registrar's Office (ARO), resulting in assessment information being sent to an out-of-date contact address of whatever form.

- x. The student had failed to provide an adequate email address, or had failed to maintain the use of a University allocated email address or had failed to ensure that they had adequate access to email or web-based assessment information or to any paper based distribution arrangements whatsoever as approved and used by the University.
- xi. The student had failed to attend scheduled assessment briefings at which assessment requirements and arrangements for the conduct of assessments had been outlined and details distributed; or had failed to attend scheduled classes, or other teaching sessions or forms of programme delivery at which assessment requirements and details had been distributed; or had failed to engage with the provision of, and requirements for, the distribution of on-line assessment requirements.
- xii. The ARO receives the Academic Appeal later than the given deadline from the date of the results being formally published and communicated to the student. The formal publication and communication of the Examination Board decision will be deemed to be the formal communication of results using e-mail directly to the student's UKH e-mail address, or the notification of the results via the End of Semester Grade Report or the end of Programme Transcript. Students are responsible for monitoring their UKH email address. Should the university email address be not working or was disabled, the student is responsible to contact the IT department to resolve the issue.
- xiii. Should an Academic Appeal arise following the due process of the procedures for handling suspected cases of academic misconduct, it will normally be rejected.

### **The Timetable for Submitting and Making an Academic Appeal**

Academic Appeals will only be considered if ARO receives the Academic Appeal no later than **the given deadline (normally 1 to 2 working days)** from the date of the results being published 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.

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.

#### 4.4 ACADEMIC MISCONDUCT

University members are expected to respect its core values of honesty and trust. Malpractice will always be treated as a serious offence.

- i. Malpractice includes cheating in examinations, plagiarism, duplication and false declaration. It includes any act designed to obtain unfair advantage with a view to achieving a higher mark or grade than would otherwise be obtained.
- ii. Cheating in examinations includes:
  - a. Communicating in any other way with anybody other than the invigilators
  - b. Attempting to copy from others or deliberately allowing others to copy
  - c. Introducing or using unauthorised printed, written or electronically stored material.
  - d. Introducing or using unauthorised calculating devices.
  - e. Impersonating or being impersonated by another person.
  - f. Leaving an examination room without permission of the invigilators.
  - g. Attempting to gain prior knowledge of the content of examination papers.
- iii. Where an examination invigilator suspects a candidate of cheating, the invigilators shall, after informing other invigilators, warn the candidate that a report will be made. Candidates may be allowed to complete the examination, and the invigilator shall submit a full written report to the Registrar immediately

after the examination. The invigilator may require a candidate to leave the room, but only if his/her behaviour is disrupting other candidates.

- iv. Plagiarism, usually in coursework, involves the unacknowledged and deceitful use by a student of another person's work and passing it off as if it were the student's own. It includes:
  - a. Collusion, where a piece of work prepared by a group is presented and represented as if it were the student's own for individual assessment.
  - b. Purchase and submission for assessment in whole or in part of a paper from a commercial service, including internet sites, whether pre-written or specially prepared for the student.
  - c. Submission for assessment of a paper written by another person.
  - d. Duplication of the same or almost identical work for more than one assessment.
  - e. Copying or paraphrasing some or all of a source text, whether in hard copy or electronic format, without giving full reference and acknowledgement.
- v. Departments and tutors will continually advise students about the meaning of plagiarism in coursework and the need for academic integrity. Tutors will also set assignments which reduce the likelihood of plagiarism and make students aware of the penalties which result for offending students. Similarity thresholds in Turnitin is set by the Board of Post Graduate studies.
- vi. Departments will apply both discretion and rigour in dealing with plagiarism. Where the instance of plagiarism is minor (e.g. a result of poor referencing, unattributed quotations, inappropriate paraphrasing, incorrect or incomplete citations or minor copying without acknowledgement), it may be dealt with at a departmental level by issuing a warning letter (to be placed on the student's record and lodged with the Registrar) accompanied by guidance to the student.

Further offences shall be treated seriously by referral to the Academic Disciplinary Committee which may impose penalties commensurate with the

offence, including requirement to resubmit an assessment, allocation of a zero mark or exclusion from the University.

- vii. Chairs of Departments (or their delegate) for the subject involved are responsible for investigation of alleged plagiarism and for subsequent action. The responsibility includes provision of a written report to the Registrar, checking the student's previous record of malpractice held by the Registry and keeping a departmental record of the case and evidence submitted to the Registrar.
- viii. The Registrar is responsible for record keeping of all alleged and detected cases of malpractice in examinations and coursework.
- ix. The Academic Disciplinary Committee shall hear serious cases referred to it by the Registrar according to its normal procedures.

#### 4.5 SUBMISSION OF COURSEWORK / ASSIGNMENTS

- i. Major assignments (group projects, final year projects etc.) should be submitted to the Academic Departments' Support Unit before the deadline for submission. The Academic Support Unit will keep a record for each submission detailing the date and time of submission.
- ii. Late submission may incur penalty if not supported by a mitigating circumstances.
- iii. When used, the primary purpose of the coversheet is to alert students to and remind them of the University's policy on plagiarism when they are working on and submitting assignments. Students should sign the cover sheet indicating that the assignment is the student's own work and is not plagiarised.
- iv. UKH places great emphasis on the value of regular and informative feedback on student work. Once marked, normally within two weeks, the assignment will be returned with the tutor's feedback.



#### 4.6 ATTENDANCE POLICY

Attendance is a key component in student retention, progression, achievement and employability. Regular attendance and academic achievement are closely linked.

Students who actively participate in their learning by attending classes regularly are more likely to:

- i. enjoy a rewarding experience in which their knowledge, skills and abilities are developed.
- ii. successfully complete their programme of study.
- iii. achieve better results.

The University expects students to attend all learning and teaching sessions associated with the programme on which they are enrolled. The learning and teaching methods for each programme and component module are set out in the Programme and Modules Manuals. Examples of learning and teaching sessions include (but are not confined to) lectures, seminars, tutorials, workshops, laboratory and practical sessions, professional placements, field trips and industrial visits, and in the case of research/project students, scheduled meetings with supervisors.

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

- i. Students who attend less than 80% of sessions and PASS the module have the module mark capped at the minimum pass mark.
- ii. Students who attend less than 80% of sessions and FAIL the module cannot attend re-sit examinations or re-submit failed assessment items but need to re-take the module at the next available opportunity.
- iii. 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 (3) 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.
- iv. Students can apply for an extended period of approved leave through their department. Approval must be given before any extended leave is taken. In

these instances, items 2 and/or 3 above may be waived upon recommendation of the school and approval of the Academic Registrar's Office.

#### 4.7 PROGRESSION AND ASSESSMENT REGULATIONS

To progress from the Foundation year, students are required to achieve the minimum English Proficiency score for Admissions and achieve at least the minimum pass mark for the Math modules. In addition to this, and in order to progress to UGI, students must achieve a minimum of 45 in the Pearson Test of English, 5.5 in IELTS, 72 in ibt-TOEFL. This examination will assess all 4 language skills, writing, reading, listening and speaking. Students also need to achieve 50% or above in both of the mathematics modules studied in the Foundation Year. It is not possible to progress to undergraduate studies without these minimum levels of achievement.

**At undergraduate level, the pass mark for all modules is 50% (SSE, SSS, SME) and 60% (SOM). 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 to trail a maximum of two modules in a year, for whichever semester.** 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. Students who agree to take trailing modules may be required to sign a confirmation agreement acknowledged by the School and submitted to the Academic Registrar's Office.
- ii. Trailing modules in the School of Medicine – Trailing of modules is only granted for non-essential medical modules such as EFM, KFM, Critical Thinking, Clinical and Communication Skills, Academic Study Skills, Health and Disease

in Community and Epidemiology & Research. Pre-clinical modules cannot be trailed to clinical years except for non-essential medical modules stated above. Trailing is not allowed for final year students (no UGV modules can be trailed in UGVI).

- iii. If the minimum achievement level to pass the module has not been met after the second attempt, the student will be required to re-take the failed module at the next opportunity, usually the next academic year.
- iv. A **maximum of 50%** of the regular modules in an academic year may be re-assessed by re-sit examination or by re-submission of assignments. 50% of the modules are counted without considering non-credit bearing modules and trail modules.
- v. 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 for 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.**
- vi. Any student has a maximum of two re-take chances throughout any four year degree programme. Students must have a maximum of four attempts in any one module before being terminated. **No second re-take in the same module is allowed.**
- vii. UG students have a maximum of six (6) years to complete a four-year degree, seven (7) years to complete a five-year degree and eight (8) years to complete a six-year degree. PG students have a maximum of three (3) years to complete their degree.
- viii. 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.
- ix. UG students who were terminated or who withdrew from the University may be given the following subject to Exam Boards approval:

Certificate of Higher Education	– Completion of at least 240 credits
Diploma of Higher Education	– Completion of at least 360 credits
Bachelor's Degree (Ordinary)	– Completion of at least 420 credits



- x. PG students who were terminated or who withdrew from the University may be given the following subject to Exam Boards approval:

Postgraduate Diploma	– Completion of at least 120 credits
Postgraduate Certificate	– Completion of at least 60 credits

- xi. PG students who were conditionally admitted due to incomplete admission requirements are not allowed to progress to the next level, PGII or the Dissertation Stage. A request to continue PG studies must be submitted to the Registrar's office upon completion of the admission requirements. Approval for continuance is subject to Exam Boards decision as this entails student progression.
- xii. The above regulations apply equally to all students.

Please note that notwithstanding the above regulations, if the Examination Board sees that it would be in the best interest of the student to discontinue his/her studies at UKH, it may terminate the student's studies at the end of the first semester or at the end of the Academic Year.

#### 4.8 RE-SIT EXAMINATION

Re-sit exams for each module will be on the areas (topics) covered in both Mid Term and Final Exams or as specified in the Learning Outcomes.

All marks already awarded for coursework will not be altered. Coursework consists of mainly quizzes, assignments, essays, field visits, lab work, class presentations, etc.

UG Students whose attendance is below 80% are not eligible for re-sit. Modules passed during re-sit are subject to capping rules (final grade capped at the minimum passing mark).

#### 4.9 LANGUAGE MODULES

Starting Academic Year 2017-2018, all English modules incorporated in the programme are credit-bearing modules. Students who were admitted in previous



academic years (2015-16/2016-17) wherein the English Language modules for UGI and UGII were non-credit bearing shall continue with the old curriculum.

For BA English majors, to earn a Minor in European Language/s, students would need to complete five, 15-credit modules of the same language. Students who fail in any language module will not be able to progress to the next level but are eligible to register the same as a retake module. Withdrawing from the minor may be granted at any point. Previous language modules taken by the student will be deemed as elective with corresponding additional fees. Students should submit a formal withdrawal request for dropping the minor.

European language modules may be offered to non BA English students only as electives, and cannot be declared as a minor. Electives are not reflected in the transcript and are not counted towards the computation of GPA. Students can withdraw anytime from the electives without any penalty, however fees paid are non-refundable.

An exemption from the basic language module (i.e. French 1, German 1, etc.) may be granted through completion of a levelling exam administered by the department.

#### 4.10 RE-REGISTRATION POLICY

Students progressing to the next level are required to re-register for the next academic year. Students shall fill out the registration form and submit through email or through personal submission to the ARO. Students who did not register by the second week of the semester will be considered as automatic Discontinued students. Discontinued students may be re-admitted for the following academic year pending the submission of a re-admission request form. In certain cases, a student may be considered as a late registrant (students who submits the registration form from the third to the sixth week of the semester – after automatic discontinuation). A late payment fee of 10% of the amount due will be charged if the student does not pay on or before the deadline.

#### 4.11 CHANGE PROGRAMME/MAJOR

Students may request to change the programme/major that they are registered in. However, students can only request for any change of major during the first two weeks of the first Semester.

#### 4.12 WITHDRAWAL FROM THE UNIVERSITY

Students are allowed to request for withdrawal from the programme at any time of the academic year. Students must visit the Academic Registrar's Office 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. Otherwise, no refund can be given to the student. Similarly, the students who have not paid the tuition fees, and the request for withdrawal is approved after the second week of the commencement of the semester, she/he shall be required to pay the tuition fees for that semester.

#### 4.13 POSTPONEMENT / DEFERRAL OF STUDIES

Students are allowed to defer or postpone their studies for a maximum of one academic year. Request for postponement must be submitted on or before the **sixth week** of the semester. Students are required to pay for the semester if the postponement was granted during the third to the sixth week of the semester. However, if the postponement was granted during the first two weeks of the semester, then the student is not obligated to pay. Without formal postponement or deferral, but with re-registration for the current academic year, 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. The department has the right to reject any request for postponement after the first two weeks of the semester.



Students are not allowed to postpone their studies during their first semester at UKH. However, they may be allowed to withdraw and re-apply for the following year.

#### 4.14 TUITION FEES AND CHARGES

The annual Tuition Fee is payable in two equal instalments before the beginning of each semester except in the case of PhD students who pay upfront. Where the fee is lump sum for the Programme, payment will be in three equal instalments at the beginning of each of the first three semesters of the programme. The University does not accept payment in instalments except to the extent mentioned hereinabove.

The students supported by the Ministry of Martyrs and Anfal are required to submit the Ministry approval and all other requisite documents to the Finance Department latest by the deadline fixed for payment of tuition fees for the first semester; if the student fails to do so, she/he shall pay the tuition fees, and claim the refund after the Ministry has paid to the University.

The deadline of payment of tuition fees for the following semester is normally scheduled two weeks before the start of the semester. The deadline will be announced and sent through email by the ARO. The university does not accept requests for extension of deadline.

The student shall obtain a Payment Form from the Academic Registrar's Office for making payments. All payments of tuition fees must be made in cash in US Dollars only in the bank account of the University, the details whereof are provided in the Payment Form issued by the Academic Registrar's Office. The University neither accepts cash in its Finance Department nor payment through check, bank transfer, debit/credit card etc. Old currency notes and those rejected by the currency counting machine are not accepted.

All payments to the University other than Tuition Fees, whatsoever, must be made to the Cashier in the Finance Department against an official (pre-printed and pre-numbered) signed and stamped receipt. However, Library fines shall be received at



the Library itself, against a receipt generated by Cash Register. No payment shall be made to any other person, and the University shall not recognize any such payments. It is the duty of the student to retain the Receipts issued by the bank or the University's Cashier, as the case may be, in safe custody, as these may be required in future for reconciliation.

As per University Decree 1/533, dated 3<sup>rd</sup> March 2019, a late payment fee of 10% of the overdue Tuition Fee shall be charged after the expiry of the timeline fixed by the University.

The student shall be liable to pay tuition fees for the failed modules in addition to the tuition fees for the year. Also, tuition fee is payable for the period when the student is pursuing internship outside of the University. The student shall also be liable to pay other charges, if applicable, as per the List of Charges then in force.

Non-payment of tuition fees within the timeline fixed by the University makes the student liable to the following measures: no services by the University, not allowed to attend classes, not allowed to take examination, no access to Library, no access to Moodle and internet, no support by the Supervisors for dissertation/thesis, withholding of examination results, holding back degrees, certificates and other documents, and no access to dormitory,

Refund, if any, is given only if the original Receipt (issued at the time of receipt of money by the University/bank) is returned to the Cashier; no refund will be given if the original Receipt is lost. The refund is given only to the person in whose name the receipt was originally issued.

A revised extension fee structure has been approved by the Academic Board (AB2020-2021-0003) to be implemented for the cohort of AY21-22.

The University reserves the right to change the tuition fees structure, other charges and the program structure at any time at its sole discretion, and the student shall be bound by the modifications.



## 5 MITIGATING CIRCUMSTANCES

### 5.1 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.

MC requests shall be considered only for the following reasons:

- Illness affecting the student.
- Bereavement of first degree relatives (parents, offspring, and siblings) and second degree relatives limited to grandparents.
- Serious illness affecting a close family member (first degree relatives only) wherein the student is the sole caretaker of the family.
- Unforeseeable or unpreventable events.

MC requests shall not be accepted for reasons such as elective surgery (that which does not involve any medical emergency; i.e. rhinoplasty, etc.) and semi-elective surgery (that which is done to preserve's a person's life but does not need to be performed immediately). Considerations may be given to continue elective or semi-elective surgery pending advice of physician.

Applications submitted more than **THREE days** after the date of the assessment event (including weekends) will not be accepted unless accompanied by evidence to explain the reason for the delay (i.e. medical issue meant that the student was still unable to attend).

The following will not normally be regarded as mitigating circumstances:

- failure to attend an examination due to misreading the examination timetable
- oversleeping or failure to secure transportation on time
- events such as holidays and weddings
- inadequate planning and time management  
having more than one examination on the same day
- pressures from paid employment

- any event that could reasonably have been expected or anticipated, such as sporting events, trips overseas etc.

A limitation has been set by the university with regards to the acceptance of Mitigating Circumstances. **A maximum of 10% of the total attendance percentage is set as the limit.** If the mitigating circumstance of the student exceeds the limit, only 10% will be granted and the others will be considered as regular absence in classes.

## 5.2 ABSENCE FROM EXAMINATIONS / SUBMISSION OF ASSIGNMENTS

If a student is unable to attend an examination or assessment which counts towards the final mark of a module owing to illness or other unavoidable circumstances, s/he must inform the department/school by submitting the MC Form before the examination or assessment deadline in order for the absence to be regarded as authorised. Provided that acceptable evidence of 'good cause' for such absence (for example, an authorised medical note) is presented for consideration by the Academic Registrar's Office in accordance with the procedures set out below, s/he may be granted a right to re-assessment as a first attempt (unless the examination or assessment missed was not a "first attempt" examination). In this case, the student maybe allowed to take a re-sit exam, but marks will not be capped. Only in exceptional circumstances, where an Examination Board on the advice of the Academic Registrar's Office, judges that it was not feasible for prior notification to have been provided, will the student be granted a 'first attempt' re-assessment if s/he was absent from an examination or failed to submit an assessment without informing the department/school in advance.

If a student is absent from an examination or fails to submit an assessment without good cause, the Examination Board may determine that s/he should not be granted a re-assessment attempt.

In some circumstances the Academic Registrar's Office through recommendation of the school may recommend to the Examination Board actions other than re-assessment, such as in the case of missed assessments carrying low module

weighting, it may be possible to re-calculate the total module score without including the assessment in question (“factoring”) or late submission of assignments. Any re-do of Midterm, Final or Re-sit exams are scheduled the week after the normal schedule of exams. Any extension of the schedule for re-do is determined by Registry on a case by case basis.

### 5.3 ABSENCE FROM CLASSES

Students can apply for an extended period of approved leave through their department. Approval must be given before any extended leave is taken. Extended leave is defined as being of three days or more duration. It is assumed that absences from class for periods of two days or less will not result in a final attendance of less than 80% and so cannot be applied for as approved leave.

### 5.4 REPORTING MITIGATING CIRCUMSTANCES

In the case of coursework (for example, essays), if a student is experiencing mitigating circumstances around the time of the deadline, s/he should contact the module leader to discuss the possibility of an extension to the deadline and to complete the MC Form. This will only be granted on the basis of medical grounds or other exceptional circumstances and requires the permission of the Chair of the Department (or his/her nominee). A valid Doctor’s certificate will be required to confirm illness; self-certification is not adequate.

In the case of missing an examination or other assessment item due to mitigating circumstances, a completed mitigating circumstances form and supporting evidence must be submitted to ARO as soon as possible after the events under consideration occur. Applications submitted more than **3 days** after the date of the assessment event will not be accepted unless accompanied by evidence to explain the reason for the delay (For example, the medical issue meant that the student was still unable to attend).

Other than in exceptional circumstances, it will not be possible for mitigating circumstances to be taken into account after the Examination Board has met to discuss results. A student may not appeal against the decision of the Examination Board if s/he has failed to report mitigating circumstances that may have affected the Board's final decision.

### **What supporting evidence is needed?**

Supporting evidence must be independent documentary evidence such as medical certificates, and these must be provided in all cases to validate mitigating circumstances. Preferably, the evidence submitted should be written in English.

Please note that mitigating circumstances claims will only be considered if they are submitted on the correct form with supporting evidence.

## **6 INFORMATION TECHNOLOGY ADMINISTRATION (IT-ADMIN)**

IT Administration is the division that is responsible for planning, developing and operating UKH's information and communication infrastructure. It develops and maintains new services to assist students and staff to access information more effectively and efficiently with enhanced security.

All UKH students are provided with the state of the art IT Facilities, including:

- i. 110 PCs spread over 3 labs and the library, two of which are IT specialised labs each with 25 PCs. The other is general lab with 40 PCs, and the library has 29 PCs.
- ii. All the PCs are virtualised with roaming profile facilities. This means that students can use any of the 110 PCs and have access to their documents.
- iii. Wi-Fi facilities covering the corridors, classes, labs, cafeteria and library.

- iv. Moodle LMS (Learning Management System) platform is also in place with a full integration with Turnitin for electronic work submission and Microsoft Office 365 mailing services.
- v. Single login credentials for email, computer and Wi-Fi access.
- vi. All classes are equipped with projectors as well as audio speakers.

## 7 LIBRARY SERVICES

The Library is at the heart of the University and has an on-going commitment to delivering relevant high quality services to all members of the University community - students, staff and guests. It provides both hard copy and on-line information and materials in a variety of formats, including those recommended on department lists, but also wider reading across a range of topics.

The Library remains accessible as ever, please see the University web pages and Library fb pages for opening hours and further information. Students are welcome to use the resources during opening hours, and please note that some materials are available online and so may be accessed 24/7.

Other than access to over 44,000 hard copy physical items, availability details of which are accessible through the on-line library catalogue, the library also provides access to a range of databases. These may be accessed both on-campus and remotely. Remote access is via your UKH Moodle account, the Library link on your page and the Database's individual links (arranged in a similar manner to the website access on campus). We also provide; study space, photocopying, internet access, bookable study rooms, support with research, both for individuals and groups, and training in the use of services and facilities. Training includes sessions on inductions, on-line database usage and search techniques (both in general and for specific databases), referencing and citation style; and the University guidelines on Thesis and Dissertation presentation.



For all enquiries, materials renewals, or to book a session please contact us via [library@ukh.edu.krd](mailto:library@ukh.edu.krd)

## 7.1 LIBRARY REGULATIONS

- i. All members of the University are entitled to use the Library upon registration with the University. The act of registration constitutes an undertaking to accept the Library Rules. Where there is any conflict between the Rules of the Library and the Rules of the University, the latter are to prevail.
- ii. Users of the Library must obtain a Student Identity Card as it is also used as a borrower's card and must be produced whenever material is borrowed. This card may not be used by other persons; all items issued on it are the responsibility of the named cardholder. This card must be surrendered if the holder ceases to be a member of the University. A lost card will be replaced on application, from the Registrar's Office, but a fee will be charged.
- iii. Library users must inform staff immediately of every change of contact information so that the currency of their records is maintained. If this is not done, the Library cannot be responsible for any consequences of non-delivery of overdue reminders, recall notices, etc.
- iv. All borrowers must return for inspection all items issued in their names on or before the latest date or time due; any item may be recalled after its issue as and when required. Failure to return items by due date will render borrowers liable to fines on the scale as follows:  
**IQD 1,000 per item per day or part thereof**
- v. All undergraduate students are required to return all Library items issued in their names not later than the day following the end of the period set aside for final examinations. Failure to comply with this requirement will be reported to the Academic Board, which may withhold the award examination grades or of a degree.

- vi. Library material must not be taken abroad at any time.
- vii. Any Library item may be confined to the Library, or issued only for a limited period, at the discretion of the Library Director.
- viii. All users of the Library must follow instructions given by any member of the Library staff on duty at the time; all Library staff act with the authority of the Library Director.
- ix. It shall be a breach of these Rules for a person to behave in the Library in a manner which adversely affects other users of the Library. The Library Director may:
  - a. exclude the offender forthwith from the Library
  - b. withdraw the right to borrow items
- x. Borrowers are held responsible for loss of, or damage to, items issued in their names and will be charged the replacement cost of a new article for such items.
- xi. No Library item may be removed unless properly issued.
- xii. Access to and use of, the Library's subscription-based electronic resources are subject to contractual agreements and licenses with vendors, which normally impose restrictions on use. All users of these resources must comply with such terms of use, and in particular with copyright restrictions and limitations placed on the amounts that may be downloaded or stored electronically.
- xiii. Users bringing children into the Library are responsible for their safety and for ensuring that they cause no disturbance or damage. Children aged 12 or under must be accompanied at all times by a responsible adult.
- xiv. No Library user may bring into the Library any unduly large bag or case, article of food or drink, or any animal (except guide dogs).
- xv. The consumption of food and drink is not permitted in the public areas of the Library, except water in a secure bottle.
- xvi. Mobile phones and personal stereos must be switched off or silenced before entering the Library and should not be used in the Library.
- xvii. Alleged breaches of any of the above Rules not dealt with immediately by Library staff may be investigated by the Library Director or by an

authorised deputy. Such an investigation may be referred to the appropriate University Disciplinary Committee.

- xviii. Serious or persistent breaches of the Library Rules may be referred to the appropriate University Disciplinary Officers for action.
- xix. If any fine imposed under (iv) is not paid, the responsible Library staff shall normally withdraw the right to borrow. If the fine remains unpaid after a lapse of twenty-eight days from such withdrawal, the matter shall be referred to the appropriate University Disciplinary Officer who shall act within the Rules of the University. Such a hearing by the University Disciplinary Officer will be solely for the determination of the penalty. The person against whom the fine or compensation order is imposed may address the Disciplinary Officer only in mitigation of penalty.
- xx. Non-members of UKH may use the Library provided they have the prior permission of the Library Director. The following conditions of use must apply:
  - a. All visitors must have a valid user ID with photo and have given a home or residence contact address to the Library.
  - b. All visitors must observe the UKH Library rules and regulations set out at i – xxi above.
  - c. Visitors may only borrow Library materials under specific conditions, please refer to the appropriate policy for details.
  - d. Priority of use of Library materials and services always goes to UKH students and staff.

## 8 STUDENTS' UNION

The University has one officially recognised parallel structure for students' within the university which is the **Students' Union**. The President of the Students' Union and other Office Bearers are elected to their positions by the students on an annual basis in Semester 2, through open competition. Unlike other universities, the UKH Students' Union is an independent body – it is not affiliated with any political or religious or other



type of party or movement. It is the function of the Students' Union to be aware of university rules and regulations and to assist the student body with how to navigate them. Another major function of the Students' Union is to ensure that students, through activity, develop teamwork, leadership and networking skills, promoting essential personal and professional attitudes leading to balanced individuals. There are many organised events and clubs that students can join.

### 8.1 MEMBERSHIP

Membership to the UKH Students' Union is not strict and limited. All students can be a member regardless of race, colour, religion, and political affiliation.

## 9 STUDENTS' FEEDBACK

At UKH, we collect student feedback on each module via a student survey two weeks before the end of each semester. We distribute questionnaires which ask you about how you found your module and your tutor. The questionnaire is anonymous, so you do not have to state your name. This is where you express yourself as a consumer of the UKH teaching experience. Your feedback will help the tutor to prepare lessons in the most effective way for future students and help the Chair of Department design the programme more effectively. You are strongly encouraged to take advantage of this important mechanism for expressing your opinions.

## 10 CODE OF CONDUCT

- i. The University's Code of Conduct supports the University's foundation objectives to achieve high standards of excellence in teaching and research and to enable all of its members to realise their full educational potential.
- ii. Membership of the University and the use of its facilities are conditional on agreeing to abide by both this Code of Conduct and the University's Rules and Regulations.

- iii. All staff, students and participants in University programmes both on and off campus are responsible for promoting a supportive and inclusive learning and working environment and for dealing respectfully and fairly with each other in a friendly community of scholars.
- iv. Academic freedom is a fundamental value; members of the University community must not impede or prevent the freedom of speech or communication within the law and within the rules of the University and must respect the rights of other members of the University
- v. Members of the University are expected to inform themselves of the nature of the regional community and respect this in accordance with internationally recognised standards of upholding human dignity and human rights.
- vi. Members of the University community will not harass, nor discriminate against other members of the University community on any grounds prohibited by recognised standards of human rights or as outlined in University policies.
- vii. Members of the University are responsible for maintaining a violence-free environment and must not engage in abusive, threatening or violent behaviour and must take safe and effective steps to prevent or stop such behaviour when it occurs.
- viii. Members of the University community who believe they have been discriminated against, harassed, have been victims of threatening behaviour, violence or other injustice, or who believe they have been witness to such offences should submit a written complaint to the appropriate University authority.
- ix. Working and social relations formed between members of the University should be acceptable within the values and norms of the regional community and free from any conflict of interest, real or apparent.
- x. The University's professional standards of honesty and conduct in academic affairs conform to those recognised internationally and will be enforced strictly so as to maintain the integrity and recognition of the University's learning and scholarly environment and of its awards.
- xi. Those persons appointed by the University to positions of leadership and authority have a particular responsibility for creating and maintaining an



inclusive, positive and productive learning and working environment, addressing conflict, concerns and systemic issues in a positive, timely, reasonable and effective manner.

- xii. Members of the University found in breach of its Rules and Regulations will be subject to disciplinary measures.

## 11 ACADEMIC REGISTRAR'S OFFICE

The Academic Registrar's Office strives to align our commitment to the university's goal of providing quality education, with our goals of achieving innovative strategies in order to best serve the University community. General services offered by the department includes the following:

1. Implementation of academic policies and procedures set by the university.
2. Admission and Recruitment of Students
3. Registration Process
4. Preparation of Timetables (academic timetable and exam timetables), Academic Calendar, and ARO Calendar.
5. Student Support – release of grades, information dissemination through emails, assistance regarding appeals, change of major, transfer credits, degree conferral/graduation, verification letters, etc.

## 12 CONTACT DETAILS

For more details and updates, visit our website or visit the Academic Registrar's Office:

Website	<a href="https://www.ukh.edu.krd/">https://www.ukh.edu.krd/</a>
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