



# **TISHK INTERNATIONAL UNIVERSITY**

The Future Is Here



**2019 STUDENT  
HANDBOOK**



# **STUDENT HANDBOOK**

2019 - 2020

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**DR. IDRIS HADI**  
PRESIDENT, TISHK INTERNATIONAL UNIVERSITY

## PRESIDENT'S MESSAGE

Dear Students,

The world is going through a new era that is commonly referred to as the “Age of Information”. Globalization is removing boundaries as well as expanding the markets from a regional to a global level.

In this global age where the content and scope of information has reached such great extents, there are two fundamental principles that enable institutions, societies and states for survival and achievement: To acquire knowledge and to use and share it professionally by means of communication technologies. In order for that communication to be successful, it is vital to master at least one foreign language, preferably English.

The service sector has an increasing and important share in the income of developing and developed countries. Therefore, new and appealing opportunities are improving in such industries as banking, insurance, advertising, and tourism, in addition to those in the traditional professions.

Tishk International University students will be provided with all the necessary information and proficiency by the well-known members of the academia and expert professionals of the business world. They will have access to the most recent computer applications and facilities of internet.

Our university aims to elevate the standards of higher education and provide professionals to the institutions in the country. We expect that our graduates shall not only be in great demand in the country but all over the world. These graduates will be representing the country in the best possible way in the 21st century.

Dr. Idris Hadi  
President, Tishk International University

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# UNIVERSITY STAFF

ADMINISTRATIVE BOARD OF THE UNIVERSITY	ROOM NUMBERS
President	112
Vice President for Academic Affairs	106
Vice President for Administrative Affairs	111
Dean of Dentistry Faculty	33
Dean of Engineering Faculty	222
Dean of Law Faculty	426
Dean of Administrative Science and Economics Faculty	422
Dean of Education Faculty	242
Dean of Students	253
DIRECTORS	
Administrative Manager	114
Director of Student Affairs	137
Director of IT Services	123
Director of Database	210
Director of External Coordination	140
Director of Human Resources	134
Director of Graphic Design & Publishing	136
Director of Financial	138
Director Maintenance & Infrastructure	127
Director of Quality Assurance	260
Director of Library	316
Coordinator of Quality Management Systems	261

## SECTION I

# REGULATIONS FOR UNDERGRADUATE EDUCATION AND EXAMINATIONS

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### CHAPTER ONE

#### Objective, Scope, Basis and Definitions

#### Article 1- Objective

The aim of this regulation is to lay out principles governing the processes of Tishk International University undergraduate students regarding education, registration, examinations and assessments, leaves of absence, severance, diploma awards and academic advising.

#### Article 2 - Scope

These regulations cover the provisions pertinent to Tishk International University's undergraduate education and exams and assessments.

#### Article 3 - Basis

These rules and Regulations have been prepared according to Kurdistan Regional Government Private Universities Authorization and Establishment Law and Regulations.

## Article 4 - Definitions

The following terms in these regulations have the meanings specified below:

- a. **The University:** Tishk International University.
- b. **Ministry:** Ministry of Higher Education and Scientific Research.
- c. **University Council:** Council of Tishk International University.
- d. **The Faculty Council:** Council of the faculties.
- e. **SPA:** Semester Points Average.
- f. **The Faculty Administrative Board:** The Administrative Board of the faculties.
- g. **IRO:** International Relations Office.
- h. **Make-Up Exam:** The exams opened for students who could not take the midterm due to valid and just excuses accepted by the relevant Faculty Board.
- i. **The Board of Trustees:** The Board of Trustees of Tishk International University.
- j. **Regular Course Load:** The total number of credit hours that the student needs to attend in accordance with the curriculum within the particular semester the student is enrolled for,
- k. **Advisor:** The Faculty appointed by the relevant department/program chair to advise students on academic matters and other problems they may have.
- l. **Undergraduate:** The education period of at least eight semesters or four year programs after the high school level.
- m. **Curriculum:** The education programs determined by Faculty Boards' after taking the recommendations of the respective departments and accepted by the University Council.
- n. **Prerequisite Course:** The course that can only be taken on condition that one or more courses taken in the previous semester(s) are passed successfully (see article 15).
- o. **Elective Course:** The courses that can be selected by the student, from the courses of the education programs technical and non-technical elective courses.



- p. **Compulsory Course:** The supplementary course that the student has to take.
- q. **Graduation Make-up Exam:** The exam which can be taken only by students at the graduation stage and failed in a maximum of two courses  
NAgrades, max 2 courses.
- r. **GPA:** General Points Average (see article 32).
- s. **ECTS:** The European Credit Transfer System. The student is enrolled in the semester.
- t. **Semester Course Load:** The total number of credit hours that the student is enrolled in the semester.
  
- u. **Final Exam:** The exam conducted at the end of the course in the semester.
- v. **Mid-Term Exam:** The exam conducted during the semester.
- y. **University Disciplinary Committee:** Is an authorized committee to handle and decide on disciplinary cases in the university level.
- w. **Faculty Disciplinary Committee:** Is an authorized committee to handle and decide on disciplinary cases in the faculty level.
- z. **Appeal Committee:** Is an authorized committee to handle and decide on appealed cases.

## CHAPTER TWO

### Student Admission and Enrollment, Transfers (internal/external)

#### Article 5 - Tuition Fees

Undergraduate students are charged a certain amount of tuition fee as determined by the Board of Trustees and approved by Ministry of Higher Education and Scientific Research.

## Article 6 - Student Affairs

1. The relevant Boards determine student internal transfers, education and exam issues, vacations and severance of students from the faculty. The student may object to the Faculty Board regarding these decisions within fifteen days.
2. Issues of student discipline and proceedings shall be conducted according to Students' Discipline Regulations.

## Article 7 - Procedures for Admission and Final Registration

1. Students are accepted to the faculties according to the results of the general examinations held by the Ministry of Education for sixth grades and the results of the examinations held by Tishk International University, however; students shall not keep their enrolments at any other institutions / universities, if any.
2. Final registration dates, required documents and guidelines are determined and announced by the university. Upon fulfilment of the registration procedures, the candidate becomes a student of Tishk International University and is entitled to all students' rights.
3. Candidates with justifiable excuses may also have their final registration completed by an acquaintance or a relative on condition that the above mentioned provisions are obeyed. Students submitting unlawful, false or deficient documents shall be dismissed from the University regardless in which semester they are enrolled in.

## Article 8 - Advising

For each student, the relevant department assigns a lecturer as an advisor. Such advisor assesses the student throughout his/her education at the University. The Student is responsible for the renewal and registration of each semester and when completing or renewing registration for any semester, the student fills in the registration form and obtains the approval of the advisor.

## Article 9 - Registration Renewal

1. University students shall renew their registration for each semester at the faculties they are enrolled in pursuant to the procedure laid out by the Faculty Board. Registration renewals are to be made within the time specified in the academic calendar.
2. Students failing to pay the tuition fee as fixed by the University shall not be allowed to renew their semester registrations. Such students shall not be able to attend courses and take exams. Any semester for which no tuition fee has been paid shall be deemed to be within the overall academic terms to be completed at the University. Failure to renew registration for two consecutive semesters shall cause the student to be dismissed from the University. The tuition fees not paid on time by the student will be charged with a fine determined every year by the University Council.

## Article 10 - Identity Card

Students who complete their final registration in accordance with Article 9 herein or who renew their registration in accordance with Article 11 herein shall be given an identity card with photo and demonstrating that they are students of the University.

## Article 11 - Transfers

1. Students from the other higher education institutions may apply to the Directorate of Student Affairs during the period specified in the academic calendar for transferring to a program in Tishk International University pursuant to the rules of The Ministry of Higher Education and Scientific Research.
2. In accordance with this Article, students matriculated at the faculties of the University are awarded a diploma only after completing at least two semesters.

### 3. Intra-University Transfers

- a. Students who have completed at least two semesters in their programs may apply to the Student Affairs Directorate during the period specified in the academic calendar for transferring to another program within the University pursuant to the rules of the Ministry of Higher Education and Scientific Research.
- b. Applications are finalized by the proposal of the department the student wants to transfer to and the decision of the relevant faculty board.

## CHAPTER THREE

### Principles of Education

#### Article 12 - Academic Year

1. An academic year consists of the fall and spring semesters.
2. The regular period of the fall and spring semesters including exam weeks is 15 weeks at least. If necessary, the Council may extend this time.
3. The start and end dates and examination periods of each semester are to be announced in the academic calendar determined by the Council.
4. No classes and exams are held on official holidays. But if it is necessary and proposed by the relevant unit with Faculty Board approval, education activities may be conducted on Fridays and Saturdays or on other official holidays.

#### Article 13 - Period of Study, Method and Language

1. The maximum period of study granted to students enrolled at the undergraduate programs of the University is seven years for four-year programs, eight years for five-year programs, and nine-years for six-year programs.

2. The education program includes theoretical and applied courses, applications, projects and studios, laboratories and workshops, practical studies, applied field studies, seminars, graduation projects, and internships and so on as set forth in academic programs.
3. The duration of each course shall be one semester or two semesters.
4. The language of instruction is English. But the language of instruction might be local or other foreign languages.

## **Article 14 - Education Programs**

1. Education at the faculty and departments of University is conducted pursuant to the academic programs agreed upon by the faculty boards with recommendations of the departments and accepted by University Council, taking into consideration the university requirements, core and elective courses specified by the University.
2. Education is conducted in line with the education program and with respect to the sequence set forth in the program. Students, whose English level is not sufficient, have to take The Preparatory School Program. If the student can pass the proficiency exam at the beginning of each academic year, she/he may start the program that she/he is enrolled in.

## **Article 15 - Prerequisite Courses and Other Conditions**

For taking a course, the previously required courses may be needed to be passed and the courses requiring this are called prerequisite courses. Any prerequisites or other conditions with respect to taking any specific course shall be implemented according to the education program made by the relevant boards.

Students who failed to be graduated in a regular period are required to pay 10% of the tuition fee for each repeated course or available minister of according to Higher education.

The Following exceptions apply to the prerequisite courses at the Faculty of Dentistry, Pharmacy and Nursing;

- a. Students cannot enroll in any course from the 4th grade and up before they

successfully pass all the prerequisite courses in the first and second years.

- b. Courses are on a yearly basis; thus, examination and grading rules are adjusted accordingly.
- c. Students who fail to be graduated in a regular period are required to pay 20% of the tuition fee for each repeated course.
- d. Students who fail in preclinic of any course are not allowed to take final exam of that course. Preclinic passing by mark is CC.
- e. **Pharmacy, Dentistry, Medical Analysis and Nursing** students are not allowed to take the written final exam if they do not attend the practical part of the final exam.
- f. Student can't take two design courses at the same semester.
- g. Students cannot take design courses graduation project and project based courses in summer school for the first time (just can retake)

## Article 16 - Course Registration, Adding and Dropping Courses

- 1. The total number of credits of regular courses that the student needs to attend within the particular semester are called a regular course load, and all credits of courses that the student is enrolled for a semester are called a semester course load.
- 2. The semester course load cannot exceed one and a half times the regular course load. In calculation of the course load, the credit values of the courses are considered.
- 3. Students have to register all courses they are supposed to take during registration days as specified in the Academic Calendar before enrolment starts:
  - a. During registration days that are specified in the academic calendar students must primarily take the courses which they have failed in previous semesters and those which they have not taken until then. These courses will be given in the time order of the previous semesters. For courses removed from the education program and those that are not opened will be replaced with other courses arranged.
  - b. For previously taken elective courses that the student failed, it is not obligatory to take the same course. Another elective course from the same group can be taken instead.
  - c. From the beginning of the third semester onwards, students who have successfully fulfilled the requirements of all of their courses in previous semesters and who have a minimum GPA of 3.00 may take one course from a semester of the following year with the approval of the advisor, or those who have a GPA of 3.50 or above may take two courses from a semester of the following year with the approval of

the advisor.d. In the event that any student has not been able to complete the regular course load due to being exempted from some courses, not being able to pass prerequisite courses, having used the semester leave, or being in a position to participate in the international exchange programs, then the student can be given courses from the following two semesters by the decision of the Faculty Board. But the total course load in the semester cannot exceed the regular course load.

e. The student, with his/her advisor's approval, may withdraw from one or more courses, or register for other courses in the second week of courses from the beginning of each semester during add drop days specified in the academic calendar.

### **Article 17- Attendance**

1. Each student must attend the courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester s/he is enrolled for.
2. Students who have not attended at least 80% of theoretical courses and 85 % of applied and laboratory studies are not allowed to take the final exam of those courses. If the student provides a valid medical report or a petition for a valid excuse within a week to Directorate of Student Affairs and is accepted by the faculty board, s/he is accepted as excused for extra 10 % of theoretical courses and 5 % of applied and laboratory studies.
3. Once the student fulfills the attendance requirements in a course, with the approval of the advisor, no attendance is required if the course is repeated later.

### **Article 18 - Graduation Studies**

Compulsory graduation studies (thesis, project, seminar, internship, research, fieldwork, elective courses, etc.), showing that students reached the required professional level according to the educational program, are decided by the authorized committee of such concerned department or program. The conditions of being submitted with a graduation study and also submission, examination and evaluation of it are defined by the decisions of the same

department or program. Graduation studies take place in the schedules as the last two semester courses. A graduation study can be projected in the content of a single course also. However, the assignments of the topics of the graduation studies can be given to students in the former years according to the conditions in the regulations.

## CHAPTER FOUR

### Grades, Examinations and Achievement

#### Article 19- Grades

Students, for each course they have taken, are awarded the following grades in letters by the lecturer of the course as the final grade of achievement for that course.

Letter	Grade Equivalent Out of 4:00	Letter	Grade Equivalent Out of 100
AA	4:00	AA	90-100
BA	3:50	BA	85-89
BB	3:00	BB	80-84
CB	2:50	CB	75-79
CC	2:00	CC	70-74
DC	1:50	DC	60-69
DD	1:00	DD	50-59
FD	0.50	FD	40-49
FF	0:00	FF	0-39



a. Grades not included in the averages are the following:

1. S – Satisfactory
2. U – Unsatisfactory
3. P – Progressive
4. EX – Exempt
5. NI – Not Included
6. NA – Non-Attendant
7. T – Transfer
8. I – Incomplete

b. Explanation of the letters above:

1. The (S) grade is given to students who pass the courses which does not have any credit and courses taken at preparation schools or during the student exchange program.
2. The (U) grade is awarded to students who fail to pass courses taken as non-credit courses, which are courses not included in point averages and courses taken at preparation schools or during the student exchange program.
3. The (P) grade is given to students who are successfully pursuing non-credit courses.
4. The (EX) grade is given to students who have passed the exemption tests administered by the relevant department with regard to courses specified by the University Council. The (EX) grade is not included in GPA.
5. The (NI) grade is given with respect to non-credit courses taken out of the academic program(s) the student is enrolled in. This grade is indicated on the student's transcript along with the grade in letters the student has received from the relevant course. This grade is not taken into account in enrolled program or related point average calculations. Courses in which students have scored (NI) cannot be repeated.
6. The (NA) grade is given to students who have failed to fulfill the requirements of attending a course or course applications. The (NA) grade is treated as an (FF) when calculating GPA.

7. The (T) grade is given to the students who came from national and international universities by making a transfer and also for the students who want to make their previous lessons read at their formal schools to be counted, a preparatory program is applied to his/her graduate program or participated in an exchange program, and also for the lessons that they achieved and those lessons that their equivalence are accepted by the faculty board that is offered by the head of department.
8. The (I) grade is awarded by the instructor to a student who failed to complete the requirements of a course due to illness or other valid reason although s/he was successful during the term. In the event that a student receives an (I) grade for a course, s/he must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of the grades, otherwise, the (I) grade will automatically turn into an (FF). However, in the case of long - lasting illness or a similar situation, the term for the (I) grade may be extended until the beginning of the following registration term, upon a proposal by the relevant department and subject to the approval of the relevant Faculty Board.

## **Article 20 - Achievement**

1. A student with a grade point average of (2.00) or over and without a failing grade in a course in the program is considered satisfactory. Students should pass all the courses in the program in order to satisfactorily complete the undergraduate preparation program.
2. A student is satisfactory if s/he has received an S, EX, CC or over from a course. A student who has taken FF, FD, U, and NA from a course is unsatisfactory and has to repeat that course. If a student has a Semester PA over 2.00 in a semester, her/his DC and DD grades are accepted as passed. DC is turned into DC+ and DD is turned into DD+. If a student has semester PA less than 2.00 in a semester, her/his DC and DD grades are accepted as failed. DC is turned into DC- and DD is turned into DD-.

Following exception applies to the Faculty of Dentistry and Pharmacy;  
DC and DD grades are accepted as failed regardless of the SPA.

3. Except summer term at the end of each semester, students who have achieved all the courses of that semester and whose SPA is between 3.50 and 4.00 are placed in the high honors List.
4. Students who do not take Final Examination fails from relevant course.

## **Article 21 - Increasing Grade Point Average**

**Students who need to increase their Grade Point Averages (GPA) can take again, the courses that they took in the previous semesters with a condition of attending the classes .** The last grade received by the student with respect to any course will be valid when calculating the GPA.

## **Article 22 - Determination of Grades**

1. Final grade of a course includes all the studies (mid-term exams, quizzes, field studies, practices, assignments, projects, workshops, seminars, attendance, laboratory studies, etc.) within a semester with respect to such course and the result of the final examination according to the performance evaluation system of the course.
2. The relevant lecturer announces the achievement evaluation system regarding the courses to be offered within one week following the beginning of each semester.
3. The achievement grades of a course are submitted to the relevant administrative unit within the time specified in the academic calendar and the results are announced by Departments within the time specified in the academic calendar.
4. The exams and the other evaluation criteria done during a semester might affect the passing grade maximum 60%. Final exam might affect %40% of the passing grade.

Following exception applies to Faculty of Dentistry and Pharmacy:

A student must obtain at least 60 out of 100 in final exam to be able to pass from the course. They get FF as a result regardless of what they have got in other exams or other evaluation criteria.

### **Article 23 - Final Examination Period**

1. There is a Final Examination Period of examinations at the end of the courses of each semester.
2. The period of examinations is extended to cover the number of days in which examinations could not be held due to acceptable reasons to the relevant Faculty Board.
3. The graduation project examination is held within the final examination period. The examinations regarding the laboratories, applied and field studies, and others where the results of such studies shall be considered with a view to granting the right to take exams, can also be held after such studies are over.
4. Instructors of the courses arrange and conduct the midterm examinations. If the instructor in charge is not at the university, it is decided by the Head of Department in charge for the person to conduct the examination according to the instructors' suggestion.
5. Other rules about the exams are announced before the exams.

## Article 24 - Programs and Locations of Examinations

The final examination programs in a semester are decided upon and announced at least two weeks before the beginning of the examination period by the relevant Faculty Board. The exams are held in the University buildings at the date, venue and time specified in the programs. However, exams with regard to courses and practices held on field can take place on field and in extramural venues.

## Article 25 - Make-up Exams

1. According to the decision taken by the University Council on 9th 2015 depending on the results of the final exams failed students can participate the final exam of summer school as make-up exam.
2. Students are allowed to have make-up examinations of the course(s) they have failed in the final examinations. Make-up examinations are held for the courses indicated below: Courses failed in FF, FD, DD- or DC.
3. Make-up examinations cannot be taken to increase the GPA.
4. Students failed with NA cannot have make-up examination.
5. As students, can take make-up examinations for all failed courses a petition from students is not requested. Students who have missed make-up examinations cannot have another exam for it.
6. Students who have missed make-up examinations cannot have another exam for it. In the make-up examinations, the same achievement grading system of final exams are applied and the score of make-up examination is accepted as final exam score. In the make-up examinations, the same achievement grading system of final exams is applied and the score of make-up examination is accepted as final exam score. Make-up examination score is included in GPA of the semester the student has failed in the course.
7. In the make-up examinations the highest score cannot be more than CC.
8. Make-up examinations are held on different dates including weekends decided by the University Council.

9. Students who fail in make-up examination of any prerequisite course should repeat the course in the following year.

For Dentistry Faculty: Students of Dentistry Faculty cannot take upper grade prerequisite courses.

10. If two make-up examinations overlap (are at the same time), the student will choose one of them for Pharmacy and Dentistry Faculties.

11. If two make-up exam overlap (are at the same time), extended time will be given to the students to complete both exam consecutively.

## **Article 26 - Examination Method**

1. Examinations are generally in written form. However, the instructor of the course may decide to conduct the exam in the form of an oral exam, project or assignment on condition that s/he states it on the course information form (syllabus).

2. Examinations are arranged and conducted by the examination committee of the faculty and instructors teaching the courses prepare questions for the exams.

## **Article 27 - Objections to Examination Results**

A student may object to the result of a final examination by submitting a petition to the Directorate of Student Affairs within 3 days following the announcement of final grades. The objection is assessed by the relevant examination committee in terms of material mistakes and the application is finalized by the relevant Faculty Board upon a proposal by the board of the department offering the course in one week. Results are announced by the relevant departments.

## **Article 28 - Summer Term**

The summer term education shall be carried out in accordance with the "Tishk International University Regulations for Summer Term ":

## CHAPTER FIVE

### Graduation and Diploma

#### **Article 29 - Credit Values of Courses and ECTS application.**

The credit value of a course consists of all of the weekly theoretical class hours plus half of the weekly class hours of practices, laboratories, projects and workshops. Numbers after the comma are rounded to the next whole number.

ECTS credits which are a numerical value allocated to course units to describe the student's workload required to complete them.

#### **Article 30 - Semester PA and Cumulative GPA**

1. A student's Semester Point Average is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credit hours studied during that semester. The digits following second digit after the comma in the division are rounded to two decimal places.
2. A student's GPA is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credit hours studied. However, only courses on the education program are considered when GPA is computed.

#### **Article 31 - Graduation and Diploma**

1. A student, who has been successful in all courses through pursuing the faculty's academic program, increased his/her grade point average to at least 2.00 and be deemed to have met the requirements of graduation by the relevant board decision, shall be awarded undergraduate diploma stating the name of the faculty/institute and if necessary the name of the department/program.
2. Students entitled to a diploma shall deliver a non-affiliate document to be obtained from the relevant units to be able to receive their diplomas.

## Article 32 -- Graduation Make-up Exam

1. Students at the graduation stage who do not have any U or NA grades (excluding internship) but who have failed FF, FD, DD or DC grades from a maximum of two courses are given the right to take an Graduation Make-up Exam only once for a maximum of two courses from which they have received FF, FD, DD or DC at the end of the relevant semester.
2. Graduation Make-up Exams are given for courses from which they have received FF, FD, DD or DC on the date determined by the department.
3. Graduation make-up exam can be repeated if the student fails after retaking the course in one of the three semesters as Fall, Spring or Summer.

## CHAPTER SIX

### Miscellaneous and Final Decisions

## Article 33 - Reservation of Permissions and Rights

1. The student can be granted a leave of absence at the most for 4 (four) semesters, and 2 (two) at once at the most, (on valid and acceptable reasons) subject to a decision by the Faculty Board .
2. S/he applies at the latest within 30 days after the beginning of the academic year. The student has to pay one third of the tuition fees for each semester for which s/he has been granted a leave of absence.
3. On account of epidemic, natural disasters, detention, economic reasons and imprisonment, such leave of absence can also be granted in mid-term, subject to a decision by the relevant Faculty Board. However, these students have to pay full tuition of the year and the tuition fee paid by students in these conditions is not refunded.
4. In the event that a leave of absence is demanded on account of the reasons cited in Item (2), the student shall apply to the Directorate of Student Affairs within twenty days at the latest following the occurrence of such reason and prove it by documentary evidence. If the mentioned reasons continue, the extension of leave of absence is decided by the relevant Faculty Board.



5. A student on a leave of absence during a semester cannot attend classes and take the final examinations of such semester.
6. Leave of absences shall not be included within the whole duration of academic training on condition that it is stated in the decision of the Board.
7. Students who do not register for a successive two years will lose all of their rights. Any student applying to attend classes within 2 years may be accepted by the Faculty Board only and the student shall be fined to the half amount of the annual tuition for each unregistered year.

### **Article 34 - Leaving the University**

Students wishing to leave the University at their own discretion shall apply in writing to the Directorate of Student Affairs. Such students' registration shall be removed subject to the delivery by them of a non-affiliate document to be obtained from the relevant unit. Upon request by any such student, a document demonstrating academic status and diplomas and other documents submitted when registering shall be given back to the student, except that tuition fees paid until then are non-refundable and these students have to pay full tuition fee of the year.

### **Article 35 - Course Exemption**

1. Following registration, students may ask exemption from some courses until the end of add-drop periods, subject to submitting a document demonstrative of their achievement in those courses during their previous higher education. The council of the relevant faculty may exempt such students from those courses if such council concludes upon assessment of the demand that they qualify.
2. The council of the relevant faculty decides upon which semester the student should start and are to be subtracted from the maximum study time, and upon exempted courses while considering their total credits.

### Article 36 - Extra Courses.

1. Each additional course is indicated on the transcript. Only regarding the elective courses on the program, GPA is computed starting with the elective courses with highest grades, the rest is not considered.
2. Starting from the elective courses with highest grades among passing additional courses of the program, necessary for graduation are computed, the rest is indicated as additional courses and fail courses are not indicated on the transcript.

### Article 37 - Associate Diploma

1. Students who have achieved all courses of the first four semesters as well as the obligatory courses determined by the Ministry of Higher Education and Scientific Research are granted an associate diploma of the relevant department, subject to having a grade point average of at least 2.00.
2. Students may take additional examinations in line with the basis of Article (32) of this regulation.
3. This diploma will be given to only students who wants to leave the university.

### Article 38 - Scholarship-Holding Students

1. Issues regarding scholarships to be granted to students are determined by the University Council. For a scholarship student enrolled at faculty/ vocational school to continue receiving bursary for the following year;
  - a. This scholarship will be for those students who they have the chance to be interviewed by a committee from university and become successful from the interview.
  - b. This scholarship is just for education faculty departments (Mathematics, Physics and Biology).
  - c. The students' sits numbers are only proposed by the university's request.( it means they are limited)
  - d. The scholarship is just for four years, it doesn't include the summer school and failing course fee, it means if the student had summer school courses he must pay the course fee and if he had the courses for fifth year he or she must pay his/her semester fee.

- e. The discount range will be announced by the committee from the university.
- f. This discount means that university just help them with the tuition fee only, staying place or dormitory money or transportation fee is not on the university.

### 3. General Decrees

- a. The University is not responsible to provide places to stay and transportation for the student.
- b. Student are not allowed to change department after the period that has been dedicated by Ministry of Higher Education.

### 4. Discount Cancelation

- a. Student should follow the universities regulations, each student will be given a handbook in which provides all the regulations. Student should obey all the articles that are written in the handbook. Otherwise, there will be a committee if an unexpected misbehaviour occur such as (fighting, stealing, damaging university's properties, or any kind of misbehaviour). The committee will decide that may involve a week of suspension to cancelling the opportunity of studying.
- b. Student should attend the classes, because if a student did not attend 20% of a course he/she will fail in the course.
- c. The discount is to train successful teachers. Therefore, student should get at least 2.00 out of 4.00 GPA. Otherwise, the student will be withdrawn from the scholarship.
- d. If the student fails from two or more courses, the discount will be cancelled for one semester. He/she must pay the tuition fees for the next semester. If the student could complete the remaining courses successfully he/she will re-receive the discount.
- e. Appealing for permission is not allowed, unless there is an emergency like (illness, etc.) after committee's decision.

## **Article 39- Students Sent to the National and Foreign Higher Education Institutions**

1. Students who are in third, fourth, fifth or sixth semester of their program can be sent to the national and Foreign Education Institutions up to one semester according to the frameworks of exchange programs agreements between the institutions in or out of Iraq. At this time, the matriculation continues and that period is accepted as period of study. The student pays his/her tuition to the university unless otherwise stated.
2. Allowing the students to go to the institutions of which having not an agreement is concluded by administrative board of University.
3. The equivalence operation of the student's grades received from national and foreign higher education institutions is done by changing to grading system according to the Article 19.

## **Article 40- Execution**

The provisions herein are enforceable by the President of Tishk International University.

## **Article 41- Validity**

This regulation is in effect from in 2019 - 2020 Academic Year.

## SECTION II

# SUMMER TERM REGULATIONS

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### CHAPTER SEVEN

#### Objective

#### Article 1- Objectives

1. To help students benefit from the educational facilities in summer term; in this respect, to increase the educational productivity,
2. To provide students with a new facility of taking the courses that they were unsuccessful in Fall and Spring semesters and the courses that they take to increase their GPA. Also, it aims to prevent the accumulations of course enrolments in the Fall and Spring semesters.
3. To benefit from the academicians working in high educational and research institutions in the country and abroad but available only in summer,
4. To help the students in other higher educational institutions and public and private sector personnel from the educational facilities of our university.
5. To provide opportunity for successful students to graduate earlier.

#### Article 2 - Scope

These regulations are applied to the students of Faculties for the courses and in periods determined by Tishk International University Council.

#### Article 3 - Definition

Summer Term is the educational term given in summer apart from Fall and Spring Semesters by Tishk International University.

## Article 4 - Application Principles

It is not possible to postpone the elective and compulsory courses of Associate degree, Bachelor's degree and Graduate programs of Tishk International University and open it in summer terms.

## Article 5

Summer Term is determined to start by the University Council.

## Article 6

Educational term for Summer Term is 6 (5+1) weeks. This term covers mid-term and final exams.

## Article 7

For Law Faculty Summer Term is organized during 8 (7+1) weeks. This term covers mid-term and final exams.

## Article 8

The enrolment of the students who take courses in the summer term is done in two phases as pre-enrolment and enrolment. The registration procedures of enrolment are mentioned in the academic calendar. First day of summer Term will also be the add/drop day for the courses that has not been opened because of not adequate number of students or other circumstances.

## Article 9

In summer Term a student can take a maximum three (3) courses on condition that not exceeding twelve (12) credits. Law Faculty Summer Term regulations are announced specifically.

## Article 10

In order to open a course at least four (4) students are required to be enrolled. If the number of enrolled students is less than four (4), related Faculty Council decides whether to open the course or not.

## Article 11

At least one mid-term and one final exams are held in the summer term courses. In determination of grade achievement, related regulations of “Undergraduate Education and Examination Regulations” of Tishk International University are applied.

## Article 12

In the summer term, mid-term and all other exams can be held only for the courses of summer term and for the students enrolled to these courses. There will not be any make-up examination in any case for courses taken in summer term.

## Article 13

For the students who have the passing grade but repeat the course in summer term to increase their GPA, no matter what the previous grade is, their last grade will be valid.

## Article 14

The grades achieved at the end of summer term are added to the GPA average of the regular grades. In the transcripts, it is shown that these courses are taken in the summer term.

## Article 15

The tuition fee for the summer Term that should be taken from the students for these courses are determined by the University Council.

## **Article 16**

The regulations for Preparatory School Summer Term are in Regulations of Preparatory School.

## **Article 17**

Students who registered to summer courses should pay full payments. Summer Term fees per credit for courses will be determined by University Council annually.

## **Article 18**

The summer term is not added to education duration.

## **Article 19**

Students who registered for summer courses should attend minimum %80 of course hours.

## **Article 20**

In the situations that are not specified herein, the “Undergraduate Education and Examination Regulations” of Tishk International University are applied.

## **Article 21 - Validity**

This regulation is in effect from in 09.11.2015

## **Article 22 - Execution**

The provisions herein are enforceable by the President of Tishk International University.



## SECTION III

# REGULATIONS FOR STUDENT DISCIPLINE

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### CHAPTER EIGHT

#### General Provisions

#### Article 1 - Objective

These regulations are in place to arrange the consequences for actions, such as, non-compliance issues, unethical conduct, plagiarism, and other alleged misconducts and actions both within and outside the university that require penalties determined by university (or related) disciplinary committee.

#### Article 2 - Scope

Common disciplinary cases, academic or administrative personnel that shall be nominated for disciplinary committees, processes for decisions about disciplinary cases and appeal procedures are covered.

#### Article 3 - Definitions

**The University:** consists of all types of infrastructure, e.g., administrative buildings, academic departments, conference hall, cafeteria; facilities, e.g., soccer, basketball and other sports fields, all university belongings online and offline.

All areas that are not mentioned above but falls within the limits of university borders are also locations, which disciplinary regulations are in effect.

Privately managed places, such as, cafeteria, catering services, are also like any other university location in regards to disciplinary regulations.

**Students:** are the ones, who are registered in, undergraduate education, graduate education and certificate programs.

**Disciplinary committee:** is an authorized committee to handle and decide on disciplinary cases. Faculty Disciplinary Committee is implied when the term Disciplinary committee is used.

**Warning:** is a written notice to the student warning her/him that s/he is required to be more careful with her/his actions within her/his area of responsibility.

**Reprimand:** is a written notification to the student indicating that s/he has been reprimanded for an act of misconduct within her/his area of responsibility.

**Suspension:** includes removal from all types of academic programs and extracurricular activities during the interval of suspension, being denied the right of entry at Tishk International University the duration will be determined by the disciplinary committee and will not exceed the remaining duration of the academic year or the work placement agreement.

**Expulsion:** includes complete removal from all types of academic programs and extracurricular activities permanently.

## CHAPTER NINE

### Disciplinary Cases and Resulting Sanctions

#### Article 4

General Student Obligations to Avoid Disciplinary Actions Each Tishk International University student is expected to demonstrate respect for every other human being and surrounding campus environment. Placement,

**Each student must in particular:**

- a. Behave in an honest and responsible way,
- b. Comply with all legal provisions that apply to students,
- c. Comply with the obligations imposed by the any contract signed between student and Tishk International University.
- d. Honor the excellent reputation of Tishk International University,
- e. Apply the deontological principles of his/her future profession during work placement,
- f. Take good care of the Tishk International University belongings such as its infrastructure, its online presences, the materials made available to students and the personal belongings of staff and fellow students,
- g. Comply with the ICT (Internet and communication technologies) rules and orders at Tishk International University
- h. Student is directed no to approach other party during the investigation process of Disciplinary Committee.

Every verbal, non-verbal or body language which implies sexuality, discrimination or racism and demonstrated by a person who is aware or should be aware that this action affects the human dignity is forbidden. It is also forbidden to conduct any election or other political campaigns on the Tishk International University premises. Nor may the Tishk International University email system and website be used for these purposes. Refer to Article 5 for examples to other types of disciplinary cases.

## **Article 5 - Examples to Disciplinary Cases and Required Sanctions.**

This article consists of examples of disciplinary cases occurred within and or outside of the University and requires sanctions.

In a case of repetition of a disciplinary misconduct that regularly leads to the same sanction or not obeying suspension orders; a higher degree sanction is applied.

### **Disciplinary Sanctions and Related Disciplinary Cases:**

#### **I. Disciplinary Cases That Require the Imposition of a Warning**

- a. Failing to provide prompt answers to any question put by the authorities, without a valid excuse;
- b. Placing signs or notices on any surface other than authorized notice boards;
- c. Removing, discarding, altering, scribbling on, and dirtying posts, notices, programs etc. approved by the university;
- d. Acting in a manner incompatible with the dignity every student is expected to display;
- a. Treating others in a rude and disrespectful manner;
- e. failing to keep one's immediate surroundings clean, yelling, singing, playing an instrument and causing excessive noise.

#### **II. Disciplinary Cases That Require the Imposition of a Reprimand**

- a. Providing incorrect, incomplete, or misleading information to the authorities in the university;
- b. Obstruction or disruption of any university activity, including lectures, tutorials or other forms of instruction, seminars, lab work, workshops, scientific meetings and conferences;
- c. Placing unapproved posters and banners in areas controlled by the university;
- d. Removing, discarding, altering, tearing, defacing, scribbling on, and dirtying posts, notices, programs etc. posted by the University;

- e. Behaving in a manner that might damage the sense of respect and confidence;
- f.
- g. Gambling or having others gamble any University premises.

### **III. Disciplinary Cases That Require the Imposition of a Suspension of one day to one month**

- a. Restricting, in any manner, either directly or indirectly, others' liberties of learning and teaching, or behaving in a manner disruptive to the peaceful working of the University;
- b. Disruption or interference with the orderly progress of a student discipline proceeding;
- c. Allowing someone else to use/possess a personal document issued by the university and to enjoy the privileges to which they are not entitled, using/possessing someone else's authorized documents;
- d. Causing harm to any individual's reputation via defamatory written or spoken statements within the University;
- e. Causing harm to the reputation of a staff member of the university via defamatory written or spoken statements within or outside the University;
- f. Consumption of alcoholic beverages and tobacco products (for example smoking cigarette, cigar, narghile, hookah, E-cigarette, etc.) in unauthorized places.
- g. Holding unapproved meetings in open/enclosed areas within the University;
- h. Cheating, allowing cheating, or attempting to cheat on any examination by direct cheating (looking at the book, pre-prepared notes, using electronic devices not allowed etc.) or indirect cheating (communicating with the others inside the exam hall, looking at the other students' exam papers, etc.)
  - For any type of cheating during exams, students get zero from that exam.
  - For any type of cheating during Final Examinations, students will fail from that course with FF, and not allowed to take make-up examination.

- Dentistry Faculty students will fail the course in any a case of cheating at any exam of that course.
- l. Engaging in political activities within the University, handing out political manifestoes, or putting up political posters and placards within the University;
- j. Obstructing the standard conduct of disciplinary investigations;
- k. Writing morally offensive words or making or pasting indecent signs and figures on walls, doors, or items of University furniture, or damaging such items. (The issued students also compensate the damage.).
- l. Attending classes, seminars, lectures, laboratories, workshops and any University premises intoxicated by alcohol;
- m. Plagiarism in assignment, quizzes, seminars, presentations.

#### **IV. Disciplinary Cases That Require the Imposition of a Suspension of one semester.**

- a. Threatening or insulting administrators, academic staff, fellow Students, and other officials, assaulting them either orally or in writing as to bring insult to their honor, dignity or person;
- b. Speaking about administrators, academic staff and other officials in a hostile manner, or issuing printed matter of a hostile nature about these persons or inciting fellow students to hostility against them, or attempting any such similar actions;
- c. Any conduct such as occupation or the like that substantially interferes with the services of the University;
- d. Actual harassment of any student or member of staff of the University;
- e. Theft of property on the premises of the university;
- f. Destructing, or defacing property, including buildings, fixtures, etc., or causing willful damage to information systems of the university;
- g. To be involved in organized cheating, or leading others to cheat;
- h. Plagiarism in Thesis, dissertation, internship report.
- l. Tampering official university documents.

**V. Disciplinary Cases That Require the Imposition of a Suspension of Two Semesters**

- a. Disrupting the normal operations of the university through physical force and violence towards any member of the staff.
- b. Infringement of the right to receive services from the university through physical force and violence towards any student.
- c. Enforcing another person or a group of people to conduct or take part in an activity which is deemed illegal through physical force, or threatening behavior.
- d. The possession, use, or delivery of any controlled substance/drug on the property of the University.
- e. Cheating during an examination by threats of intimidation, interfering with the expulsion of students who have engaged in cheating during an examination from the examination room, impersonating or substituting, that is taking either the place of another student in an examination or undertaking an assessment on behalf of another.
- f. Sexually harassing another person within the University.
- g. Carrying or possessing a firearm and its bullets, an illegal knife, explosives, and other instruments specially designed to attack/ defense on property of the University.
- h. Misuse or unauthorized use of the university information systems to obtain an unfair advantage to satisfy own desire, or for the benefit of others.
- i. Staging, for reasons other than political or ideological, boycotts, obstructions, and sit-ins, or upsetting the normal routine of work at the University or provoking any such similar actions.
- j. Carrying out activities which might cause polarization due to differences of language, race, color, religion or religious sect.
- k. Organizing unlicensed indoor or outdoor meetings within the University, or attending such meetings, or making statements and attending meetings and ceremonies, falsely assuming the right to do so under the guise of students' representative.
- l. Entering places within the University to which access is denied despite being banned by the premises or causing damage and destruction in such places.

## VI. Disciplinary Cases That Require the Imposition of Expulsion from the University

- a. Conviction by any court of competent jurisdiction for organizing, leading, or being a member of, or acting on behalf of, or assisting an illegal body that aims at committing a crime.
- b. The sale, purchase, supply, or delivery of any controlled substance/drug on the property of the University.
- c. Using a firearm and its bullets, an illegal knife, explosives, and other instruments specially designed to attack/defense on the property of the University.
- d. Violating the sexual liberty and integrity of someone else through assault.
- e. Making the University officials or fellow students leave buildings, classrooms, offices, laboratories or other premises by using force or violence, preventing officials from doing their work, or forcing fellow students to join in any such illegitimate activity.
- f. Disturbing the general peace or the working environment for ideological and political motives, taking part in boycotts, sit-ins, obstructions, and the University personnel's work-to-rules, or provoking any such action.
- g. Inducing by threats some individual or group to organize an illegitimate action or to take part in it; inducing them to make false statements or give false evidence, or to assume responsibility for such an illegitimate action.
- h. Being a member of an illegal organizations, or acting in the name of or providing assistance to an illegal organization.
- i. Having suffered punishment for committing a crime against the body of the state.
- j. Cheating in examinations by intimidating fellow students, preventing the authorities from sending the cheating students out of the classroom, getting somebody else to sit the examination in one's stead or sitting an examination in some other person's stead.
- k. Obstructing, by force or intimidation, disciplinary proceedings of the disciplinary committee.
- l. Hiding or harboring persons that are wanted by the security forces.
- m. Preventing fellow students from attending classes or examinations, by whatever means, or making them walk out of a class or inciting or compelling them to do so.
- n. Inflicting torture or causing torture to be inflicted on some individual or group for any reason.
- o. Obstructing the ceremonial hoisting of the national flag, or behaving in a deliberately



disrespectful manner during such ceremonies.

## VII. Unforeseen Disciplinary Cases

Students who commit disciplinary cases not specifically mentioned, but which are deemed by the University authorities to be comparable to those mentioned above in terms of their nature and gravity, incur corresponding disciplinary penalties.

### **Article 6 - Disciplinary Committee, Disciplinary Investigation Process and Decision**

1. A disciplinary action aims at ensuring the proper functioning of the academic or administrative departments and the normal course of the educational activities.
2. Maintaining discipline at Tishk International University is entrusted to: the relevant head of department in regards to reporting the issue subject to disciplinary action, and the disciplinary committee for investigation and finalizing the case.
3. There are two types of disciplinary committees.
  - a. University Disciplinary Committee It consists of the members of Administrative Board of the University. Chairperson of this board is also chairperson of the University Disciplinary Committee. This general committee discusses the cases related with many faculties at the same time, the suspension and expulsion punishment decisions from sub committees, and issues about appeal. The committee may meet with a minimum of three members. Other than the chairperson, only other established position is the secretary of the board. Secretary of the board is responsible for preparing the agenda in consultancy with the chairperson and recording the meeting minutes. Secretary is also responsible for communicating the results to the related parties.
  - b. Disciplinary Committees for each Faculty. Disciplinary Committee consists of the members of the related Administrative Board of the Faculty. Chairperson of this board is also chairperson of the Disciplinary Committee. This committee discusses the cases related with the staff or students of this faculty. The committee may meet with a minimum of three members. Other than the chairperson, only other established position is the secretary of the board. Secretary of the board is responsible for preparing

the agenda in consultancy with the chairperson and recording the meeting minutes. Secretary is also responsible for communicating the results to the related parties.

- University Disciplinary Committee may also establish sub-commissions for the purposes such as investigating a case and may also hear from witnesses and get consultancy from related experts.
- Any head of academic or administrative departments is authorized to report to the Disciplinary Committee. Other university personnel should report to the related department head in writing and the department head will notify the disciplinary committee. However, if needed, any university personnel may apply directly to the disciplinary committee in writing after seeking resolution via department heads.
- The Disciplinary Committee meets at the same pace with the Administrative Board of Faculty, if there is a case reported to the disciplinary committee in writing by the time of the meeting. However, the Disciplinary Committee may meet at any time to discuss serious offenses or misconducts that require immediate attention.
- The chairperson of the committee assigns a member or members of the committee to investigate the incident, listen to and make claimants, defendants and witnesses to fill up incident reports.
- All cases must be reported to disciplinary committee in writing within one month of realization of the event. If any investigation is needed, it must start within one month upon being discussed in disciplinary committee meeting.
- Although there is no set time limit for investigations, disciplinary committee may investigate the investigation procedure especially if the investigation is taking a long time.
- The disciplinary sanction is handed down by the disciplinary committee. The disciplinary committee will decide by simple majority. In case of a tie vote, the chairperson of the Disciplinary Committee will make the final decision.
- Sanctions for disciplinary actions that do not require further examination or investigations are voted at the meeting. In any case, a final decision has to be made by the time of the next meeting.
- The sanctions of suspension and expulsion are required approval of the University Disciplinary Committee.

## Article 7 - Communication of Sanctions

Each sanction is motivated in writing and communicated in writing to the following parties no matter what the result is:

- The student
- Legal guardians of the student
- Tishk International University administrative units including deaneries. If the student is receiving any type of scholarship from Ronaki Zanist Educational Company Institution, related parties are also informed of the results. In cases of irrevocable expulsions following institutions are also informed about disciplinary committee decisions
- Ministry of Higher Education and Scientific Research Related security forces including police stations and/or military
- All known institutions that the student is receiving scholarship

However, sanctions that do not result in irrevocable expulsions may also be communicated to above institutions if deemed necessary, e.g., cases related to public safety. In any situation, all original copies of signed and stamped documents will stay with Tishk University and only copies of these documents will be handed to the related parties unless an original copy is required by any governmental institute.

## Article 8 - Execution of Sanctions

- 1- Sanctions begin to take place starting from the time of written notification to the student unless otherwise is noted.
- 2- Suspensions will be implemented after registration and add/drop days of the semester.
- 3- Suspensions will not be implemented in summer school terms.

## **Article 9 - Appeal Procedures and Committee of Appeal**

The Committee of Appeal is the University Disciplinary Committee. The student will have the right of appeal against the imposed disciplinary sanction within three calendar days after the notification of the decision. To this end, the student may submit a motivated request of appeal in writing to the appeal committee. The disciplinary action regularly takes effect after the notification of the disciplinary committee. However, initiating an appeal procedure will suspend the disciplinary action until student is officially notified of the final decision by the appeal committee unless the disciplinary committee decides that the situation may possess safety risks for the University community, within Tishk International University, it is not possible to appeal against a decision by the disciplinary Committee of Appeal.

## **Article 10 - Confidentiality**

Confidentiality is required in initiation and developmental stages of the disciplinary case until a final decision is made including the appeal procedure. In other words, reporting and investigating a case; related meetings and all written materials must abide with confidentiality.

## **Article 11- Execution**

The provisions herein are enforceable by the President of Tishk International University.

## **Article 12- Validity**

This regulation is in effect by March 3

## SECTION IV

# ENGLISH LANGUAGE PREPARATORY SCHOOL REGULATIONS

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### CHAPTER TEN

#### General Provisions Objective

##### Article 1

The aim of this Regulation is to construct principles of education in English Language Preparatory School of Tishk International University.

##### Article 2

**Definitions:** In this Regulation, the following terms have the meaning written below:

**A1, A2, and B1 levels:** Levels of Language.

**Preparatory School:** English Language Preparatory School of Tishk International University which provides English language education for the University.

**Preparatory Class:** English Preparatory Classes of Tishk International University.

**Foundation English Course:** Foundation English Course in Preparatory School of Tishk International University provides English language education for the freshman students.

**IELTS:** An international language exam named International English Language Testing System. The International English Language Testing System, or IELTS™, is an international standardized test of English language proficiency for non-native English language speakers. It is jointly managed by the British Council, IDP.

**TOEFL IBT:** An international language exam named Test of English as a Foreign Language. The TOEFL IBT test measures your ability to use and understand English at the university level. And it evaluates how well you combine your reading, listening, speaking and writing skills to perform academic tasks.

**PTE:** The Pearson Test of English Academic (PTE Academic) is trusted by universities, colleges and governments around the world. It is unbiased proof of a candidate's

English skills.

**President:** President of Tishk International University.

**Director:** Director of Preparatory School.

## CHAPTER ELEVEN

### Principles of Education

#### Article 3 - The Aim of Preparatory School

The aim of the Preparatory School is to advance the English knowledge and skills of students newly admitted to undergraduate and graduate programs to a level at which they will be able to understand what they read and hear, to express themselves both written and orally, and to follow the classes offered at the University.

#### Article 4 - Scope of Preparatory School Education

The English language curriculum at the Preparatory School is designed as A1- A2. (Beginner-Elementary) and A2- B1 (Pre-Intermediate) Levels in accordance with the needs of the academic programs at the University. Each level has different lesson hours and curriculum.

#### Article 5 - Period of Study and Attendance

1. Period of study at the Preparatory School is two academic terms. Each term consists of at least 12 weeks and the weekly number of class hours is minimum 20.
2. In order to graduate from Preparatory School, a student has to pass B1 level. Those who cannot pass B1 level by the end of the academic year are given a chance to partake in Summer School education (at a further fee to be advised). In case of failure from Summer School, the student must re-take the Preparatory School in the following academic year.
3. At Preparatory School, attendance to 90% of classes is obligatory. Students who do not fulfill the attendance requirement cannot take the related term's Final Exam. If the student provides a valid medical report or a petition for a valid excuse within a week to the Directorate of Preparatory School, s/he is accepted as excused for an extra 10%. These students may attend Summer School and/or take the proficiency exam which shall be held at the beginning of the following academic year.

4. Students who failed to complete the B1 Level in the first attempt are permitted to attend Preparatory Class education in the following academic year that consists of two terms. The students who failed to pass or failed because of attendance in the second attempt may take the proficiency exam which will be held at the beginning of the following academic year. Appeals must be submitted to University Council via the Preparatory School Director.
5. To be eligible to enroll in to the desired faculties of Tishk International University by means of Preparatory School requires the successful completion of B1 Pre-Intermediate Level.

## **Article 6 - Program and Curriculum**

Preparatory School curriculum, the number of lessons in a week and academic calendar of Preparatory Classes are decided by the Director and selected administrative staff of Preparatory School.

## **Article 7- Examinations**

In the Preparatory Classes, proficiency exam, placement test, mid-term exams, weekly quizzes and final exam are applied. Additional assignments and make-up exams may be conducted. The application and the number of these exams are decided by the relevant units of Preparatory School. All exams can be applied as written and/or orally.

### **7.1 Proficiency Exam:**

This is the exam to be exempted from Preparatory School. Students enrolled at Tishk International University may take a proficiency exam.

- It is an international standardized examination that includes speaking, reading, writing and listening parts and measures the candidate student's language proficiency,
- In the proficiency exam, candidates' success is evaluated according to the following: Reading ability 30%, Writing ability 25%, Speaking ability 20%, and Listening ability 25%,
- The exam is free and the exam application is made in the student affairs department of our university,

- Exam results are given and announced by Prep School within 3 days to the student affairs section and candidates can learn the result from the Directory of Student Affairs.

## 7.2 After the Proficiency Exam: The decision making process of students to determine whether they are Preparatory School or Foundation English Course

1-50% of Wezary Exam English Language Score and 50% of Tishk International University Proficiency Exam Score decide upon the language level of the student who has enrolled at Tishk International University.

**Rule 1:** If the average is more than 50 (see the third rule), the student moves into the first year.

If the average is lower than 50 (see the second rule), the student has to study at the Preparatory School of the University, but he/she has to complete one year of English education successfully. After that he/she can study as the first class student in the relevant department.

**Rule 2:** If the student's Tishk International University English Proficiency Exam score is lower than 50, he/she can move the first year of the related faculty but he/she may be enrolled in the first class but it is essential to take the 1st Semester GEN 100 - Foundation 1 and 2nd Semester GEN 102 - Foundation 2 courses. Additionally, he/she must be absolutely successful at the end of the both courses.

**Rule 3:** If the student's Tishk International University English Proficiency Exam score is higher than 50, he/she can move the first year of the related faculty but he/she does not have to study Foundation English course.

2. Students providing evidence that they have previously scored a minimum of 60 in TOEFL IBT, 5 in academic IELTS, and in PTE 40 or an equivalent score in other international exams, are exempt from the Proficiency Exam and start studying in the programs they are enrolled into. These exams are valid for two years.
3. Students who successfully completed a preparatory program of another university are required to take our university proficiency exam.



**Placement Test**

This is the exam which is obligatory to attend for the purpose of determining the suitable level for the students in the Preparatory Class. The result of this exam determines student levels. The suitable points for the levels are decided by the relevant units of Preparatory School.

**Mid-term Exams:**

At least one mid-term is held in a term regarding the scope and aims of the education applied in Preparatory Class. The dates of the exams are announced at the beginning of each term by Preparatory School.

**Quizzes:**

These are the assessments applied beside mid-term exams with declaration of date.

**Pop Quizzes:**

These are the quizzes applied beside mid-term exams and quizzes without declaration of date.

**Make-up Exam:**

This exam is applied for the students whose excuse for not taking an exam with right and valid reasons is accepted by the board of Preparatory School.

**Final Exam:**

Students who accomplished attendance and have sufficient general average of the grades have to take this exam at the end of each term. Students who have at least 60 out of 100 points from the general average of mid-term exam, quizzes, assignment portfolio, and teachers' evaluation grades can take this exam. Others are accepted as failed if they cannot accomplish this grade and retake the same level.

**Article 8 - Achievement Grading and Assessment**

1. In order to be accepted as successful in Preparatory Class, students' general average of exams and assessments applied at the end of the relevant term have to be at least 60 out of 100.

2. Grade is calculated as stated below:

- » 20% from mid-term exams,
- » 25% from quizzes,
- » 10% from portfolios (presentation, book review, film review, papers preparation, role-play, debate, etc.).
- » 15% from teachers' evaluations (pop quizzes, students' performance, homework, etc.).
- » 35 % from final exam.

3. The passing grade consists of 60% of the general average of the relevant term all exams. Students who cannot accomplish this grade will re-take the same level.

## **Article 9 - Permissions and Make-up Exam for Excuses**

1. Students in Preparatory Class can be granted a leave of absence (provided that they pay tuition completely) for one academic year. Those who have a valid reason may be granted a leave of absence for an academic year only once by the decision of the Director and University Council. Students on leave may take the proficiency exam with other students at the beginning of the new academic year.
2. Students who couldn't attend mid-term exams with an excuse take a zero "O" grade from that exam. Those students have to submit their excuse documents to the relevant unit of Preparatory School in a week. If the director approves these documents, a make-up exam for such students is held. Exams are not set individually for quizzes, pop quizzes and assignment portfolio. At the end of the semester, a general exam may be held including these exams and works.

## **Article 10 - Objections to Examination Results**

Students' objections to examination results and assessments of objections are evaluated according to the relevant articles of Regulations for Undergraduate Educations and Examinations of Tishk International University". Oral objections are not accepted.

## **Article 11 - Preparatory Class Certificate**

The list of the students that completed Preparatory Class successfully and their grades are informed to Student Affairs Office by Preparatory School. Those students may be given an English Preparatory Class Certificate on demand.

## **Article 12 - Severance**

Students' enrolment is terminated on conditions stated below: Students who demand severance themselves; students who do not have sufficient grade average to pass at the end of their second academic year; students who didn't pay tuition, and the tuition is paid for each level of language; students whose severance is decided according to the General Discipline Regulations of the University; students who will not continue their education because of their illness.

## **Article 13 - Authority**

On the conditions that is not included in this regulation, Regulations for Undergraduate Educations and Examinations of Tishk International University, other regulations and decisions of University Council are applied.

## **CHAPTER TWELVE**

### **Foundation English Course**

## **Article 14 - The Aim of Foundation English Course**

The aim of the Foundation English Course is to advance the English knowledge and skills of students newly admitted to undergraduate programs to a level at which they will be able to understand what they read and hear, to express themselves both written and orally, and to follow the classes offered at the University.

## **Article 15- Curriculum**

The curriculum of the Foundation English is prepared and implemented by the Preparatory School Administration and the Prep School Curriculum Committee.

## **Article 16 - Foundation English Course for first Grade Students (According to the Article 7.1 and 7.2)**

- 1-In 2019-2020 academic year our Foundation students in GEN 100 - Foundation 1 will be taught English 10 hours a week in the 13 - week first term which adds up to 130 hours and also GEN 102 - Foundation 2 will be taught English 10 hours a week in the 10 - week first term which adds up to 100 hours.
- 2-GEN 100 - Foundation 1 and GEN 102 - Foundation 2 courses are non-technical and they have 2 credits. Passing score for both courses in each semester is 60 out of 100.
- 3-Students who are not successful in GEN 100 - Foundation 1 in the first semester will take the same course in the second semester. Only if s/he is successful in GEN 100 - Foundation 1, s/he can take the GEN 102 - Foundation 2 course in summer.
- 4-All training and grading of the GEN 100 - Foundation 1 and GEN 102 - Foundation 2 courses are under the responsibility of the Prep School's directorate.
- 5-There are 2 lessons on each weekday. The lessons start at 8:00 am. in Prep School Classes until 10:00 am. Each lesson lasts for 40 minutes. And each break is 10 minutes.
- 6-Beginner Foundation Course students who have difficulty in understanding the departmental subjects which are taught in English, may write a petition requesting to study in Preparatory School within one month after the academic year starts. Petitions presented after this time will not be taken into consideration under any circumstances.
- 7-Foundation English course is provided to the students in both semesters of the first year. For that reason, it is shown as Incomplete (I) in PIS system in the fall term.
- 8-Foundation English Course fee is determined annually by the University Committee in addition to the annual tuition fee.

## **Article 17 - Severance of Foundation Course**

Students enrolment is terminated on conditions stated below: Students who demand severance themselves; Students' success depends on the arranged regulations that Preparatory School Administration decides upon. The regulations point out that students have to achieve 60(CC) over 100 in Foundation year English. Otherwise, they have to participate in summer school which lasts 6 weeks If they get FF as a result. If not, they have to repeat the foundation year English in the following (second) year;

students who didn't pay tuition, and the tuition is paid for each level of language; students whose severance is decided according to the General Discipline Regulations of the University; students who will not continue their education because of their illness.

#### Article 18 - The process of Foundation English Course for failed freshman students

According to the council meeting on October 8, 2018, the following decisions were made concerning the freshman students who failed in Foundation English Course.

1- These students are allowed to move to the second year of the relevant departments.

They are permitted to take 50 % of the total credits from the second year.

2- The students who failed in Foundation English Course have to retake this course.

3- These students will pay the annual fee of their departments.

4- The schedule of Foundation English Course shall be prepared by Preparatory School Administration.

5- These students shall have minimum 6 hours Foundation English a week.

6- Their Foundation English Course will be an FF in PIS system; however, while repeating the same course attendance is compulsory.

7- On condition that the students accept the aforementioned rules (the students will sign and present this paper to the relevant department that shows they accept the rules), s/he can repeat the course. Unless the students do not accept these rules, they are going to study in Preparatory School.

8- If these students fail again in the retake Foundation English Course, they have to take Foundation English Course in Summer School.

9- If Foundation English Course takers fail again in the last Summer School Course, they have to repeat the freshman year. They are not allowed to move to upper year until they succeed in Foundation English Course.

### Article 19 - Examinations

In the Foundation English Course Classes, mid-term exams, weekly quizzes and final exam are applied. Additional assignments and make-up exams may be conducted. The application and the number of these exams are decided by the relevant units of Preparatory School Administration. All exams can be applied as written and/or orally.

**Mid-term Exams:**

At least one mid-term is held in a term regarding the scope and aims of the education applied in Foundation English Course Class. The dates of the exams are announced at the beginning of each term by Preparatory School.

**Quizzes:**

These are the assessments applied beside mid-term exams with declaration of date.

**Pop Quizzes:**

These are the quizzes applied beside mid-term exams and quizzes without declaration of date.

**Make-up Exam:**

This exam is applied for the students whose excuse for not taking an exam with right and valid reasons is accepted by the board of Preparatory School.

**Final Exam:**

Students who accomplished attendance and have sufficient general average of the grades have to take this exam at the end of each term.

## **Article 20 - Achievement Grading and Assessment**

In order to be accepted as successful in Foundation English Course Class, students' general average of exams and assessments applied at the end of the relevant term have to be at least 60 out of 100.

Grade is calculated as stated below:

- » 25% from mid-term exam,
- » 20% from quizzes,
- » 5% from participation (presentation, book review, film review, papers preparation, role-play, debate, etc.).
- » 10% from teachers' evaluations (pop quizzes, students' performance, homework, etc.).
- » 40 % from final exam.

## CHAPTER THIRTEEN

### Provisions of Summer Term Structure/ Program

#### Article 21 - Provisions of Summer Term Definition

Summer Term Education is a program applied during the summer holiday months except for fall and spring semesters. Registration to Summer Term is mandatory.

#### Article 22 - Aim

A second attempt chance is provided to the students who couldn't successfully complete the B1 Level at the end of the second term of Preparatory School and/or Foundation English Course students, failure due to attendance, or couldn't continue their education due to health conditions.

#### Article 23 - Period of Study and Program

Summer Term academic calendar and courses are set by Preparatory School. Period of study is at least 7 weeks long. University Council decides whether Summer Term education period shall be accepted in normal education period.

#### Achievement Grade and Assessment:

The achievement grades of Summer Term courses are determined with the same method as it is in the regular academic year.

#### Attendance:

At Summer Term, attendance to 90% of classes is mandatory. If the student provides a valid medical report or a petition for a valid excuse within a week to the Directorate of Preparatory School, s/he is accepted as excused for extra 10%. Students who do

not fulfill the attendance requirement are accepted as unsuccessful in Summer Term.

**Instrument of Accession:**

Students who are non-registered of Tishk International University may attend Summer Term courses. Instrument of Accession shall be given to such students if they are successful.

**Article 24 - Enforcement**

The provisions here in are enforceable by the President of Tishk International University.

**Article 25 - Effective Date**

Provisions of this regulation shall come into force incipiently on students who are enrolled to departments with preparatory class in 2019-2020 academic Year.



## SECTION V COMMUNICATIONS

### CHAPTER FOURTEEN

#### How to Calculate Semester Point Average (SPA)

According to Examination Rules and Regulations of Tishk International University, grades are in letters and averages are calculated over 4. In Article 19, a table of equivalent grades for the letters was given. Calculation of semester point averages (SPA) should be done according to this table

#### Article 26- Grades

Letter	Grade Equivalent Out of 4.00
AA	4.00
BA	3.50
BB	3.00
CB	2.50
CC	2.00
DC	1.50
DD	1.00
FD	0.50
FF	0.00

SPA is calculated by multiplying credits to grades out of 4.00 and dividing sum of results to total credits. Two examples are given below:

**EXAMPLE 01**

Course	Grades in letters	Grades Equivalent out of 4.00	Credit	Credit
Course 1	AA	4	X3	= 12
Course 2	CC	2	X2	= 4
Course 3	BA	3.5	X3	= 10.5
Course 4	DD	1	X4	= 4
Course 5	FF	0	X3	= 0
Total			15	30.5

$$\text{Semester PA} = 30.5 / 15 = 2.03$$

**EXAMPLE 02**

Course	Grades in letters	Grades Equivalent out of 4.00	Credit	Credit
Course 1	AA	4	X3	= 12
Course 2	BB	3	X3	= 9
Course 3	BA	3.5	X3	= 10.5
Course 4	DC	1.5	X4	= 6
Course 5	CB	2.5	X3	= 10
Total			17	47,5

$$\text{Semester PA} = 47,5 / 17 = 2,79$$

## CHAPTER FIFTEEN

### Facilities, Departments and Units

#### Library

Tishk International University library is responsible for supplying courser sources to the students and academic staff. It must serve as much as it can, the library is divided into 3 divisions. E-library consists of multimedia book divisions; it has a capacity of 100,000 books and 20000 e-books, 150 million e-documentaries and 10000 e-magazines. All books in library converted to e-books as pdf or DjVu format.

#### User Registration System

The registration is necessary to be able to access the library sources and the registration can only be done with Tishk International University ID card.

#### Here are the steps to borrow any resource from the library facility

1. Register in the library
2. Return the book\resources in maximum 15 days for student and 30 for staffs
3. 3 books can be taken at once for 15/30 days
4. On the circumstance of being late, only one book can be taken for the next time
5. If the taken books are not returned, the borrower should pay money to accountant depending on the resource.
6. If one cannot find the source s/he is looking, s/he can get it through the surveys we are going to provide.

#### Scholar tools in digital environment

Electronic tools for organizing scientific research sources and electronic tools help researchers in collecting, organizing, documenting, and sharing their research sources:

\* For more information visit Tishk International University Web sits > services > library  
<http://www.tiu.edu.iq/>

## Dean of Students

Dean of Students was established with the purpose of helping the students familiarize with campus life, providing the groundwork on which they will continue improving themselves in their working lives as effective and qualified individuals, helping them realize their potentials and make a progress both in their social and academic lives, and establishing a bridge between university administration and the students to decrease bureaucratic process.

### Offices of Dean of Students:

1. Clubs and Sports
2. Social Affairs
3. Career Center
4. Student Council
5. Alumni Office
6. General Activities

#### 1- Clubs and Sports:

one of the major aims of Tishk International University is to enhance the students in terms of art and sports as well as academic development. In this context, Dean of Students takes a significant role to supply art and sport clubs to provide social responsibility, environmental sensitivity and personal development. These activities help the students reveal and boost their skills, provide higher satisfaction from campus life, relive tiredness of the year, gain self-confidence, break monotony and make them feel of “belonging”.

Clubs and Sport Office organizes “**Clubs Introduction Day**” twice a year to introduce the clubs and give the students opportunity for registration.

Here are the clubs list:

NO	Name of the Club
1	Photography Club
2	Designing Club
3	Wood Painting
4	Ebru
5	Stone & Soap Painting
6	Drawing Club
7	Guitar Club
8	Violin Club
9	PlayStation Club
10	Keyboard Club
11	Chess Club
12	Turkish Language Club
13	English Language Club
14	Persian Language Club
15	Saz Club
16	Charity Club
17	Football Club
18	Table Tennis Club

For further Information, you can visit:

[www.tiu.edu.iq/deanofstudents/clubs-sports](http://www.tiu.edu.iq/deanofstudents/clubs-sports)

## 2- Social Affairs

Social Affairs Office supports the social mission of the university, encouraging the social development of students as citizen leaders in a global society. It provides the activities and amenities which make the campus life more entertaining and active. We are the partners with faculty, staff, and students,

providing extracurricular activities which socialize the students, integrate the learning into their lives, get the students aware of their skills. Moreover, we aim to enhance students' communication skills, mentor them how to make teamwork and think independently, and have respectful, confident, faithful and honest students.

### 3- Career Center

The main purpose of Career Center is to assist students in getting acquainted with the business world before graduation and help them make a smooth transition into professional life. We also aim to help them build up their career path effectively and provide qualified, self-confident and diligent individuals based on market demands. In this respect, we carry out some seminars and workshops within academic year which inform the students in order to achieve their goals.

In addition, Career Center arrange "**Career Days**" in which students meet with leading companies and prominent businessmen, have the chance to deliver their resume to the companies inside the university and "**Internship Program**" which offers the students practical experience in an actual environment according to their field.

For further Information, you can visit:

<http://www.tiu.edu.iq/deanofstudents/career-planing-office/>

### 4- Student Council

Tishk International University supports the students not only academically, but also socially in terms of their attempts and participation in the social arena. In this sense, Student Council has been established and consists of the representatives of all departments to be represented in the university administration and take an active part in the decision-making process.

Student Council election is carried out by Dean of Students Representatives in the departments annually and the candidates are selected according their GPA and discipline record. Representatives get in contact with Dean of Students throughout the year.

For further Information, you can visit:

<http://www.tiu.edu.iq/deanofstudents/student-council/>

## 5- Alumni Office

Alumni Office serves as a bridge between Tishk International University and the alumni and aims to provide various academic and social opportunities, cultivate current students to become efficient future alumni, help them continue to use university facilities such as Career Center, library, etc., arrange seminars and workshops which update the alumni's field knowledge, give consultancy service to find suitable job according to their qualifications and skills. Another significant issues are to minimize the percentage of unemployed graduate and get in contact with them.

For further Information, you can visit:

<http://www.tiu.edu.iq/alumni/>

## 6-General Activities

- Martyrs Thanks day
- Spring Festival
- Graduation Ceremony
- Photo Taking Day
- Flag Day
- Welcome Ceremony
- Fundraising Events
- Social Responsibility Projects
- Seminars
- Tournaments

For further Information, you can visit:

[www.tiu.edu.iq/deanofstudents/](http://www.tiu.edu.iq/deanofstudents/)

## International Relations Office (IRO)

International Relations Office (IRO) was established in 2013 and currently offers Exchange Program for the students and the academic staff as well as involving the international projects and make the TIU name globalized. The IRO wants to create opportunities for our students to get integrated with the world through searching, developing and sharing the knowledge. Also it endeavors to enhance the profile of the University and supply the necessary conditions to encourage and consolidate the internationalization of Tishk International University.

- In order to become a leading university for quality student engagement and partnerships globally, the IRO has to expand its efforts.
- Various opportunities have presented themselves for the past year, the IRO will have to reinvent it self to cope with globalization.
- Cooperation with other organizations brings new opportunities in terms of funding, scholarships, summer studies and internships.
- Student demands for opportunities abroad have increased.
- The IRO will transition into a department, focused on the internalization of the university. The student exchange program will become part of this and not the main focus.

## Why Student Exchange?

- Student Exchange program provides a great opportunity for both to experience the education and training opportunities abroad in the partner universities.
- The opportunity to experience challenges and rewards by living and studying in another country. IRO is giving the students a chance to step beyond the safety of what they already know.
- The experiences you acquire during your overseas studies will be valuable to your future employers.
- Students get a chance to experience wonderful places, make memories and experience different cultures that will open up their minds.
- Another university might teach the students a different perceptive of their study.
- Students may study abroad for one (minimum) or two (maximum) semesters.



(Semester periods may be different considering the education systems but the total exchange period cannot exceed one academic year).

- Students only need to pay the regular tuition fees of Tishk International University during their exchange period except USA case. They are not required to pay any additional tuition fee(s) at the partner university. The IRO will help the students find accommodation.
- Students are responsible to ensure that they have the financial means to support their living cost during their Exchange program (Some countries require proof of adequate finances). The cost of living varies from country to country, but students need to consider visa fees, accommodation, insurance and miscellaneous expenses such as travel, clothes, entertainment etc.
- For further details and procedures, students should visit the IRO Faculty Representatives: <http://www.tiu.edu.iq/iro/contact>

## **Application Requirements of International Relations Office**

If a student wants to be considered as part of the student exchange program, then she/he should comply with the following requirements:

- 1- Must be the 2nd and 3rd year student studying in a 4-year program and 2nd, 3rd and 4th year student studying in a 5-year program is eligible to apply.
- 2-The GPA of the student must be equal or more than 2.
- 3- The student should fill in the application form and submit your application form and the requested documents to the IRO representative of your department before the deadline.

## **Partner Institutions**

IRO aims to offer a wide range of programs with its partners. Within the Exchange Program processes, the Tishk International University has signed MoU (Memorandum of Understanding) with more than 58 universities and institutions around the world.

Albania	Beder University
Azerbaijan	Qafqaz University
Bosnia	International Burch University (IBU)
Cambodia	Zaman University
Chile	Universidad Adolfo Ibanez
Cyprus - Northern	The European University of Lefke
England	University of Leicester
Georgia	International Black Sea University (IBSU)
Germany	University of Potsdam
	Technische Universitat Bergakademie Freiberg
Iraq - KRG	Erbil Polytechnic University
	Hawler Medical University- Kurdistan
	Kerkuk University
	University of Kurdistan Hawler
	Salahaddin University
	Sulaimani Polytechnic University
Kazakhstan	Suleyman Demirel University
Malaysia	Universiti Sains Malaysia
	Universiti Malaysia Pahang
	Universiti Selangor (UNISEL)
	Universiti Teknologi Malaysia (UTM)
Nigeria	Nigerian Turkish Nile University
Poland	Jagiellonian university
	Vistula University
	University of Szczecin
Czechia:	Palacky university

USA	University California
	Saint Vincent College
	King's College
	University of the Incarnate Word
	North American University
	Michigan State University
	Virginia international university
	George Mason University
Italy	Iuav University of Venice
	University of Calabria
	University of Eastern Piedmont

# Organizational Chart



## CHAPTER SIXTEEN

### Frequently Asked Questions (FAQ)

I'm a new student. What should I do?

You need to register to courses to attend courses and take exams. See your department for course registration and read Article 9 and 16 about the rules of registration.

Who can help me about my problems?

You will be assigned an advisor in your department to help you. S/he is responsible for your academic, social, career and official issues. Ask for who s/he is, and visit her/his office.

If you cannot solve your problems with your advisor, see your Department Head.

How can I register to courses?

1. You need to renew your course registration at the beginning of each semester.
2. Course registration process will finish in a certain time announced by the University Academic calendar and all students, themselves, have to register courses to take lessons and exams. Read related parts of Students Handbook and consult academic calendar.
3. Be sure that you don't have payment problem.
4. Get in the My-Tishk web site. You can try Student portal on Tishk home page ([www.tiu.edu.iq](http://www.tiu.edu.iq)) or type (<https://my.tiu.edu.iq>) on the address bar of internet explorer. If you forgot your user name and password, see Student Affairs to get it with your university ID. If you lost your ID, see IT services.
5. Go to "Personal Information tab" and update your contact information (phone numbers). Then go to My settings and update your email address if there are changes.
6. Go to "Courses I required to take" in Academics tab. Select the courses in an order from up to down. You need to start selecting from the failing courses if you have.
7. When you finish selecting all courses, go to your advisor to take approval and your registration form. You cannot complete registration without advisor's approval.

What if I did not register on time?

You can register on add/drop dates specified in academic calendar. But you will be considered as absent from the courses until your registration is completed. If you do not complete your registration on add/drop dates you will lose one semester.

What is My-Tishk SIS (Student Information System) web page?

Each student has a private web account to follow issues such as exam results, attendance records, messages from administration and lecturers, course registration, transcript and academic process. After registration to the University, you will be given a username and password to access this web page.

What should I do if I cannot come to lessons because of illness or for some other reasons?

If you couldn't come to university and missed some lessons or exams, you should submit an excuse petition or report (this can be a medical report) to Student Affairs Office. If your excuse is accepted, you may be given another chance to make exams. If you are sick, you need to get a letter from Student Affairs from a certain clinic for your medical examination.

- Be sure that you don't exceed the nonattendance limit defined in rules and regulations.
- You need to submit your doctor report in a week.
- See Article 17 for more details.

How many lessons can I miss in a semester without failing?

In theoretical courses, your absent hours shouldn't exceed the limit of %20 of the total number of the lessons in a semester. If you submitted some excuses and they are accepted by faculty administrative board, this number can be extended by %30. In practical (Laboratory) courses, your absent hours shouldn't exceed the limit of %15 of the total number of the lessons in a semester. If you submitted some excuses and they are accepted by faculty administrative board, this number can be extended by %20.

How can I pass the courses?

When you get CC grade at the end of the semester in a course, you are accepted as successful and you pass this course. There are also DD and DC grades to pass but they are conditional passing grades. To read more about details, see Article 19 and 20.

Where can I eat something?

You may use cafeterias inside the Tishk International University

## **CHAPTER SEVENTEEN**

### **General Examination Guidelines**

#### **Article 1**

It is the student's responsibility to follow the exam date, time and location. The examination timetable will be announced on department bulletin boards. Students should ensure that they arrive at the exam hall at least 10 minutes before the start of the examination.

#### **Article 2**

If you arrive late to examination; they should take permission from invigilator to enter the hall quietly. No additional time will be allowed for students arriving late. Students arriving more than 15 minutes after the start of the examination will not be allowed into the hall. If a student is ill on the day of examination or delayed due to an emergency situation, student should contact his/her department immediately to let the department administration know about it. Department administrative staff will advise the student the action that s/he should take.

#### **Article 3**

Students must remain silent as soon as they enter the examination hall. Students should write all information required diligently on the front cover of the answer booklet.

## Article 4

Students should not bring any valuable items to the examination hall. Students are not allowed to bring any electronic devices (mobiles, smart watches, tablets...) to examination hall. If they bring any electronic device to the exam hall, they should switch off mobile phones and leave them in the bag or on the invigilators desk for the duration of the examination. Invigilators will not be held responsible if belongings of students are lost.

## Article 5

Unless instructor specifically allows the use of accompanying materials, all books and/or notes must be left at the front of the hall. Anyone found consulting notes after being allowed into the hall will be reported to their department. Allowable accompanying materials will be checked for annotations mentioned in the exam paper. Any unauthorized material will be confiscated and reported to department administration. If students are found writings on their hands, or any part of their bodies, no matter what is written, they will be accepted as cheating. All students suspected of cheating in this way will be dealt with under the University's disciplinary regulations.

## Article 6

Students are responsible for bringing their own pens, pencils and any other relevant exam materials. All pencil cases should be transparent and should not contain any paper. And students should not use color pen or pencils but blue and black.

## Article 7

Students should ensure that they have Tishk International University Identity Card to display on the desk. The ones who don't have it will not be accepted to exams.

## Article 8

Students may only use a calculator during their examination if the examination instructions allow it. All calculators must be nonprogrammable and must be left on the desk during the examination for inspection. Invigilators will confiscate any calculator that does not conform to regulations.



## Article 9

An announcement of start and end of the exam will be done before exam starts by writing on the board of exam hall by chief invigilators only.

## Article 10

When a student is given permission to leave, s/he should collect all belongings and leave the hall as quickly as possible and is not allowed to speak until s/he leaves the examination hall. Student should be aware that other students may still be finishing examinations in the same hall or building so those who leave should consider of others' need for silence, and should remain quiet until they have made way out of the classroom. Not following this instruction will be accepted as cheating.

## Article 11

Objections to final exam results end 3 days after the announcement of the scores.

## Article 12

Cheating in examinations will not be tolerated and will result in serious penalties. If a student is suspected of cheating, the student will be asked to hand exam paper and leave the exam hall. Students should obey instructions of invigilators and they should not argue with the invigilators if they have been instructed to leave the room. Invigilators can report the incidents or cases to their head of departments (students can report the incident to their departments as well if they think they are treated unjustly). Incidences of cheating will always be reported to student's department and dealt with under the University disciplinary regulations.

## Article 13

Cheating includes using unauthorized material, hiding notes, reading notes, writing notes or anything written on any part of students' body, speaking, whispering, peering, changing place without permission, reading the examination paper, continuing to write after the examination has been finished etc. or trying to cheat in anyway. Various penalties have been meted out by the University ranging from examination papers being marked as a fail to expulsion from the program of study.

## Article 14

Students who fail in NA (Non-Attendance) are not allowed to take final exams under any circumstances.

## Article 15

Students are not allowed to leave the exam hall in the first 30 minutes after the exam starts.

# CHAPTER EIGHTEEN

## Responsibilities of Academic Advisors

Responsibilities of the Academic Advisors:

The mission of academic advising is to assist students in their growth and development by constructing meaningful educational plans which are compatible with their life goals. It is a continuous and consistent process which is built upon the basis of frequent, accumulated personal contacts between advisor and students.

Effective academic advising is the cornerstone of the academic program of Tishk International University. Excellent academic programs will not accomplish the desired end result if students are not properly guided and counseled. As Tishk International University, it is part of our mission to provide sensitive and thoughtful support to our students as they wrestle with the many choices open to them. Thus, academic advising fosters the development of the whole student who is a self-directed, motivated responsible decision-maker and encourages the successful completion of degree requirements and timely graduation. Main activities advisor should follow:

- Advises and counsels students for Fall, Spring, and Summer semester course selections.
- Conducts initial orientation appointments with new students each academic year
- Participates in office staff development, workshops, programs, and administrative functions; attends meetings.
- Receives and gives referrals to and from faculty and other University offices for students' major considerations, academic issues, or personal concerns.
- Performs other duties as assigned.
- Monitor progress toward educational/career goals and meet at least twice each semester to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Follow-up with the student on any report of unsatisfactory work (poor attendance, notice of failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are weak in terms of their academic and social development.
- Proactively contact and be available for student advisees on a regular basis.
- Office hours should be posted on the advisor's office door and preferably given to the student early in the semester.
- Consult regularly with faculty colleagues in order to have up-to-date information for career and other options
- To be familiar with published academic rules and regulations of the University and to maintain an up-to-date academic advising reference file containing current program area, faculty, and University materials pertinent to advising.
- To inform students of the advisor's and students' responsibilities in the academic advising process.
- To discuss students' academic performance and its implications and inform their parents about them after receiving department's permission.
- To refer students to appropriate sources of information and services.
- To utilize university resources, including student information systems and the degree audit system, in the course of advising.
- Interpret and administer Tishk University policies and procedures.
- Complete other advising duties as requested such as: track retention, authorize add/drops, and conduct degree audits. Keep advising statistics,

work schedule and other reporting documents up-to-date.

- Facilitate relationships between the student and other individuals on campus who may provide assistance and foster a campus community that promotes student success.
- Characteristics of effective advisors who possess the following characteristics are most successful with students:
  - interested in advising
  - demonstrates a concerned and caring attitude toward students
  - exhibits effective interpersonal and communication skills available to students
  - frequent contact with students
  - intrusive behavior with students
  - knowledgeable of institutional regulations, policies, offerings, and procedures
  - monitors student progress
  - uses appropriate information sources and refers when necessary
  - engages in developmental advising versus simply course scheduling.



## STUDENT HANDBOOK

2019 - 2020

NOTES:

Faculty of Dentistry  
-Dentistry

کۆلیژی پزیشکی ددان  
-پزیشکی ددان

Faculty of Nursing  
-Nursing

کۆلیژی پەرستاری  
-پەرستاری

Faculty of Pharmacy  
-Pharmacy

کۆلیژی دهمانسازی  
-دهمانسازی

Faculty of Engineering

-Petroleum & Mining Engineering  
-Surveying & Geomatics Engineering  
-Architecture Engineering  
-Interior Design  
-Computer Engineering  
-Civil Engineering  
-Mechatronics Engineering

کۆلیژی ئەندازیاری

-بەشی ئەندازیاری نەوت و بە گازاکردن  
-بەشی ئەندازیاری ڕووپوان و جیۆماتیکس  
-ئەندازیاری تەلەرسازی  
-بەشی ئەندازیاری دیزاین ناوڤ  
-بەشی ئەندازیاری کۆمپیوتەر  
-بەشی ئەندازیاری شارستانی  
-بەشی ئەندازیاری مێکانترۆنیکی

Faculty of Law  
-Law

کۆلیژی یاسا  
-یاسا

Faculty of Science  
-Information Technology(IT)  
-Medical Analysis

کۆلیژی زانست

-بەشی تەکنەلۆژیای زانیارییەکان  
-بەشی شیکاری نەخۆشییەکان

Faculty of Administrative Sciences  
and Economics

-Business and Management  
-International Relations and Diplomacy  
-Banking and Finance  
-Accounting  
-Tourism

کۆلیژی زانستەکانی بەرێوەبردن و دارایی

-بەشی بەرێوەبردنی کار  
-بەشی پەیموهندیە ئێدومۆلتییەکان و دیپلۆماسی  
-بەشی بانک و دارایی  
-بەشی ژمێرباری  
-بەشی گەشت و گوزار

Faculty of Education  
-English Language Teaching (ELT)  
-Mathematics Education  
-Physics Education  
-Biology Education  
-Education Computer

کۆلیژی پەرۆمە

-بەشی ئینگلیزی  
-بەشی بیرکاری  
-بەشی فیزییا  
-بەشی زیندەدوورانی  
-بەشی پەرۆمە کۆمپیوتەر

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