

Cihan University-Erbil



Students Handbook



2023-2024

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Students Handbook

1- ADMISSIONS

Admission to all bachelor degree programs is based primarily on the applicant's school performance and the instructions of the Ministry of higher education and scientific research of Kurdistan Region –Iraq.

Factors such as character and leadership will be considered in the admission process. All applications will be evaluated by the Cihan University Admissions directorate.

1-1 Documents Needed and General Conditions

To apply for Cihan University, the student should:

- 1- Have a high school certificate or what Equivalent.
- 2- Submit high school certificate approved by the Ministry of Education regarding foreign certificates.
- 3- The applicant should not be more than 35 years old if applying for morning studies, whereas those applying for evening studies are free from this condition.
- 4- The high school graduates of previous years have the right to apply for the university departments.
- 5- Application does not mean acceptance at the scientific departments of the university because that depends on the competition for available seats and the average of high school.

1-2 Required Certificates and Documents

The applicant should provide the university with the following forms and documents when applying:

The application form after filling it by the student and the school and approving it from the Ministry of Education.

- 1- The form of information in English language.
- 2- Colored copy of the Civil Status Identity with the original one for audit.
- 3- Colored copy of Iraqi Nationality Certificate with an original one for audit.
- 4- Colored copy of the nation card with an original one for audit.
- 5- Colored copy of the passport for foreign students with the original one for audit.
- 6- A medical report.
- 7- Six personal photos with a white background, size (4 x 3).
- 8- Accommodation support letter (Mokhtar support) or accommodation card.
- 9- High school graduation certificate approved by the Ministry of Education.

A completed Cihan University Application for Admission Form, available from the Registrar or on the website at Cihan University website :

<https://apply.cihanuniversity.edu.iq/>

2- Student Educational Services

Cihan University offers a broad range of educational services to support student learning.

Details of these services and how to avail them are provided herein.

- 1- Central Library with workroom spaces, a research center, and network access
- 2- Scientific Laboratories
- 3- TV and Media well equipped Studio
- 4- Spacious classrooms.
- 5- Multi-purpose rooms for intensive classes.

- 6- Virtual court.
- 7- Computer center
- 8- Multi-purpose Halls for intensive Events.
- 9- Conference Hall
- 10- Wi-Fi internet access is available throughout campus
- 11- Student Center that offers a range of amenities including: Bookstores, Terrace Café with internet access, Food court, Art studio.
- 12- Outdoor and indoor football, basketball, tennis, and volleyball courts.
- 13- Green spaces.

3- Cihan University –Erbil Orientation Program

Students orientation program aims to introducing new students to the university life and its standards of higher learning . Besides, such programs provides accurate information about the rules and regulations of the university and direct students to their new academic life and responsibilities. Of course, the orientation program is an excellent opportunity to welcome the fresh men and establish a positive image for the university as a whole.

The orientation program includes but not limit the following:

- 1- What is University aims and objectives?
- 2- The Campus behavior and attitude.
- 3- Attendance and discipline.
- 4- Punctuality and academic honesty.
- 5- Use of the university services

4- Examining Regulations and Instructions

4-1 General

- 1- The minimum pass degree is 50% for each subject out of 100.
- 2- If the student couldn't get the minimum mark in the first attempt, he/she could attend the second attempt. If he/she could not pass for the second time , then he/she is considered as failed for that academic year in this subject.
- 3- The final exam cannot be postponed for any reasons.
- 4- The average is calculated according to the total marks taking into account the number of ECTS of each subject.

4-2 Tests And Procedures

4-2-1 Tests and Exams

At Cihan University every course is broken down into sessions with clear, meaningful,

deliverable, and measurable objectives, which consist of new concepts, skills, or abilities to be acquired by the students during that session. Cihan University places great emphasis on measuring what has been taught; therefore, the extent to which learning has occurred is verified through regular assessments. The result of these assessments allows for focused and timely re-teaching of what has not been learned.

In order to implement this philosophy at Cihan University, different types of assessments will be administered depending on the requirements of each course. The type of assessment as well as its weighting towards the final course grade is clearly described in the course syllabus. Some of the tests that might be included in a course syllabus are:

4-2-2 Weekly Tests

Weekly tests are designed to test all the concepts taught by the course instructor according to the prescribed pacing. Depending on the results, quick remedial action will be taken and some of the concepts tested will be re-taught, before any new material is presented.

4-2-3 Periodic Tests

Periodic tests scheduled during a semester will be invigilated and written in the assigned classroom or exam hall. The exam papers will be graded by the course instructor and checked by the heads of the department concerned before being returned to the students.

4-2-4 Midterm and Final Exams

These exams will be based on the material covered as per the course syllabus. In order to be admitted to a Final exam in any course offered by Cihan University, a student must meet the attendance requirement. Final exams are held at the end of each semester, except for Teaching Practice and other announced practical course requirements for which grades will be accumulated throughout the semester.

5- Exam Rules

- The distribution of course grades is defined in the published course syllabi. Final exams are held at the end of every semester and cannot exceed 50% of the final course grade (Bologna System –Theoretical Subjects). At least two tests and/or graded projects or reports should account for the remaining percentage of the grade.
- A student who misses a Final exam can sit for a make-up second attempt exam. The second attempt grade will be considered as the exam grade.
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5-1 Grades and Performance Designation

<u>CIHAN UNIVERSITY-ERBIL</u>				
<u>GRADING SCHEME</u>				
<u>Group</u>	<u>ECTS Grade</u>	<u>% of Students/Marks</u>	<u>Definition</u>	<u>GPA</u>

<u>Success Group (50 - 100)</u>	<u>A - Excellent</u>	<u>Best 10%</u>	<u>Outstanding Performance</u>	<u>5</u>
	<u>B - Very Good</u>	<u>Next 25%</u>	<u>Above average with some errors</u>	<u>4</u>
	<u>C - Good</u>	<u>Next 30%</u>	<u>Sound work with notable errors</u>	<u>3</u>
	<u>D - Satisfactory</u>	<u>Next 25%</u>	<u>Fair but with major shortcomings</u>	<u>2</u>
	<u>E - Sufficient</u>	<u>Next 10%</u>	<u>Work meets minimum criteria</u>	<u>1</u>
<u>Fail Group (0 - 49)</u>	<u>FX – Fail</u>	<u>(45-49)</u>	<u>More work required but credit awarded</u>	
	<u>F – Fail</u>	<u>(0-44)</u>	<u>Considerable amount of work required</u>	

Note:

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. CUE has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

<u>Module Evaluation</u>				
	<u>Time/Number</u>	<u>Weight (Marks)</u>	<u>Week Due</u>	<u>Relevant Learning Outcome</u>
<u>Quizzes</u>	<u>2</u>		<u>4 and 10</u>	<u>(1), (2) (3), (4), (5), (6)</u>
<u>Assignments</u>	<u>3</u>		<u>4,8, 12</u>	<u>(1), (2), (3) (4), (5), (6)</u>
<u>Projects / Lab.</u>	<u>1</u>		<u>Continuous</u>	<u>-(8)</u>
<u>Midterm Exam</u>	<u>1.25 hr</u>		<u>7</u>	<u>-(4)</u>
<u>Final Exam</u>	<u>3 hr</u>		<u>16</u>	<u>All</u>
<u>Total</u>				

6- ATTENDANCE

6-1 Attendance Regulations

Students are responsible for meeting course requirements even during their absence. It is their responsibility to check on homework assigned, dates of exams, deadlines of projects, and other course requirements. Course rules are stated and defined in the course syllabus. Make-up work

and exams, if any, will be according to the rules defined in the course syllabus. In any semester, students can either miss a maximum of 10% of the course duration (without approval) or 15% (if justified and approved by the University Council), and still receive credit for that course. Some courses may require stricter attendance regulations; instructors have the right to impose specific attendance regulations in their courses provided that such regulations are recorded in the syllabus. Instructors are to inform their divisions/ departments and the Student Affairs Office of any prolonged unexplained absence of students. Students exceeding the maximum allowed absences will be forced to drop the course and will fail in this subject.

6-2 Department Absence

It is the responsibility of the college, or department to ensure faculty missed sessions are made up. In extreme circumstances, a semester might be extended to make up for missed lectures.

6-3 Classroom Scheduling and Class Size

It is the responsibility of the Scientific Department to assign classrooms to courses depending on the type of courses.

Cihan University has defined the following types of courses and determined the class size accordingly:

- Language courses: 25 students
- Lab courses: 20 students
- Internship courses: 10 students
- Lecture courses: up to classroom capacity
- Seminar courses: 25 students
- Physical education courses: 16 students
- Studio courses: 18 students

6-4 Class Time

Every credit hour is equivalent to a 50-minute teaching period. A three-credit hour course (lecture type) is taught at 150 minutes per week. In case the instructor is late, students are expected to wait fifteen (15) minutes before leaving the class. As a courtesy to classes in session, students must refrain from making noise. Students are also expected to leave quietly after the 15-minute grace period.

7- Disciplinary Action

Students might be subject to disciplinary action according to the Cihan University Regulations and Instructions if they commit an act counter to the university's mission, vision, and code of conduct. These acts include, but are not limited to, cheating, plagiarism, and disruption of classes/exams, which are serious offenses subject to disciplinary action by the Disciplinary Council.

Acts of theft, falsification of university documents or signatures, or any improper behavior on

campus are also subject to disciplinary action.

Students caught cheating on an exam for the first time in a course will consider failed for whole academic year.

A student may receive up to three disciplinary warnings. On the fourth warning, the student is automatically suspended from the university.

7-1 Student Code of Conduct

All students at Cihan University-Erbil are subjected to disciplinary instruction according to itemNo.1, of the fort fifth articles of the enactment of the Ministry of Higher Education and Scientific Researches of KRG No.10 of the year 2008.

Cihan University strives to be a haven for academics to nurture the intellectual and ethical values of its students. Towards this end, all members of Cihan University share responsibility to establish a secure and safe environment for learning to take place.

The Student Code of Conduct is a set of guidelines allowing the Cihan University community to live up to its moral values and to establish sanctions for those who stray from these values. The Student Code of Conduct strikes a balance between individual liberties and rights and those of the Cihan University community.

Cihan University Student Code of Conduct shall serve as the working constitution for the Cihan community. Students are to familiarize themselves with all university policies including those of the Student Code of Conduct. Students violating the code of conduct will be sanctioned accordingly.

Using discretion, the University may enforce its code of conduct when student conduct leads to the disruption of Cihan University educational mission, programs, or other functions of the university. Cihan University reserves the right to take all measures to protect and safeguard the welfare of its community.

Students are liable for any violation of the Student Code of Conduct; this includes but is not limited to the following:

- Students break the law of the land
- Students engage in sexual or violent misconduct
- Students' violation occurs while participating in a University affiliated, sanctioned, or sponsored activity
- The victim of the violation or the perpetrator is a member of the University community
- Sale or consumption of alcohol
- Sale or distribution of drugs
- Disruption of the educational, research, and service activities of the University

Students have rights and responsibilities. Students' freedom and rights include but are not limited to:

- Freedom of intellectual inquiry
- Freedom to live in an environment devoid of psychological or physical threats

- Freedom to live in a safe environment devoid of violence.
- Freedom from unfair treatment from others
- Freedom to live in an environment free from harassment and bullying whether in class or at university-sanctioned events
- Freedom to live in a campus safeguarding the student's personal property
- Right to study and learn in an environment conducive to education
- Right to fair and just judicial process
- Right to just and fair academic rules and regulations
- Right to be aware of academic and social conduct regulations
- Right to be informed of graduation requirements of the University
- Right to be heard in matters pertaining to academic and non-academic issues
- Right to freedom of speech and assembly
- Right to be informed (through print, email, etc.) of alleged infractions of the Student Code of Conduct

Each student has the responsibility:

- To respect and protect the rights of others
- To respect and protect the property of the University
- To recognize, respect, and appreciate diversity and conduct him/herself in a manner to enrich the University community
- To recognize and understand the obligation the University has to provide a safe and healthy environment conducive to pursuing knowledge and learning
- To obtain a copy of the Student Catalog and become fully conversant with the University rules and regulations, and the Student Code of Conduct
- To implement the academic requirements determined by individual faculty, the colleges, and Cihan University.