KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Academic Catalog

2018-2019

Aim of the Catalog

The aim of this catalog is to provide sufficient guidance into the Academic Programs of Komar University of Science and Technology (KUST). This is one of the exceptional efforts to explore Komar University of Science and Technology's (KUST) programs, currentpolicies, academic offices, and the university's up-to-date high quality teaching philosophy. Moreover, it introduces the academic and extracurricular activities that comprise the campus life. The academic programs are based on internationally recognized standards. In particular, the four years plan for Bachelor's Degree is designed in accordance with the American Higher Education System. KUST's academic programs attempt to fulfill the international criteria set by professional associations that accredit similar academic programs in the United States of America and all over the world. Thus, KUST's graduates will acquire ethics, knowledge and skills similar to their peers in the developed countries.

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MESSAGE FROM THE PRESIDENT

For any building to stand firmly and straight a strong and sound foundation is required. This is exactly the case with Komar University of Science and Technology (KUST). KUST was established with international recognition and accreditation in mind.Thus, it has endeavored to design its infrastructure and academic programs by referring to many internationally accredited universities around the world, especially in the USA and UK. For instance, College of Engineering observes the standards set by Accreditation Board for Engineering and Technology (ABET).

In terms of management, KUST has been very successful so far. This is because it has applied the four basic elements of successful management, i.e., planning, recruiting, directing and controlling. As for planning, it has the Board of Trustees and the University Council that set administrative and academic plans and policies for the university; in terms of recruitment, it has the Human Resources Office that works hard to hire through rigorous interviews knowledgeable and experienced people for administration and academic jobs; in terms of directing, it has loyal and professional chairpersons and directors who work seriously to ascertain that the plans and policies are implemented in the best way possible; finally, the Office of Quality Assurance and Accreditation (OQAA) checks the quality of the academic programs and the teaching-learning process. Therefore, KUST has being steadily developing and expanding quantitatively and qualitatively. For example, in 2018, it could open the College of Medicine with two very important departments, namely, Department of Dentistry and Department of Pharmacy. It also has plans to open other departments to meet the needs of the market. Qualitatively, it continuously develops its academic programs, teaching-learning process and research activity depending on the educational advancements around the world and feedback from the Office of Quality Assurance and Accreditation (OQAA).

In addition to the above mentioned points, KUST has always attempted to create a healthy environment for its students, faculty, and staff as well. This healthy environment has catered for their personal, academic and administrative needs. Hence, KUST could be one of the most productive universities in the aforementioned areas. It is also this welcoming environment that attracts people from around the world to come and work at KUST. Being taught and trained in such an environment, KUST's students graduate equipped with ethics, knowledge and skills to make them life-long learners and successful in their future careers.

This catalog of Komar University of Science and Technology has been prepared to provide an overall comprehensive guide to its academic and administrative programs and units.

Finally, having such a well-established, successful and constantly expanding university is a source of pride and an impetus to work harder to serve our country and the world as well.

Yours sincerely

Prof. Dr. Salahaddin Saeed, President

Table of Content

1. General Overview

Komar University of Science and Technology (KUST) in Sulaymaniyah was founded and licensed by the Ministry of Higher Education and Scientific Research in the Kurdistan Region of Iraq, according to the Kurdistan Region Government's official letter No. 17867/7 on October 18, 2009. KUST is a private university governed by a Board of Trustees and administered by its University Council. Its main campus is located in the city of Sulaymaniyah, in Kurdistan, Iraq. We are currently at an exciting stage of our development. This catalog aims to demonstrate KUST's well-established Academic Programs. KUST has been implementing these programs since December 2011 and updates them in accordance with new developments of academic programs in recognized international universities.

1.1 Vision

Komar University of Science and Technology aspires to be one of the world-class universities by adopting the most developed educational systems in the world and preparing its students to be globally competitive. Its dreams go beyond the regional borders as it aims to prepare students who will make a global difference.

1.2 Mission

The mission of Komar University of Science and Technology is to contribute to the advancement of society through science and technology and to prepare its graduates to assume a leading role in this endeavor.

1.3 Objectives

KUST will achieve its mission by fulfilling the following objectives:
1.3.1 Create an environment to acquire and transfer knowledge and skills in science and technology;
1.3.2 Create an environment which encourages critical thinking and friendly faculty-student interactions;
1.3.3 Prepare students for a variety of careers in science and technology professions based on international standards and accreditation;
1.3.4 Encourage cooperation between KUST, private industry, and government to improve the quality of students' academic learning and to meet the needs of the public and private sectors;
1.3.5 Provide professional consultation to the government and the private sector;

1.3.6 Support technological development and its applications to improve the quality of life in the region and Iraq, and;

1.3.7 Promote the culture of professional and ethical conduct throughout society

1.4 Organizational Chart

The university organizational chart is shown in Figure 1.
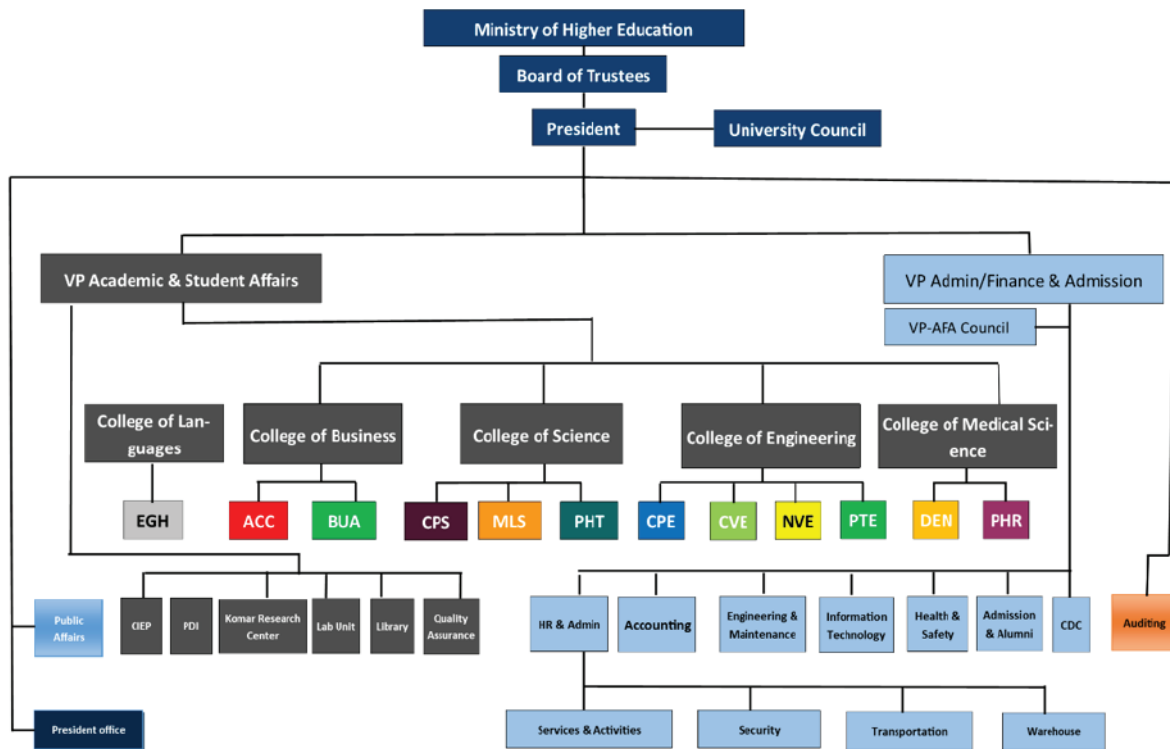
Figure 1 University Organizational Chart

1.5 Educational Philosophy

Komar University of Science and Technology adopts constructivism as its educational philosophy. Based on the notion of "Learning by doing", constructivism believes that knowledge is constructed rather than acquired. Hence it requires active engagement of students in their own learning process. This brought about the idea of student-centered classes. Inspired by this philosophy, KUST aspires to make its students, regardless of their majors, achieve the following learning outcomes:

1.5.1 Critical Thinking

1.5.2 Communication

1.5.3 Professionalism (defined by an Individual academic program)

1.5.4 Ethics

1.5.5 Life- Long Learning

1.6 Master Calendar

The master calendar is a calendar for all the university activities. It provides information for faculty members, staff members, and students. It includes the schedule of all offices. The master calendar has been implemented at Komar University of Science and Technology since 2016 (see Figure 2).

Figure 2 University Master Calendar

1.7 Academic and Non-Academic Booklets

1.7.1 Ministry of Higher Education and Scientific Research Instructions

1.7.2 Bylaws

1.7.3 Student Handbook

1.7.4 Faculty Handbook

1.7.5 Staff Handbook

1.7.6 Quality Assurance Handbook

1.7.7 Departments Catalog

1.7.8 Laboratory Catalog

2. Quality Assurance

2.1 Flowchart

Komar University of Science and Technology implements a uniform flowchart in all academic departments. The flowchart is designed based on the International accreditation system (see Figure 3). It is adopted from the top universities all over the world. It shows all required courses, including core and elective courses, that students should complete in order to get their degrees. In general, the courses are distributed over three major categories: University courses, College courses, and Departmental courses. The three major categories have different shares in terms of the number of credit hours. The number of credit hours range from minimum 120 to approximately 127. All of the departmental flowcharts are published on the Komar University of Science and Technology website, www.komar.edu.iq/flowchart. The total number of credit hours are distributed semi-equally over 8 semesters. Students may also take summer intensive courses, which gives them the chance to finish their study in less than four years. Only students who are eligible are able to take the courses on the academic flowcharts.
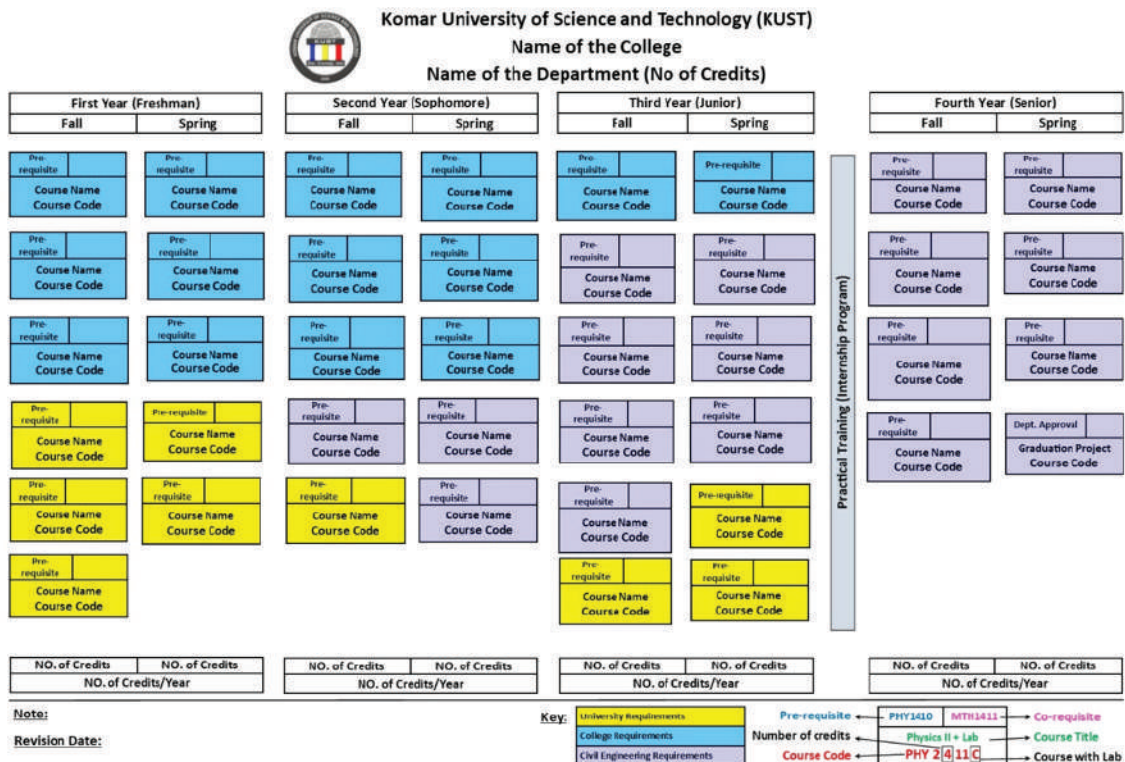
Figure 3 Sample of Departmental Flowchart

2.2 Flowchart detailed description

The flowchart works based on Credit Hours (CH). The courses are mainly distributed over three course categories: University Courses, College Courses, and Departmental Courses. Each block on the flowchart contains the course name, course code, course prerequisite, and course co-requisite. The chromatic coding on the flowchart also indicates to which category the course belongs. (see Figure 4)
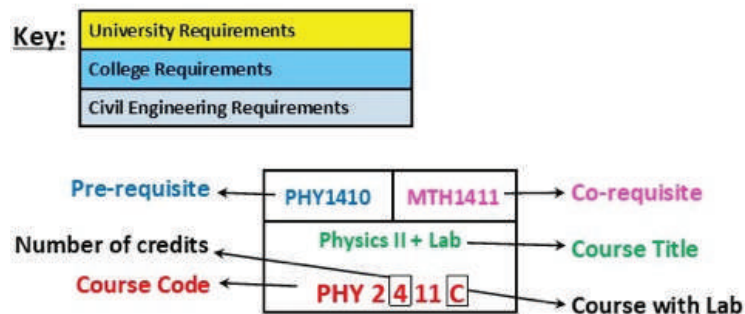
Figure 4 Sample of Flowchart Block

2.3 Syllabus

The quality criterion of the academic courses is set by the Office of Quality Assurance and Accreditation (OQAA). In each and every academic semester, all the syllabuses are checked and approved by the OQAA and Academic Departments Chairpersons. The syllabus at Komar University of Science and Technology is an essential part of academic programs since it contains all the relevant information about the course such as instructor's address, course prerequisite and co-requisites, course description, course content, lesson plans, etc. (see Table 1). The syllabus of all the courses can be found at http://komar.edu.iq/courses.

Table 1 Sample of Course Syllabus

COURSE NAME			
Course Title	Course Name		
Course Code	Course Code	No. of Credits	e.g. 2CH, 3 CH, or 4 CH
Department	Course Type	College	College Name
Pre-requisites Course Code	Pre-requisite Course Code	Co-requisites Course Code	If Any
Course Coordinator(s)	Instructor Name		
Email	Instructor Email	IP No.	
Other Course Teacher(s)/Tutor(s)	If Any		
Class Hours			
Office Hours			
Course Type	Course Type e.g. Departmental Requirement		
Offer in Academic Year	Semester Name e.g. Fall 2018		

COURSE DESCRIPTION
Course Description is written here.

COURSE OBJECTIVES
What are the main objectives of the course? This should include the key points of the course.

COURSE LEARNING OUTCOMES
Course Learning Outcomes are set according to ABET accreditation for Engineering Course. Other colleges are following their own accreditations. Reference: http://www.abet.org/eac-criteria-2014-2015/

GUIDELINES ON GRADING POLICY

Grades	Letter	GPA	Grades	Letter	GPA
95 -100%	A	4.0	65-69%	C	2.0
90-94%	A–	3.7	60-64%	C–	1.7
85-89%	B+	3.3	55-59%	D+	1.3
80-84%	B	3.0	50-54%	D	1.0
75-79%	B–	2.7	0-49%	F	0.0
70-74%	C+	2.3			
W	Withdrawal		I	Incomplete	

Note: Passing Grade is 65% or 60%
- **This is the university requirement.**

COURSE CONTENTS
The course content is written here.

Course Teaching and Learning Activities:
All the course activities should be explained here.

CLASS REQUIREMENT
If the course requires certain equipment, or specific preparations.

COURSE ASSESSMENT TOOL
All the course assessment tools should be explained here. The table below is an example,

2.4 Lesson Plan

Students are introduced to the syllabus and lesson plan at the first glance. From the beginning of the course, instructors explain the lesson plan. In general, lesson plan consist of the course calendar, course content, and the schedule of assessment tools. Students are aware of all the course chapters, they're date, and the date of quiz's, homework, tests, reports and/or presentations (see Table 2).

Table 2 Sample of Course Lesson Plan

Week	Beg./End Dates	Topics (Chapters)	Assessment Tool
1	Beginning and End of Week 1	Title of Course Content of Week 1	e.g. Quiz, Home Work
2	Beginning and End of Week 2	Title of Course Content of Week 2	e.g. Quiz, Home Work
3	Beginning and End of Week 3	Title of Course Content of Week 3	e.g. Quiz, Home Work
4	Beginning and End of Week 4	Title of Course Content of Week 4	e.g. Quiz, Home Work
5	Beginning and End of Week 5	Title of Course Content of Week 5	e.g. Quiz, Home Work
6	Beginning and End of Week 6	Title of Course Content of Week 6	e.g. Quiz, Home Work

Midterm Exam			
7	Beginning and End of Week 7	Title of Course Content of Week 7	e.g. Quiz, Home Work
8	Beginning and End of Week 8	Title of Course Content of Week 8	e.g. Quiz, Home Work
9	Beginning and End of Week 9	Title of Course Content of Week 9	e.g. Quiz, Home Work
10	Beginning and End of Week 10	Title of Course Content of Week 10	e.g. Quiz, Home Work
11	Beginning and End of Week 11	Title of Course Content of Week 11	e.g. Quiz, Home Work
12	Beginning and End of Week 12	Title of Course Content of Week 12	e.g. Quiz, Home Work
13	End and Beginning of Review Week	Revision Week	
14	Dates of Final Exam	**FINAL EXAMINATION**	

2.5 Graduation Projects (GP)

The Graduation Project is a formal assignment conducted by students on a topic related to the curriculum and involving out-of-class research, activities and development. The project is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for graduation. A Graduation Project requires a variety of skills and knowledge to be completed which are acquired during the 4 years of study. The university has prepared a graduation booklet to guide the academic advisors and students as well during the project. It is crucial for students to follow the guidelines of the booklet carefully and check with their academic advisors frequently to ascertain that they are on the right track.

2.6 Internship Program (IP)

The Internship Program (IP) is a formal assignment conducted by students on an area related to the curriculum and involving out-of-class activities and development. It is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for a real-work environment at KUST, approved and officially registered companies, organizations and institutions. The IP requires good knowledge and a variety of skills, which student are supposed to acquire during the three years of study at the university, to be completed. The university has prepared a booklet to guide the students during their internship. It is imperative that students follow the guidelines of this booklet carefully and to check with their academic chairpersons frequently to be assured they are on the right track and to be informed about any updates and modifications made to the Internship Program. This assessment will be made by the hosting institution and the department chairperson in question at KUST.

2.7 Academic Programs

There are some academic principles that KUST follows to enhance the quality of education. The first principle is that KUST has depended on some international criteria in designing its academic programs. Some such criteria are: ABET (www.abet.org), which is set by Accreditation Board for Engineering and Technology for degrees in Engineering; AACSB (www.aacsb.edu), which is set by Association to Advance Collegiate and Schools of Business for degrees in Business; NAACLS (www.naacls.org), which is set by Unique Standards Medical Laboratory Scientist for degrees in Medical Laboratory Science; ACPE (www.acpe-accredit.org), which is set by Accreditation Council for Pharmacy Education for degrees in Pharmacy; and CODA (www.ada.org), which is set by the Commission on Dental Accreditation for degrees in Dentistry. These accreditation agencies require linking course learning outcomes (CLOs) to program outcomes (PLOs) and then to the university learning outcomes (ULOs). The faculty members and chairpersons should study the link between Course Assessment tools with Course learning outcomes and link them to the Program Learning Outcomes (PLOs).

The second principle is that the academic departments and the Office of Quality Assurance and Accreditation (OQAA) conduct activities and surveys throughout the year to assess and evaluate the learning progress of students. These surveys and assessments are formative and used to make necessary changes to ascertain the quality of the educational process.

2.8 University Assessment Tools

The Office of Quality Assurance and Accreditation (OQAA) supervises the implementation of and evaluates the three main assessment tools at the university. The following subsections explains the tools.

2.8.1 Course Assessment Tools

The OQAA ensures that each course learning outcome is fairly assigned an assessment tool during the semester. KUST Assessment/Evaluation Strategy provides valid and reliable information on students' performance during their academic journey. Instructors must use different assessment tools (homework, quizzes, tests, exams, reports, and presentations) to assess students' achievement of each CLO's. The responsibility of the academic program (Chairperson or Coordinator) is to verify the validity of the assessment tools and results in every semester that the course is offered (see Figure 5). Besides, the responsibility of the Office of Quality Assurance and Accreditation (OQAA) is to verify the department's tools and results annually and examine samples of the assessment tools and conduct student surveys.
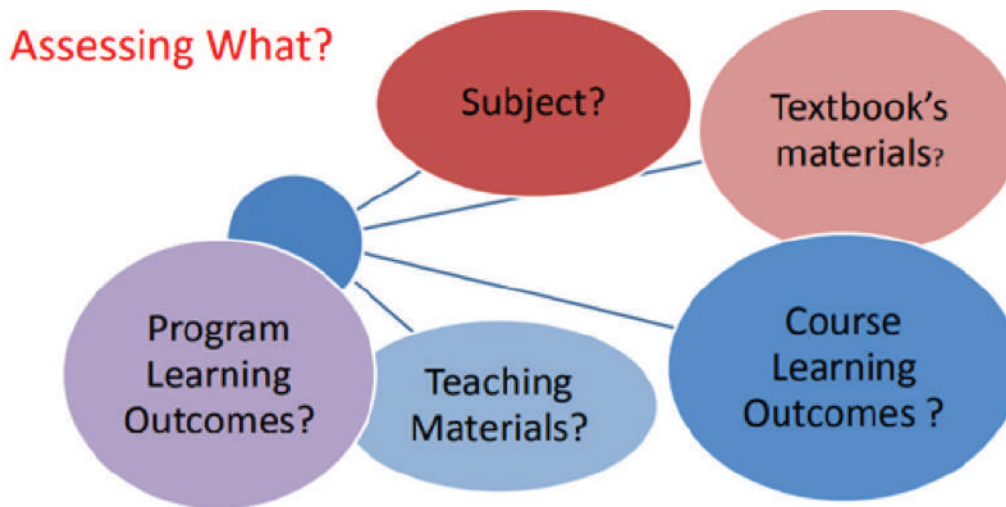
Figure 5 Sample of Course Assessment Aspects

2.8.2 Program Learning Outcomes

PLO's must be checked by a special committee formed by the academic committee and OQAA every two years according to the following procedures:

i. The responsibility of the academic program is to choose 3-5 PLO's to assess by collecting reliable information and modify syllabuses to enhance student learning.

ii. The responsibility of the Quality Assurance office is to verify the assessment tools and modifications.

Each academic program has a plan for the assessment of student learning that has been developed by the OQAA. Academic program outcomes assessment plans include a mission statement, expected student learning outcomes based on the mission of the program, and the measures used to evaluate student achievement of the student learning outcomes. Academic program assessment plans include a variety of qualitative and quantitative measures which are used collectively to evaluate student achievement of the program learning outcomes. Qualitative and quantitative measures can either be a direct or indirect measure. Examples of direct measures include:

a. Pre and post Tests

b. Major Field Tests

c. Research Project

d. Case Study

e. Course Project

f. Project Presentation

g. Portfolio of Student Work

h. Performance on Licensure, Certification, or Performance Exams

Examples of indirect measures include:

i. Alumni Survey

ii. Exit Survey

iii. Focus Groups

iv. Peer and Self-evaluations

2.8.3 University Learning Outcomes (ULOs)

ULOs must be checked by a special committee formed by the academic committee and QAC every two years according to the following procedures:

The responsibility of the Quality Assurance Committee (OQAC) is to verify the University Learning Outcomes via conducting Surveys:

When students participate in the internship?

When students graduates. (Exit Survey and Employee Survey)? The meaningful learning outcome is shown in Figure 6.
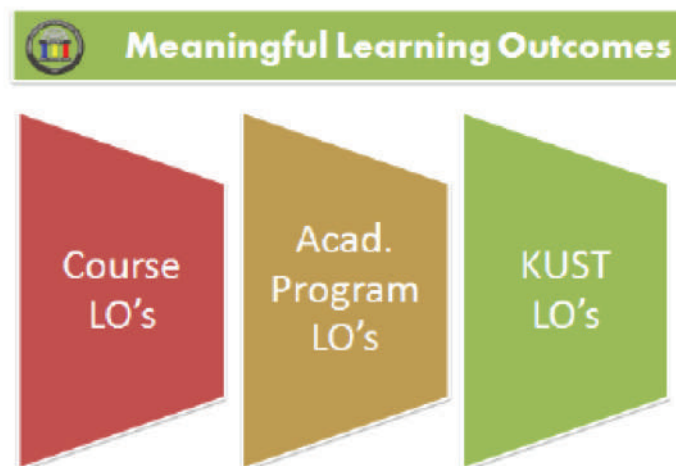
Figure 6 Sample of Learning Outcomes

2.9 Documentation:

Every semester OQAA documents all the class materials, the assessment plan, assessment tools (direct or indirect) collects data and samples, and analyzes data. Additionally, OQAA generates an annual report where samples of student works, collected data and covered lessons are included. Office of Quality Assurance and accreditation uses the assessment results to enhance the quality of the university teaching and learning process, which is the most important step in this process of documentation.

2.10 Faculty Assessment Tools

The faculty must be of sufficient number and must have the competencies to cover all of the curricular areas of the program. There must be sufficient faculty to accommodate adequate levels of student-faculty interaction, student advising and counseling, university service activities, professional development, and interactions with industrial and professional practitioners, as well as employers of students. The faculty must have appropriate qualifications and must demonstrate sufficient authority to ensure the proper guidance of the program and to develop and implement processes for the evaluation, assessment, and continuing academic improvement of the program, its educational objectives and outcomes. The overall competence of the faculty may be judged by such factors as education, diversity of backgrounds, teaching effectiveness and experience, ability to communicate, enthusiasm for developing more effective programs, level of scholarship, participation in professional societies, and licensure as professional faculty. KUST uses an online system to assess the performance of all the faculties and their activities concerning their continuous academic development and enhancing their academic portfolio.

2.11 E-System for Quality Assurance

Quality Assurance Office at Komar University works continually on enhancing the quality of teaching to achieve Education for Sustainable Development (ESD) for better learning outcomes that comply with national and international QA requirements. For that purpose, computerizing all its activities was one of the main targets for the year 2017-2018 (see Figure 7), such as an online student feedback (see Figure 8) for Academy and University services, supervising Google Classroom as an effective interaction tool between instructors and students, an online system for continuous academic development (CAD) and faculty portfolio (FP) (see Figure 9). Instructors from Komar University can upload all their activities and documents via an online link.
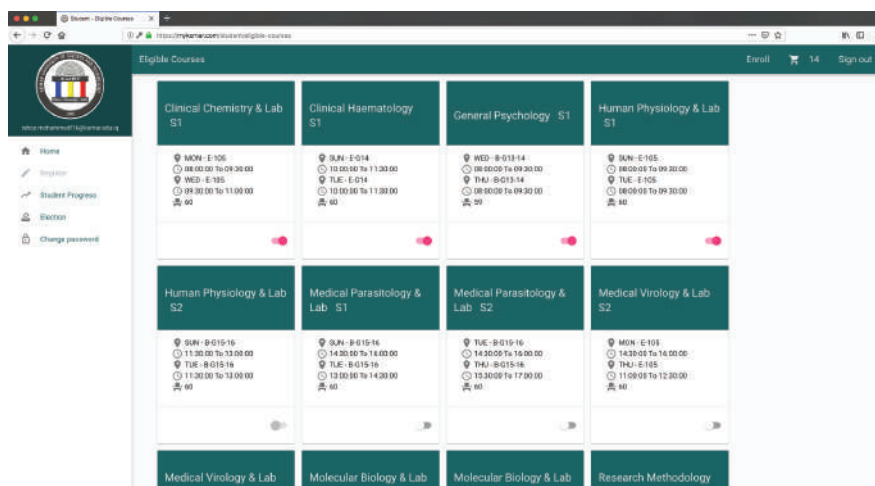
Figure 7 Sample of E-System Student Dashboard
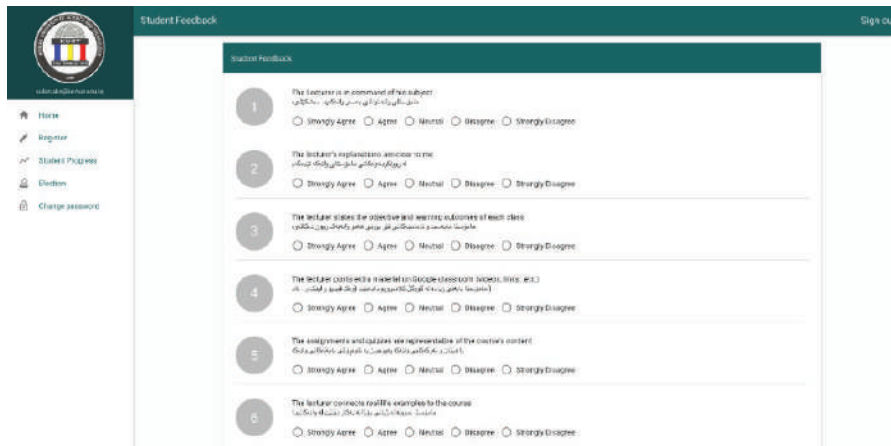
Figure 8 Sample of E-system Student Feedback
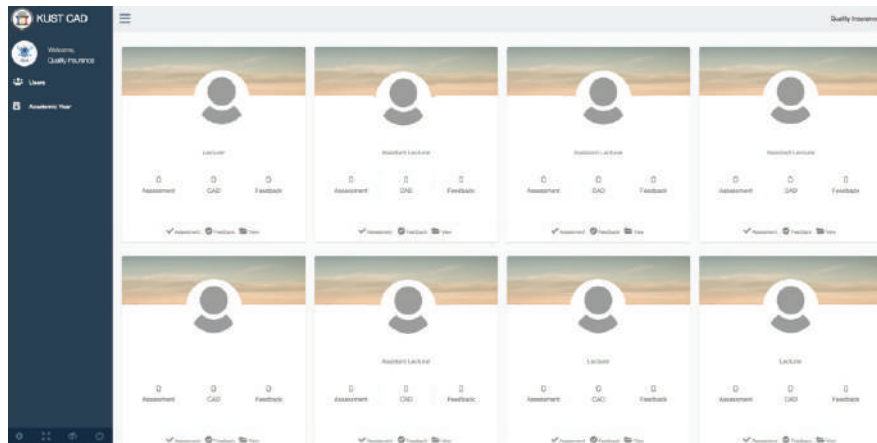
Figure 9 Sample of CAD and Course Portfolio

2.12 Online Learning Management System

Online learning management system has made teaching more productive, collaborative, and meaningful. Komar University has been using Google Classroom since 2015. This online system works with educators across the country to create Classroom: a streamlined, easy-to-use tool that helps teachers manage coursework better. With Google Classroom, educators can create classes, distribute assignments, grades, send feedback, and have everything in one place. Office of Quality Assurance and Accreditation at KUST has documented all the teaching materials such as course syllabus, weekly teaching materials, online assessments, reports and case studies through using Google Classrooms (see Figure 10).
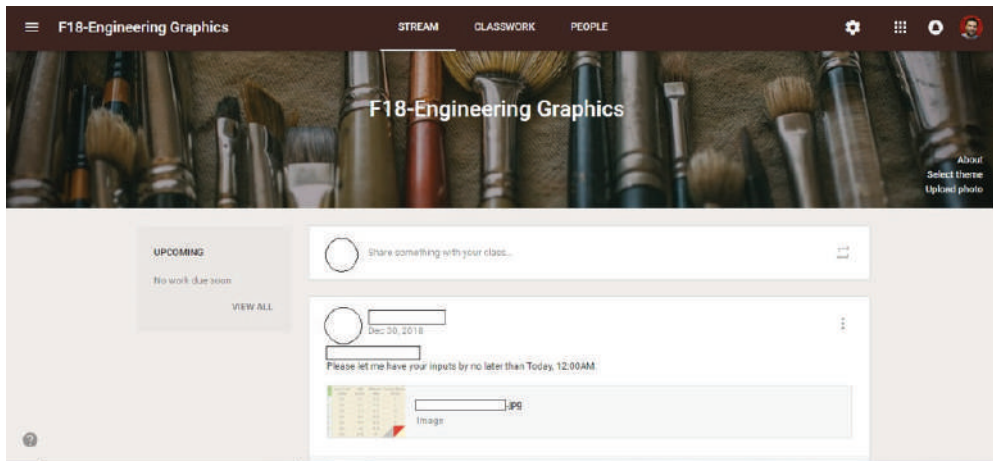
Figure 10 Google Classroom sample interface

2.13 Facilities

Classrooms, offices, laboratories, and associated equipment at KUST are adequate to support the attainment of the student learning outcomes and to provide an atmosphere conducive to learning. Modern tools, equipment, computing resources, and laboratories appropriate to the program are made available, accessible, and systematically maintained and upgraded to enable students to attain the student learning outcomes and to support program needs. Students are provided with appropriate guidance regarding the use of the tools, equipment, computing resources, and laboratories available to the program.

The library services, the computing and information infrastructure are adequate to support the scholarly and professional activities of the students and faculty members.

3. University Colleges

3.1 College of Medicine

3.1.1 Department of Dentistry (DEN)

Department of Dentistry is one of the two departments opened in the College of Medicine. It has received its first batch of students for the 2018-2019 academic year. It aspires to be internationally recognized by applying the highest international educational standards and

Figure 11 Department of Dentistry

having the best instructors and facilities available. It aims to prepare generations of highly qualified dentists who would be able to serve their community and the world as well (see Figure 11).

Upon completing five academic years (ten successive regular semesters [fall and spring] and summer enforcement training courses), students will gain BSc degree.

Dental Specialties are:

3.1.1.1. Oral and Maxillofacial Pathology

3.1.1.2. Oral and Maxillofacial Surgery

3.1.1.3. Oral and Maxillofacial Radiology

3.1.1.4. Oral and maxillofacial medicine

3.1.1.5. Prosthodontics 6.Endodontic and conservative

3.1.1.7. Public Health

3.1.1.8. Orthodontics

3.1.1.9. Pediatric Dentistry

3.1.1.10. Periodontics

3.1.2 Department of Pharmacy (PHR)

The Department of Pharmacy is one of the two departments of the College of Medicine. It has received its first batch of students for the 2018-2019 academic year. It aspires to be internationally recognized by applying the highest international educational standards and having the best instructors and facilities available. It aims to prepare generations of highly qualified pharmacists who would be able to serve their community and the world as well.

The five-year course (BSc degree) comprises a variety of approaches of teaching pharmacy including: lectures, seminars, tutorials, problem-based learning, computer-assisted learning, communication skill, laboratory, and dispensing practice.

The main areas of the pharmacy program are pharmaceutical and medicinal chemistry, formulation design, drug action in the body and the practice of pharmacy.

Within the five years of studying, students will gain a unique knowledge of both scientific development and

Figure 12 Department of Pharmacy

clinical use of medicines. They will also develop consultation and decision making skills which enable them to support patients and prescribers in optimal use of medicines and contribute to the health and welfare of their communities (see Figure 12).

3.2 College of Engineering

3.2.1 Department of Civil Engineering (CVE)

The Department of Civil Engineering is one of the three engineering departments open with the opening of Komar University of Science and Technology in 2012. The civil engineering undergraduate program works according to the Accreditation Board for Engineering and Technology (ABET). ABET accreditation means that the program meets certain, defined standards to ensure the quality of education and training provided to the students in the program. The Department of Civil Engineering has dedicated full-time faculty members. Most faculty members of the department hold Ph.D. degrees in Civil Engineering from leading international academic institutions. The qualifications of the faculty members reflect the diversity of experiences and academic backgrounds of the faculty in the Department. The faculty members cover several areas of specialization that include structural engineering and concrete technology, surveying, highway and transportation engineering, geotechnical engineering, construction management, water resources and environmental engineering. (see Figure 13)

Figure 13 Department of Civil Engineering Students

3.2.2 Petroleum Engineering Department (PTE)

Komar University of Science and Technology, KUST, is the first university in Sulaymaniyah, Kurdistan Region, Iraq, to offer a Bachelor of Science program in petroleum engineering. The department was established and began to enroll students in September 2012. The petroleum engineering program at KUST has a modern curriculum that emphasizes not only the theoretical part of upstream and specifically on reservoir engineering, production engineering and drilling engineering but also focuses on the practical knowledge in the form of field visits, workshops and industrial trainings. Petroleum Engineering Department (PTE) maintains a state of the art computer software lab with the industry oriented software. Students are given hands-on training on the software that they use while working. Petroleum engineers graduated from KUST are well equipped with knowledge and skills of basic engineering and fundamentals of petroleum engineering. The petroleum engineering program is specifically designed to serve the needs of Kurdistan Region and neighboring countries.

PTE is a fast growing department in Kurdistan Region, and it is aspired to be among top petroleum engineering programs in the country. Nowadays this growing department has more than 130 students, ranging from freshmen to senior level. PTE currently offers a Bachelor of Science program, which focuses mainly on reservoirs, drilling and completions. The Department follows the ABET educational system and eventually aspires to be accredited by ABET. The faculty of the PTE are committed to provide an academic environment that encourages active learning, teamwork activities, and high-quality student performance.

PTE has also established the student chapter of Society of Petroleum Engineering (SPE). The chapter is supported by the department to promote the professional development of the students. It conducts various academic and extracurricular activities within the department (see Figure 14).

Figure 14 Department of Petroleum Engineering Students

3.2.3 Computer Engineering Department (CPM)

The Computer Engineering program focuses on hardware (hardware design and test), software (software development), the design, analysis, and application of computers and on the theory of computation. The department offers the Bachelor of Science degree (B.Sc.) in computer engineering, and students will acquire knowledge, practice, and ideas about different areas in computer engineering such as network, software systems, computer architecture, and embedded systems, etc. (see Figure 15)
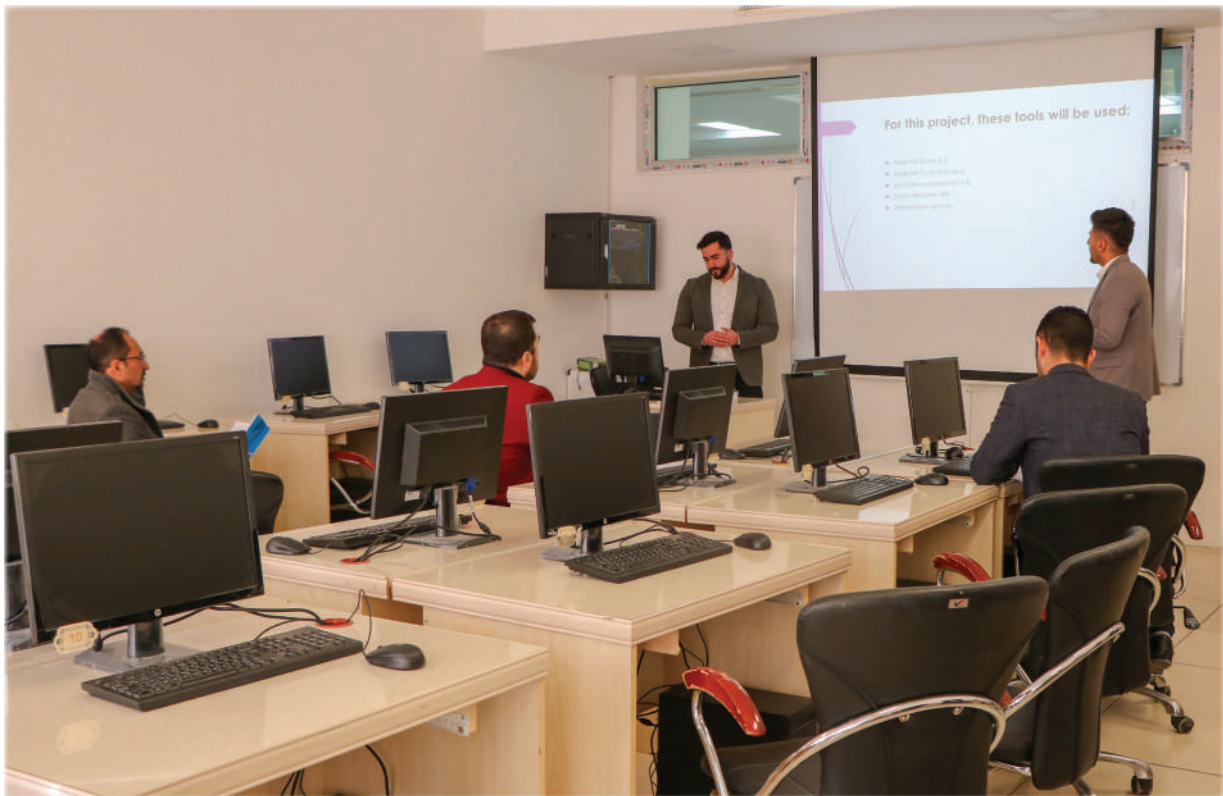
Figure 15 Department of Computer Engineering Students

3.2.4 Department of Environmental Engineering (NVE)

Environmental Engineering is one of the broadest and most recent fields of engineering. Environmental engineers aim to create a healthy and high quality environment for human beings all around the globe. Projects such as air pollution reduction, air quality improvement, water and soil pollution treatment, water and wastewater systems, noise pollution and natural resources management, sanitation systems, solid waste systems and landfills are led by environmental engineers, through the initial plans, final design, and implementation.

Students who graduate from the Department of Environmental Engineering enjoy a good chance of being hired by employers in industry and academia. Entry-level positions for environmental engineers are found all over the world-in large and small engineering firms, in government agencies, consulting firms, major corporations, and more. Alumni from our department can thus be found in many major organizations and firms throughout the global economy, providing you with further opportunities for future employment. (see Figure 16)

Figure 16 Department of Environmental Engineering Students

3.3 College of Business

3.3.1 Department of Accounting (ACC)

The Department of Accounting at KUST is an acknowledged center of excellence. The department has a tradition of intellectual diversity. We are committed to creating and disseminating knowledge related to accounting through research, teaching, and various professional and policy contributions. Graduates of the department program will grasp the potential of accounting in a wide range of settings. Our graduates will learn to analyze how accounting is implicated in a multifaceted range of institutional and organizational processes of calculation, reporting and evaluation. Our faculty explores an equally diverse range of issues in their research drawing on a variety of disciplinary perspectives. This is a place of outstanding faculty, cutting-edge research, global perspective, and a commitment to preparing graduates and placing them in dynamic careers. High level of entrepreneurship and innovation is at the core of our mission (see Figure 17).

Figure 17 Department of Accounting Students

3.3.2 Department of Business Administration (BA)

KUST family brings together multiple disciplines to graduate students armed with cutting edge knowledge, skills and highest standards of ethics. One of the programs is Business Administration, with four different majors.

Students will be given the Bachelor of Business Administration (BBA) degree in one of the following majors:
- Marketing
- Banking and Finance
- Information Management
- E-commerce

To equip students with the best possible opportunities, two major changes shall be taken into account. First, due to globalization, we are living in a larger geographical space in comparison to three decades ago. Not only goods and services but, also, the labor force moves easier around the globe. This means that domestic markets are not the only place for local workers. This change requests a type of education that can produce skills and ethical standards that reflect the needs of the contemporary international market. Thus, providing educational weapons for "going global" is at the center of our aims.

The program helps students develop critical-thinking, problem-solving, leadership, professionalism, and other skills that will serve them for lifelong learning. The courses will be offered in a thirteen-week format per semester.

We support an academic atmosphere that encourages freedom of speech. We highly defend open discussions, debates, and critiques. Studying with us is not only a tool to, eventually, get a decent job, but it is also to have a joyful and comfortable experience (see figure 18).

Figure 18 Department of Business Administration Students

3.4 College of Science

3.4.1 Medical Laboratory Science Department (MLS)

Medical Laboratory Science department provides a state of art of education (both theoretical knowledge and technical skills) necessary for proficient performance of clinical laboratory procedures. The department is committed to provide the highest standards of education and prepare highly competent medical laboratory scientists.

The MLS program is designed to produce properly trained individuals with the necessary skills, work ethics, attitudes, and professional integrity to enter the health care community.

We continuously update our program to make sure we are in line with the new scientific discoveries related to the laboratory analyses; in the meantime, we always consider to fulfil the local needs of competent medical laboratory scientists (see Figure 19).

Figure 19 Department of Medical Laboratory Science Students

3.4.2 Computer Science Department (CMS)

The program of Computer Science Department prepares students for a large variety of careers in computing, including design and management of computer and information systems, software engineering, networks, web design, database design and management, graphics and handling digital images and multimedia applications, applications for mobile devices algorithms, system analysis and security of the systems.

The main objective of the Bachelor degree program is to prepare graduates for professional practice in both private and public sectors, and student's life-long learning. This could be achieved by providing students with a scientific background in skills of precise analysis and creative design. The program also provides a broad education of knowledge of current technologies and solving problems in the field of computer science that can contribute to assist other fields of science in a learning environment that is rigorous, challenging, open and supportive.

The Computer Science BSc degree program at KUST follows the Computing Accreditation Commission of ABET (see Figure 20).

Figure 20 Department of Computer Science

3.5 College of Languages

3.5.1 Department of English (ENG)

The Department of English at Komar University of Science and Technology offers students a four-year study undergraduate program leading to an English major. If students fulfill this undergraduate study program successfully and meet all the University, College and Departmental requirements, they hold a B.A. degree in English Language and Literature.

The objectives of the Department are to provide its students with the skills required to master the English language and communicate effectively in English. The four major skills covered in depth are listening, speaking, reading, and writing. Graduates from the Department would be able to receive and produce a diverse range of discourse including academic as well as professional texts in English within an analytical, critical and logical frame of mind.

Other skills which the Department aims at providing the students with include translation, research writing, communication in a foreign language other than English and fundamental teaching skills. The Department also aims at acquainting its students to some extent with the culture, tradition, history as well as social and ethical values of the English-speaking world. These objectives also generally fall within the overall goals of any academic institution of promoting literacy (see Figure 21).

Figure 21 Department of English

4. Foundation Year

One of the distinctive features of Komar University of Science and Technology is that it has a foundation year where students are well prepared to commence their academic study in English. During this year, the Center of Intensive English Program (CIEP) prepares students to communicate both in writing and speaking in English well.

Once students are admitted to an academic department, they sit the Oxford Online Placement Test (OOPT) to indicate their English level. It is worth mentioning that OOPT adopts the Common European Framework of Reference for Languages that classifies language proficiency into six levels: A1, A2, B1, B2, C1 and C2. All the internationally recognized language tests can be mapped to this framework. Based on their results, students will be assigned an appropriate level or pass and start studying in their respective departments. The details are as follows:

Level 1(A1): 0-20 out of 120

Level 2 (A2): 21-39 out of 120

Level 3 (B1): 40-59 out of 120

Level 4 (B2): 60-79 out of 120

Pass: 80+ out of 120

The English program is skills-based and the course books adopted are from Macmillan Skillful pre-academic package. Students study the following subjects: listening and speaking, reading and writing; vocabulary practice and grammar practice.

The subjects are organized into modules. Each module lasts for 10 weeks and consists of a number of courses, levels and sections depending on the number of students. Each week consists of 18 guided class hours. The program depends on formative and summative assessment tools to evaluate students' progress and make necessary changes if needed (see Table 3). Below are the assessment tools:

Table 3 Foundation Year Students Assessment Tools

U 1-4	Units 1-4 tasks	8%
MT	Midterm Exam (U1-5)	25%
U 5-8	Units 6-9 tasks	8%
GV	Grammar and Vocabulary	5%
CP	Class participation	4%
F	Final Exam (U1-10)	50%

To progress from one level to the next, the average of both listening and speaking and reading and writing is considered. The passing grade is 65%. Once the final results of a module are released, students will be given the offer to sit the OOPT again; this may help them to skip a level or more or even pass.

5. Office of Student Affairs and Registration (OSAR)

The Office of Student Affairs and Registration (OSAR) consists of a team of professionals whose goal is to support and foster the student intellectual and personal growth and provide assistance to them to explore and experience the different aspects of university life.

After notification of official acceptance into a degree program, students at Komar will be provided with an online account through which they can register for the courses they are eligible for at the beginning of each semester provided that their tuition fees are paid for the courses they attend.

While most students will register themselves for classes through the online Course Registration System, the staff at OSAR is available to offer personalized assistance to answer any questions related to the use of the online system, enrollment policies and procedures.

A normal undergraduate program load is 18 credit hours per semester. Twelve semester credits are considered the minimum full time load. The maximum course load for a student with a GPA of 3.0 or higher after the consent of the department's Chairperson is 21 credits.

5.1 Course Registration Process

A schedule of classes is published online prior to the registration period for each semester which lists the courses that are to be offered, their meeting times and locations. This allows students to create their own schedule prior to the online registration. Komar uses an advanced bespoke Class Schedule System, which is shown in Figure 22, to provide the best possible class schedule that considers room and teacher availability, and eliminates time and class conflict for the students.

Figure 22 Sample of Schedule System

5.2 Mykomar

MyKomar is an online Student Information Management System, developed by Komar; it consists of a number of subsystems. The system is the first of its kind in Kurdistan Region facilitating academic tasks such as:

- Student Attendance Management
- Course Registration
- Course Feedback
- Exam Result Publication
- Student Council Election Voting

MyKomar enables students to register for their desired courses at their fingertips. Figure 23 shows an example of a student account during course registration period.
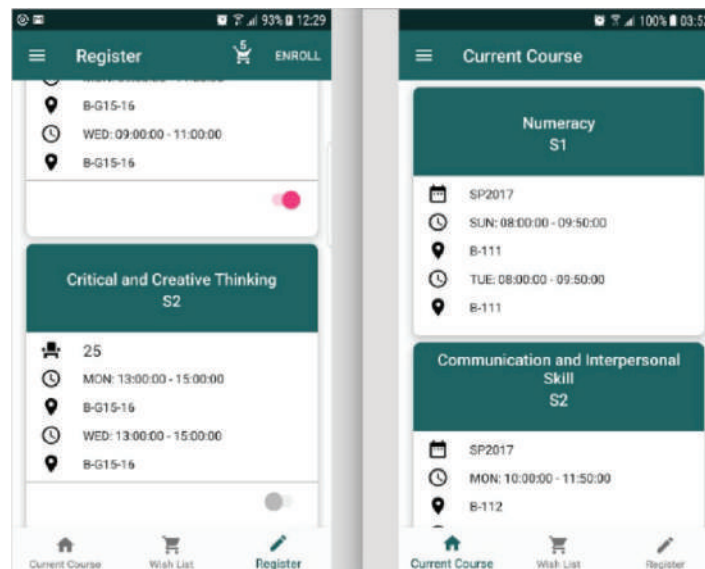
Figure 23 Sample of MyKomar

5.3 Grading System

The grading system is shown in Table 4.

Table 4 Grading System

Grade Letter	Grade Point	Percentage Score	Grade Letter	Grade Point	Percentage Score
A	4.0	95 - 100	C	2.0	65 - 69.99
A-	3.7	90 - 94.99	C-	1.7	60 - 64.99
B+	3.3	85 - 89.99	D+	1.3	55 - 59.99
B	3.0	80 - 84.99	D	1.0	50 - 54.99
B-	2.7	75 - 79.99	F	0.0	0 - 49.99
C+	2.3	70 - 74.99			

5.4 Passing Grades at KUST

University Required Courses: A "C-" grade is passing grade.

College/Departmental Courses: A "C" grade is passing grade.

Graduation Required GPA: Cumulative "C" grade.

Other Letter Grades used at KUST

"I": A grade used to indicate that a course is not completed yet. Students must not graduate with an "I" showing on the transcript.

"W": A grade used to indicate that the student has withdrawn from the course. This will not be counted in calculating cumulative or semester GPA.

"*": used after a course, indicates that the course is repeated. The number of asterisks indicates the number of time the course is repeated.

6.   Payment Installation (Accounting Office)

Using Customer/Student center in QuickBooks has enabled us to provide the following services (see Figure 24):

•   Managing each student financial account,

•   Issue invoice per obtained credit hour/per semester for each student,

•   Received payment from each student and make cash deposit into their account,

•   Each Student has the privilege to get his/her financial statement which includes the number of credit charge and total payment amount that he/she has paid from the first day of school until graduation,

•   Get Refund upon request (Approval is required),

•   Make cash deposit, and

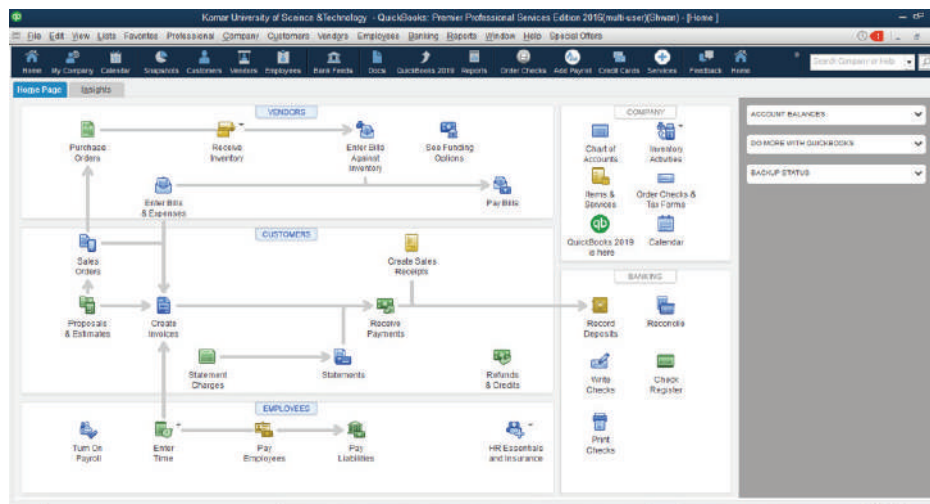•   Managing accounts of students who are sponsored by GD of Martyrs and Political prisoners.

Figure 24 Sample of QuickBook

7. Glossary

Komar University of Science and Technology uses definitions for the terminologies, phrases and words as defined in the Classification of Instructional Programs: 2000 Edition published by the United States Department of Education in 2002 www.ed.gov/, by the Ministry of Higher Education and Scientific Research in Kurdistan-Iraq, or by KUST 's Board of Trustees.

Add/ Drop: A course (s) in the semester; however, the student is still registered for the semester.

Admission Requirements: Requirements set by the Ministry of Higher Education and Scientific Research in Kurdistan and KUST for admitting students to academic and non-academic programs.

Assessment: Tools and practices used by KUST and its academic programs to measure students achievements in fulfilling the University/ College/ Department mission, objectives and learning outcomes. The University related community participates in assessment processes.

Attendance: Students registered for any course are expected to attend all lectures and must attend all laboratories, examinations, quizzes, and practical exercises. Those who miss classes or laboratories are subjected to penalties specified by Ministry of Higher Education and Research (MHER) and KUST 's regulations for that course.

Bachelor's Degree: An award that requires the completion of at least 4 but not more than 5 full-time equivalent academic years of college-level work in an academic or occupationally specific field of study, and which meets institutional standards and satisfies the requirements for an academic degree. Co-requisite: A co-requisite is a course that has to be taken at the same time as another course. If a course has a co-requisite, it is specified in the course descriptions of the student handbook.

Course Grade: It is a grade earned by a student after completing course requirements. The Grade System may differ based on the country and/or higher education system.

Course Number: Courses in the KUST 's catalog are identified by prefixes and numbers that were assigned by KUST 's Board of Trustees. A three-letter and four-digit numbering system is used to designate each course at KUST. The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the prefix assigned to identify the course is determined by its content.

Credit Hours: This is the standard unit of measurement for university-level work applicable toward a degree. One credit hour is equal to one 50-minute class period per week, per semester. Thus, the usual three-credit-hour course is based on meeting 50 minutes on three days a week for a semester. For laboratory work, one credit hour is equal to two or three hours of laboratory work. Student Handbook 2016 - 2017 Page 3 Thus, a laboratory that meets for one three-hour session once a week for a semester would have one hour of credit.

Cumulative GPA: It is calculated GPA of all courses taken at KUST.

Curriculum: A program that includes in- and out-class instructional and training processes which lead to fulfillment of an academic degree.

Dean's List: Undergraduate students who complete 60 or more graded credit hours with the average GPA of total credit hours no less than 3.3 and above are considered to be —Dean 's List students for that semester. Dean's List designation will be listed on the student's transcript. A congratulatory letter from Student Affairs and Registration Office confirming this designation will be provided.

Degree: An award conferred by KUST based on the recommendation of the college. The college recommends such a degree based on the successful completion of a program of study.

Degree Requirements: Requirements set by the Ministry of Higher Education and Scientific Research in Kurdistan, academic program at KUST and an accreditation agency to award a Bachelor's degree to a student upon his/her graduation.

Department and College: A department is the basic academic unit at KUST. It consists of a group of faculty members and their chairperson. The department appoints faculty, develops courses and programs, and advises students. Departments with related interests (e.g., accounting, economics and finance, management, and marketing and advertising) are organized into colleges.

Developmental Courses: Courses at the 0level (0300, 0301, 0600, etc.) are developmental courses and do not count toward the (x) hour minimum for graduation according to the department; nor do grades received count in the cumulative grade point average.

Elective Course: One of many courses that the student may choose to earn certain credit hours, KUST will list some elective courses to enhance student learning and life experience.

Engineering Programs: Instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.

Field Experience: The KUST curriculum includes a number of courses that allow or require students to work for credit in a professional or career setting. Sometimes the experience is part of a regular course; other times it is a separate course. In the latter case, the course may have in its title Student Handbook 2016 - 2017 Page 4 an expression such as "cooperative education," "field experience," "internship," "practicum," "special project,"' or "student teaching".

Final Grade: It is the last assignment (final exam, project, paper, etc.) that students are required to complete before receiving the grades for the course. The weight of the final assignment must be stated in the Course Syllabus.

Freshman: First year students in the process of accumulating (0-30) course credits.

Grade Point Average (GPA): The grade point average is a way of mathematically computing academic performance. It is determined by assigning a value to each letter grade, multiplied by the number of credit hours in the course, and divided by the total number of hours attempted. The GPA is the standard measure for retention and graduation requirements. KUST is on a four-point system, which means that an A grade is assigned a value of four points (sometimes called quality points), a B three points, a C two points, a D one point, and an F zero point. Plus, and minus grades (e.g., B+ or B-) are used at KUST. The GPA is truncated at three digits

Graduation Requirements: Requirements defined by the University, College, and Department to award a bachelor's degree. These requirements must be fulfilled by the student prior to his/her graduation.

Junior: Students in the process of accumulating (61-90) course credits. Usually third year students are called juniors.

Major: A major is a degree-seeking student's primary area of academic concentration.

Non-credit Work: This refers to a variety of KUST educational offerings that are not applicable to a degree. It includes work done in the Center for Intensive English Program, Developmental Skills, Internship, and most of the professional development classes offered through off-campus credit.

Non-University Persons, Groups, and Organizations: Persons, groups or organizations who do not meet the definitions of persons, groups, or organizations including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.

Notification of Grades: At the end of each semester, the Office of Student Affairs and Registration notifies enrolled students of grades earned. These grades become part of the official student permanent record and are not subject to change, except on authorization from the instructor, department chair, and respective dean.

Part Time Student: An undergraduate student is considered Part Time if he or she is enrolled for less than 12 credits.

President's List: Undergraduate students who complete 60 or more graded credit hours with the average GPA of total credit hours no less than 3.3 and above are considered to be President's List students for that semester. President's List designation will be listed on the student's transcript. A congratulatory letter from Office of Student Affairs and Registration confirming this designation will be provided.

Pre-requisite: A prerequisite is a course that a student must take and pass before he/she can take another related course. If a course has a prerequisite, it is listed in the course description in the KUST's Catalog. (Ex. Calculus I is a prerequisite to Calculus II).

Pre-Final Grade: It is accumulated grade from any assessment tools prior of taking the final exam or assignment. Usually the breakdown of the grade to different assessment tools and their weights are stated in the Course Syllabus.

Private Events: A private event held on the university campus is one that is open to attendance only by members and invited guests of the host organization or person.

Public Events: A public event held on the university campus is open to attendance by all members of the university community and\or the public in accordance with the provisions of using university facilities policy.

Quiz: Short-type questions (10-15 minutes long) given to students during the class to assess students' learning about materials covered in the class or previous classes. No preparation is required. It could be an open book or class notes.

Registration: Registration is the process of enrolling students in courses every semester. Registration may be done by paper and/or electronically.

Section: The term most often used in connection with the class schedule and registration. It refers to each offering of the same course at a different time and possibly with a different instructor.

Semester: An instructional period of 13 weeks; KUST has a fall semester and spring semester; and summer semester of (8) weeks.

Semester GPA: It is a calculated GPA of the courses undertaken in a specific semester at KUST.

Senior: Students in the process of accumulating above 90 course credits. These would normally be in fourth year of study.

Sophomore: Students in the process of accumulating (31-60) course credits. Usually they are in second year of study.

Test: Longer than quiz (about one hour) given to students to assess students learning about several subjects/topics. Preparation is required. No open book or notebook. Test questions should assess learning outcomes of the course. The test must be scheduled and students should be informed about the date and time of the test.

Transcript: This is the continuous, formal, and official record of the student's work at a university.

Undergraduate: This term refers to academic work leading to the associate or baccalaureate degree and to students working toward those degrees. It is usually seen in comparison to graduate, which refers to academic work taken by students who have already earned a baccalaureate degree.

University Persons, Groups, and Organizations: University persons, groups and organizations are defined as one of the following: individual members of the university community –that is, students, faculty members, administrative, professional and career service employees; or student organizations and other societies that are officially recognized by the university; they could be officially constituted colleges, schools, divisions, departments, agencies, or other corporate organizational units which are part of, or operate on behalf of, the university, such as foundations.

8. References

- Student Handbook
- Faculty Handbook
- Staff Handbook
- Official website of Komar University of Science and Technology
- Graduation Project Booklet
- Internship Program Booklet

Contact Information

KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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ETHICS

KNOWLEDGE

SKILLS