



Contact



+964 750 110 3131
+964 771 761 4700



www.komar.edu.iq



info@komar.edu.iq



Sarchinar – Qularaisi District,
Suleimany City, Kurdistan Region, Iraq



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



ACADEMIC CATALOG

2022





ABOUT THIS CATALOG

This catalog provides an overview of the Academic Programs of Komar University of Science and Technology (KUST). It gives a description of each of these programs and outlines the current policies, academic offices, and the university's up-to-date high quality teaching philosophy. All KUST academic programs meet internationally recognized standards. A description of campus events and activities that KUST community engage in is also provided in this catalog.

The university's four - to five- year study plans leading up to a Bachelor's degree are modeled on the academic programs of the education system in the United States. The criteria demanded by renowned academic institutions and professional organizations for international accreditation in the United States and the rest of the world lay the foundation of KUST academic programs.

A WORD 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, Engineering Departments observe the standards set by the 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 checks the quality of the academic programs and the teaching-learning process.

Therefore, KUST has been steadily developing and expanding quantitatively and qualitatively. For example, in 2018, it could open important departments, namely, the Department of Dentistry, Department of Pharmacy and Department of Nursing. 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.

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 has been prepared to provide an overall comprehensive overview of 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.

Prof. Salahaddin Saeed, (PhD)
President



TABLE OF CONTENTS

Aim of the Catalog.....	I
Message from The President.....	II
1. General Overview.....	1
1.1 Vision.....	1
1.2 Mission.....	1
1.3 Objectives.....	1
1.4 Organizational Chart.....	2
1.5 Educational Philosophy.....	3
1.6 Academic Calendar.....	3
1.7 Academic and Non-Academic Booklets.....	3
2. Quality Assurance.....	4
2.1 Flowchart.....	4
2.2 Flowchart detailed description.....	5
2.3 Syllabus.....	6
2.4 Lesson Plan.....	7
2.5 Internship Program (IP).....	8
2.6 Academic Programs.....	8
2.7 University Assessment Tools.....	9
2.7.1 Course Assessment Tools.....	9
2.7.2 Program Learning Outcomes.....	10
2.7.3 University Learning Outcomes.....	10
2.8 Documentation:.....	11
2.9 Faculty Assessment Tools.....	11
2.10 E-System for Quality Assurance.....	12
2.11 Online Learning Management System.....	14
2.12 Facilities.....	14
3. University Departments.....	15
3.1 Department of Dentistry (DEN).....	15
3.1.2 Komar Dental Clinic.....	16
3.2 Department of Pharmacy (PHR).....	17
3.3 Department of Nursing (NUR).....	18
3.4 Department of Dental Technology (DET).....	19
3.5 Department of Civil Engineering (CVE).....	20
3.6 Department of Petroleum Engineering (PTE).....	21
3.7 Department of Computer Engineering (CPE).....	22

3.7 Department of Accounting (ACC).....	23
3.8 Department of Business Administration (BUA).....	24
3.9 Department of Healthcare Administration (HCA).....	25
3.10 Department of Medical Laboratory Science (MLS).....	26
3.11 Department of Computer Science (CPS).....	27
3.12 Department of Biomedical Information Technology (BIT).....	28
3.13 Department of Biomedical Science (BMD).....	29
3.14 Department of English Language and Literature (ENG).....	30
4. Student Club.....	31
4.1 Komar Sports Hall.....	32
5. Foundation Year.....	33
6. Office of Student Affairs and Registration (OSAR).....	34
6.1 Course Registration Process.....	34
6.2 Admission Process.....	35
6.3 Mykomar System.....	35
6.4 Grading System.....	36
6.4.1 Passing Grade at KUST.....	36
6.4.2 Other Letter Grads Used at KUST.....	36
6.5 Scholarships.....	37
6.5.1 President's List.....	37
6.5.2 Dean's List.....	37
7. Payment Installation (Accounting).....	37
8. Glossary.....	39
9. References.....	42



1. 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 and the Iraqi MOHEs Recognition letter. 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. It is currently at an exciting stage of its development. This catalog outlines KUST's well-established academic programs, which have been implemented since December 2011 and are regularly updated in line with the most recent developments in internationally recognized universities.

1.1 VISION

Our vision is to achieve a high rank as an academic institution within Kurdistan Region and Iraq by serving the community through the application of advanced science and technology and by contributing to the development of the nation.

1.2 MISSION

KUST's mission is to contribute to the advancement of society within the fields of knowledge, science and technology by empowering its students to play an active role in this regard and to lead influence the next generation.

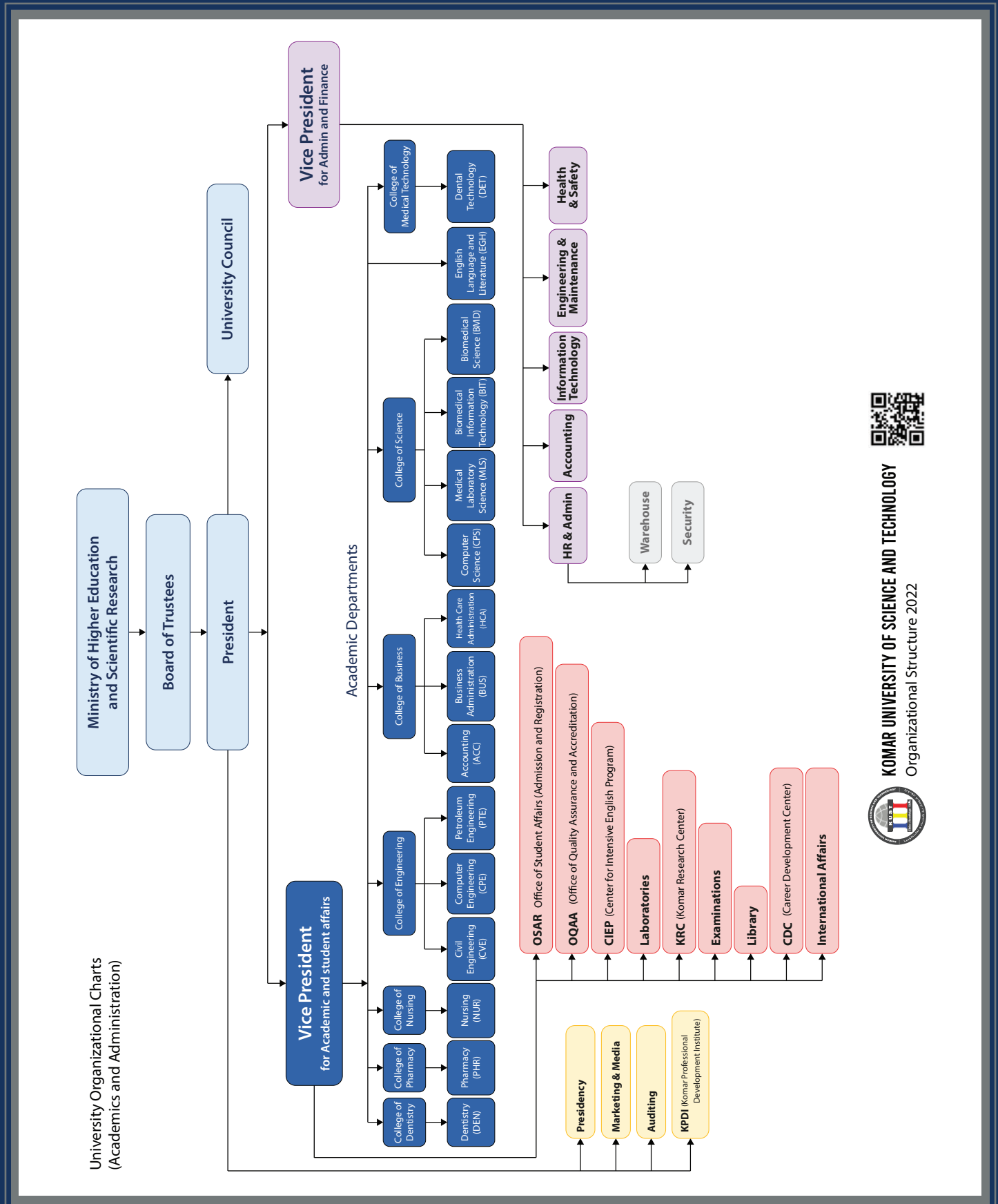
1.3 OBJECTIVES

KUST achieves its mission by fulfilling the following objectives:

1. Create an environment where knowledge and skill in science and technology could be shared and transferred
2. Create an environment that enhances critical thinking and effective friendly faculty-student interaction
3. Prepare students for a variety of career paths in science and technology based on international standards and accreditation
4. Encourage collaboration with private institutions and the government to improve academic learning standards and to meet the needs of public and private sectors alike
5. Provide professional services and consultation to the public and private sectors
6. Support developments and innovations in science and technology to improve quality and boost standards in the region and in Iraq
7. Promote professional and ethical conduct within the community

1.4 ORGANIZATIONAL CHART

The university organizational chart is shown in Figure 1.



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Organizational Structure 2022



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 maintains that knowledge is constructed rather than acquired. It consequently requires active engagement on the students’ part in their learning process. Associated with constructivism is the concept of student-centered learning. With this philosophy in mind, KUST empowers all its students to achieve the following learning outcomes:

1. Critical Thinking
2. Communication
3. Professionalism (as defined by each Individual academic program)
4. Ethics
5. Lifelong 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 2013.

1.7 KUST 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 Department Catalogs
- 1.7.8 Laboratory Catalog



2.2 KUST FLOWCHARTS

KUST flowcharts are designed as visual guides to study programs. Each block on a flowchart is assigned to an individual course, and it indicates the elements and requirements for that particular course. The number of credit hours (CH) assigned to the course and the course type are indicated. KUST courses and Department Courses, College Courses and Department Courses. A block also shows whether a course has pre-requisites and co-requisites. Achromatic coding system is used on flowcharts to show the category a course belongs to.

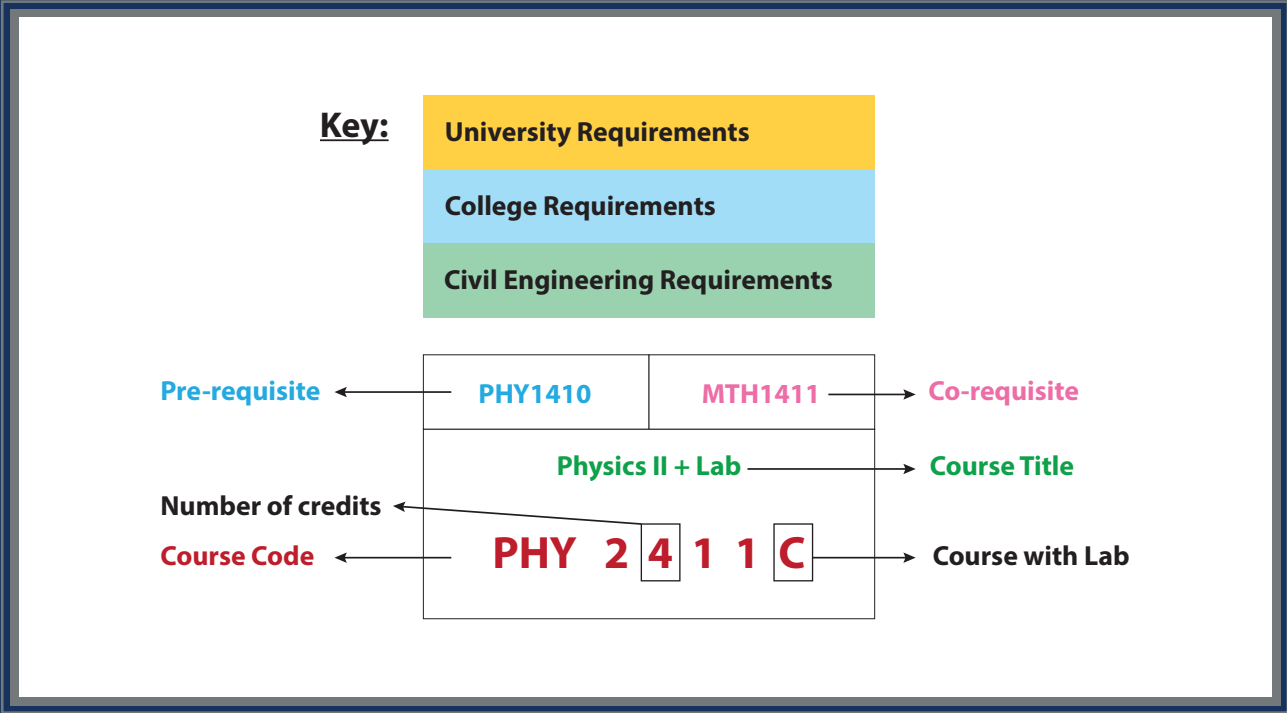


Figure 3. A KUST Flowchart Course Block

2.3 COURSE SYLLABUS

The quality of the academic courses is set by the Office of Quality Assurance and Accreditation (OQAA). Prior to the commencement of courses at the outset of each semester, instructors are required to deliver walkthrough presentations of their syllabi before the scientific committee, department faculty, Quality Assurance with a view to improving the syllabi in terms of course pre-requisites, co-requisites, course learning outcomes (CLOs) and how they are mapped to the program learning outcomes (PLOs) in line with internationally accreditation standards. All KUST course syllabi are made available at <http://komar.edu.iq/courses>

Table 1. A KUST 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				
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% <ul style="list-style-type: none"> 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

Each semester at Kumar University consists of 16 weeks. Course assessment tools are based on course type and period. A student-Centered Approach is followed through various activities such as class discussions, poster presentations, field trips, Clinical rotation, Problem-based Learning (PBL), case studies and homework. Students are actively engaged in the learning process and have freedom to express themselves and their understanding of the subject in a critical way. The activities are distributed equally within the instructional weeks in order to guarantee the fulfillment of all the CLOs.

Table 2. A KUST 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
2	Beginning and End of Week 2	Title of Course Content of Week 2	e.g. Home Work
3	Beginning and End of Week 3	Title of Course Content of Week 3	e.g. Case Study
...
13	Beginning and End of Week 13	Title of Course Content of Week 13	e.g. PBL (Projectbased Learning)
14	Beginning and End of Week 14	Title of Course Content of Week 14	e.g. Discussion Session

2.5 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 students are supposed to acquire during the three years of study at the university. 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 check with their chairpersons frequently to make sure 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.

2.6 ACADEMIC PROGRAMS

KUST follows a set of academic principles to enhance the quality of education. The first principle is the observation of international standards in designing its academic programs. These standards include:

- 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;
- 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). In designing course syllabuses and assessment tools, faculty members and chairpersons should link Course Assessment tools to Course learning outcomes and the latter to the Program Learning Outcomes (PLOs) under the supervision of the Academic Committee and Quality Assurance.

The second principle is the administration of assessment and surveys by the Office of Quality Assurance and Accreditation (OQAA) throughout each academic year to 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.



2.7 UNIVERSITY ASSESSMENT TOOLS

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

2.7.1 COURSE ASSESSMENT TOOLS

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 formative and summative assessments including different forms of written exams, homeworks, presentations, field trips, PBL, case studies, students' self reflection inviting students to discuss the formative learning process together. The learning process may follow an alternating formal-informal-formal pattern. The aim of designing and assessing CLO's is to serve lifelong learning process. The responsibility of the academic program (Chairperson or Coordinator) is to verify the validity of the assessment tools and results for each semester a course is offered in (see Figure 4). 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.

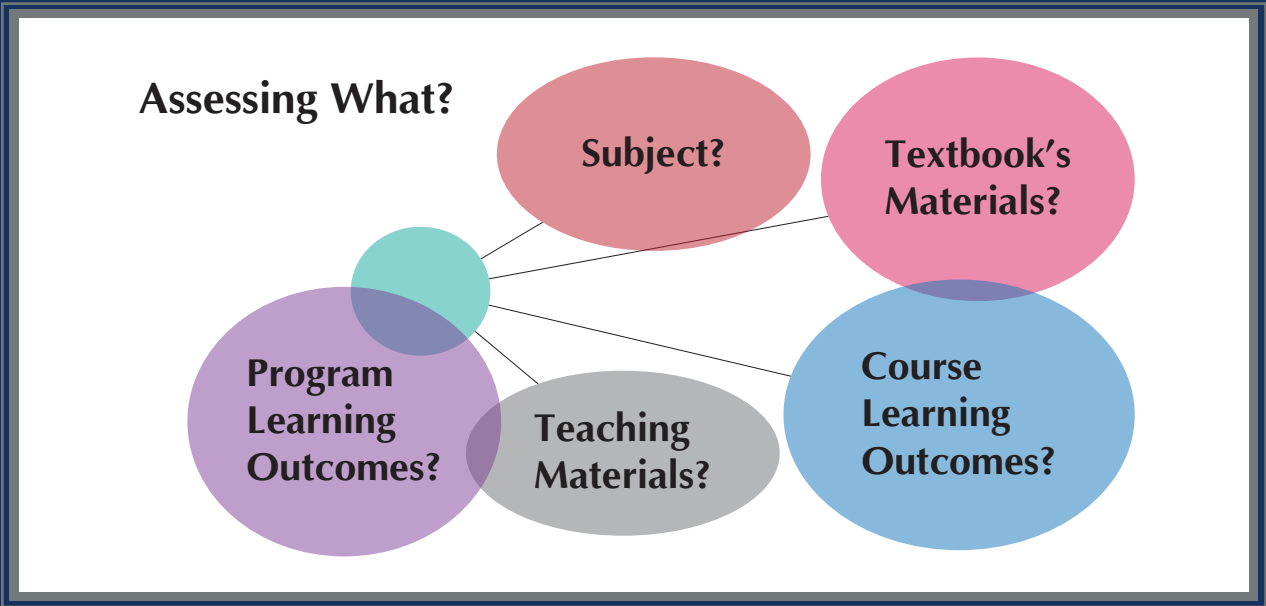


Figure 4. Sample of Course Assessment Aspects

2.7.2 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 Office of Quality Assurance and Accreditation (OQAA) 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 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 direct or indirect.

Examples of direct measures include:

- a. Pre and post Tests
- b. Major Field Tests
- c. Research Projects
- d. Case Studies
- e. Course Projects
- f. Project Presentations
- g. Portfolio of Student Work
- h. Performance on Licensure, Certification, or Performance Exams

Examples of indirect measures include:

- i. Alumni Surveys
- ii. Exit Surveys
- iii. Focus Groups
- iv. Peer and Self-evaluations

2.7.3 UNIVERSITY LEARNING OUTCOMES

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 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 5.

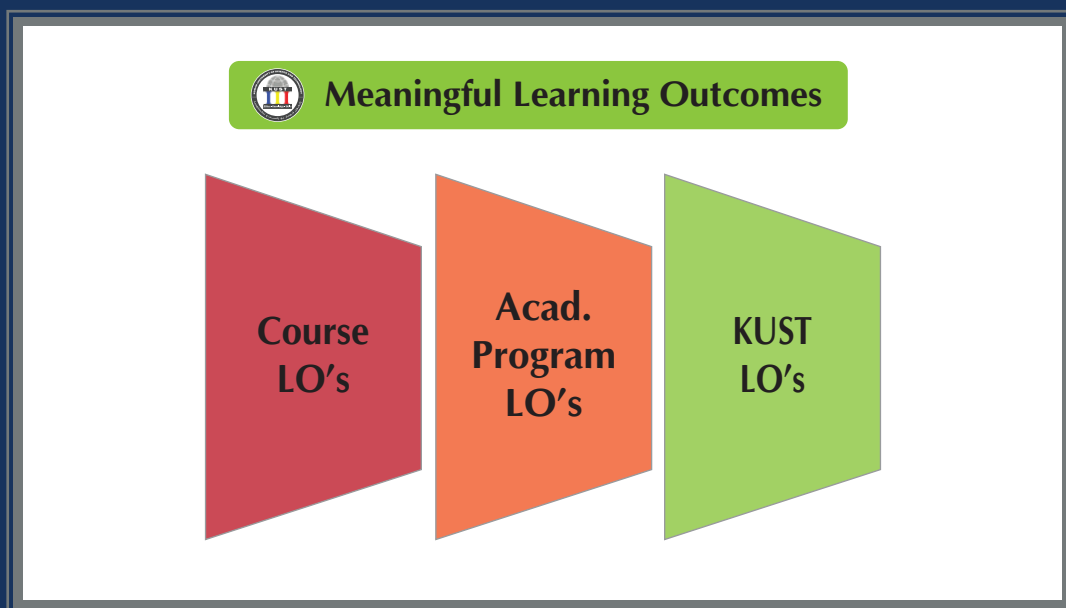


Figure 5. Sample of Learning Outcomes

2.8 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.

2.9 FACULTY ASSESSMENT TOOLS

The faculty should meet the requirements of the academic program in terms of number, availability, qualifications and fields of expertise covered by the curricular spectrum. 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 have and 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 academic background, engineering experience, teaching effectiveness and experience, ability to communicate professionally, 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.

2.10 E-SYSTEM FOR QUALITY ASSURANCE

The Office of Quality Assurance and Accreditation (OQAA) 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, automating all its activities was one of the main targets for the year 2017-2018 (see Figure 6), such as an online student feedback (see Figure 7) for Academy and University services, supervising Google Classroom as an effective interaction tool between instructors and students and an online system for continuous academic development (CAD) and faculty portfolio (FP) (see Figure 8). Instructors from Komar University can upload all their activities and documents via an online link.

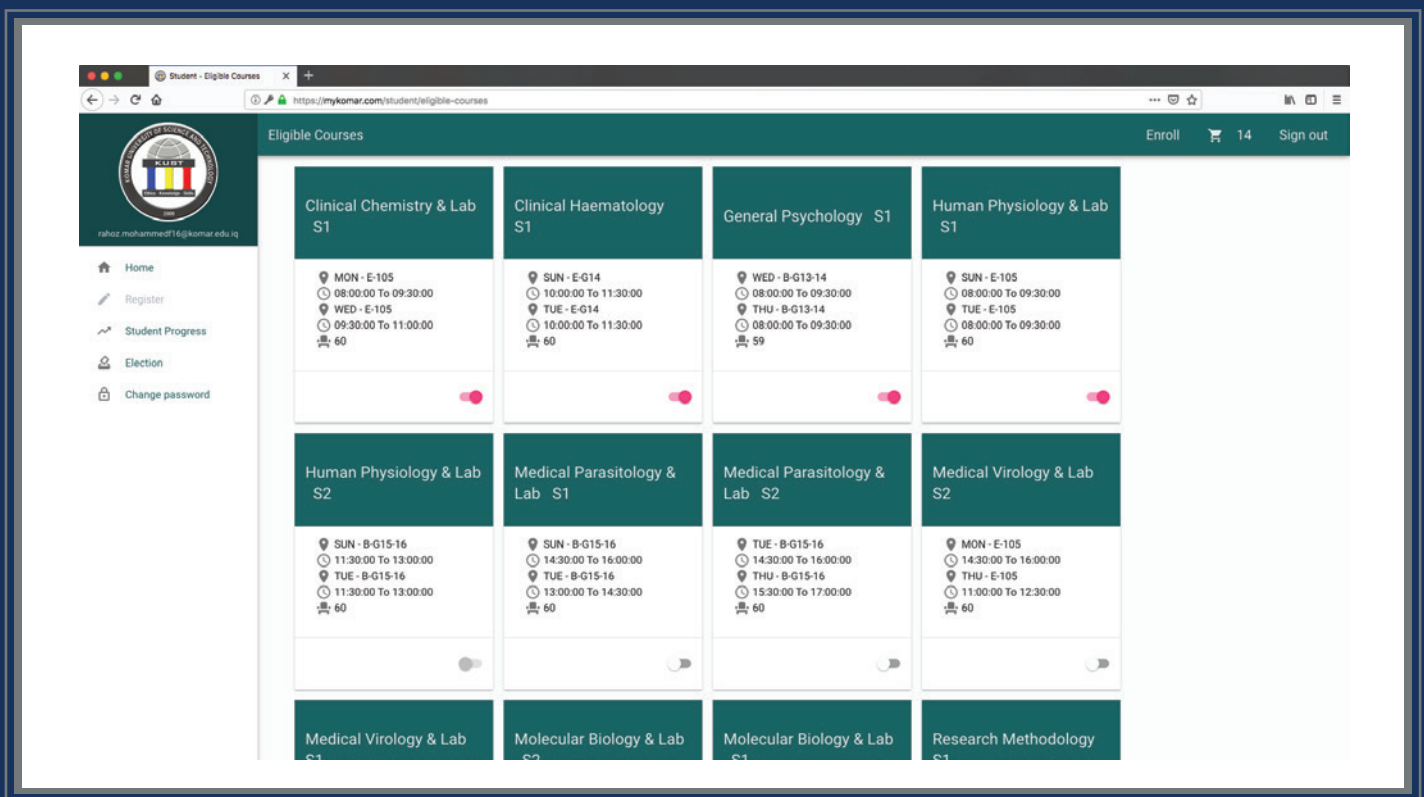


Figure 6. Sample of E-System Student Dashboard



Student Feedback

Sign out

Student Feedback

- The Lecturer is in command of his subject
مدرس شما توانایی بسیار زیادی دارد. در این زمینه

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree
- The lecturer's explanations are clear to me
توضیحات شما برای من واضح است

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree
- The lecturer states the objective and learning outcomes of each class
مدرس شما اهداف و نتایج یادگیری هر کلاس را بیان می‌کند

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree
- The lecturer posts extra material on Google classroom (videos, links, etc.)
مدرس شما متریال اضافی در گوگل کلاسروم (ویدیوها، لینک‌ها، etc.) قرار می‌دهد

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree
- The assignments and quizzes are representative of the course's content
تکالیف و آزمون‌ها نماینده محتوای درس شما هستند

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree
- The lecturer connects real-life examples to the course
مدرس شما مثال‌های واقعی را به درس شما مرتبط می‌کند

☐ Strongly Agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly Disagree

Figure 7. Sample of E-system Student Feedback

KUST CAD

Welcome, Quality Insurance

Users

Academic Year

Quality Insurance

Lecturer

Assistant Lecturer

Assistant Lecturer

Assistant Lecturer

Assistant Lecturer

Lecturer

Assistant Lecturer

Lecturer

Lecturer

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Assessment CAD Feedback

Figure 8. Sample of CAD and Course Portfolio

2.11 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 using Google Classrooms (see Figure 9).

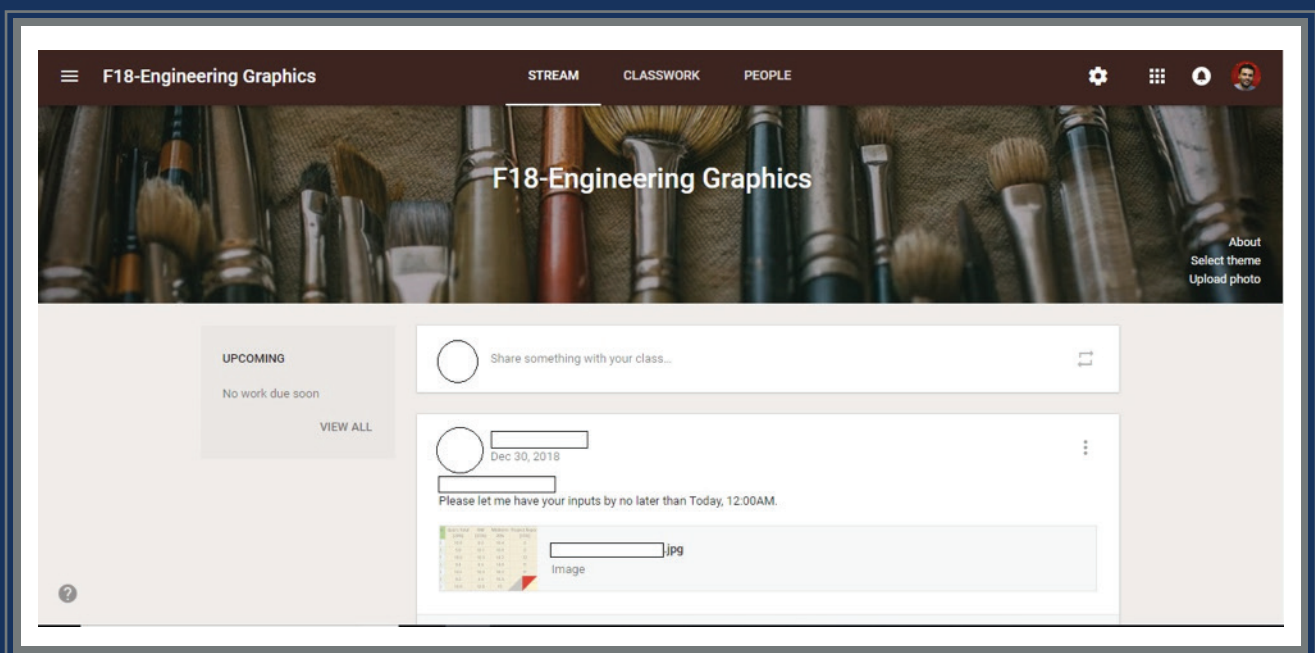


Figure 9. Google Classroom sample interface

2.12 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 are systematically maintained and upgraded to enable students to attain the student learning outcomes and to meet 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 DEPARTMENTS

3.1 DEPARTMENT OF DENTISTRY (DEN)

Department of Dentistry received its first batch of students in 2018. 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 dentists who would be able to serve their community.

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



Figure 10. Department of Dentistry

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
- 3.1.1.6. 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 KOMAR DENTAL CLINIC

Komar Dental Clinic is an educational private healthcare facility that was inaugurated in April 2021 and has started to diagnose and treat patients for the dental problems with affordable prices and good qualifications (curative and preventive) services under the supervision of specialized dentists for different specialties with several clinics including Conservative for Endodontics and Operative procedures, Prosthodontics with the crown and bridge section, Pedodontics and Prevention, Oral and maxillofacial radiology, Oral Surgery, Orthodontics, Oral health and maxillofacial O. Medicine, and Periodontics. These clinics are designed in a way that every patient could have his or her own private cubicle and equipped with the latest and the most advanced devices and facilities.



Figure 11. Student Club

3.2 DEPARTMENT OF PHARMACY (PHR)

The Department of Pharmacy received its first batch of students in 2018. 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 study program leading to a BSc degree comprises a variety of approaches of teaching pharmacy including: lectures, seminars, tutorials, problem-based learning, computer-assisted learning, communication skills, laboratory, and dispensing practice.

The main areas of the pharmacy program are pharmacology, pharmaceutical and medicinal chemistry, pharmacognosy, formulation design, industrial, therapeutics, hospital training, drug action in the body and the practice of pharmacy.

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



Figure 12. Department of Pharmacy



3.3 DEPARTMENT OF NURSING (NUR)

The Nursing Department is a new academic department to the ever growing Komar University of Science and Technology. It received its first batch of students in 2019. Nursing is an art, and if it is to be made an art, it requires an exclusive devotion as hard a preparation as any painter or sculptor's work.

The department is offering a BSc degree upon completion of four academic years (8 successive semesters, through two semesters (Fall and Spring). Department of Nursing aims to be the center of academic excellence and research in the KURDISTAN Region and IRAQ. Aspiring to achieve esteem level of quality nursing education, practice and research with global standards, and be a pioneering association, perform the very best in quality and innovation within nursing by setting the standard for nursing education, research, skills and leadership for other nursing academies and healthcare stakeholders in the nation and on an international scale.

The Mission of the Department of Nursing is to promote the skills of lifelong learning, knowledge and research in the health field in The Kurdistan region .

Within the four years of study, students will gain a unique knowledge of both scientific development and clinical skills.



Figure 13. Department of Nursing



3.4 DEPARTMENT OF DENTAL TECHNOLOGY (DET)

Department of Dental Technology is the one of the newly opened departments at Komar University of Science & Technology (KUST). It is the first department in Kurdistan region that offers bachelor degree to the students who graduated successfully upon completing four academic and practical years (eight successive regular semesters [fall and spring] and summer enforcement training courses), and its graduates will become highly qualified well trained Dental technicians in the dental laboratories that create a prosthesis or instrument for the head and neck under a dentist's prescription.

This may consist of all types of dental prosthesis including complete dentures, partial dentures, crowns and bridges and implant supported dentures in various materials such as acrylics, alloys, and ceramics.

Dental technology department prepares students to become highly skilled dental technicians who could assume leadership based on practical and theoretical knowledge and to be able to meet the needs of our community in the field of dental prosthesis by adhering to the rules required by qualified, competent and modern professional knowledge.



Figure 14. Department of Dental Technology

3.5 DEPARTMENT OF CIVIL ENGINEERING (CVE)

The Department of Civil Engineering is one of the three engineering departments opened when KUST was founded in 2012.

The civil engineering undergraduate program functions 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.



Figure 15. Department of Civil Engineering



3.6 DEPARTMENT OF PETROLEUM ENGINEERING (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 who graduate 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 aspires 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.



Figure 16. Department of Petroleum Engineering

3.7 DEPARTMENT OF COMPUTER ENGINEERING (CPE)

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.

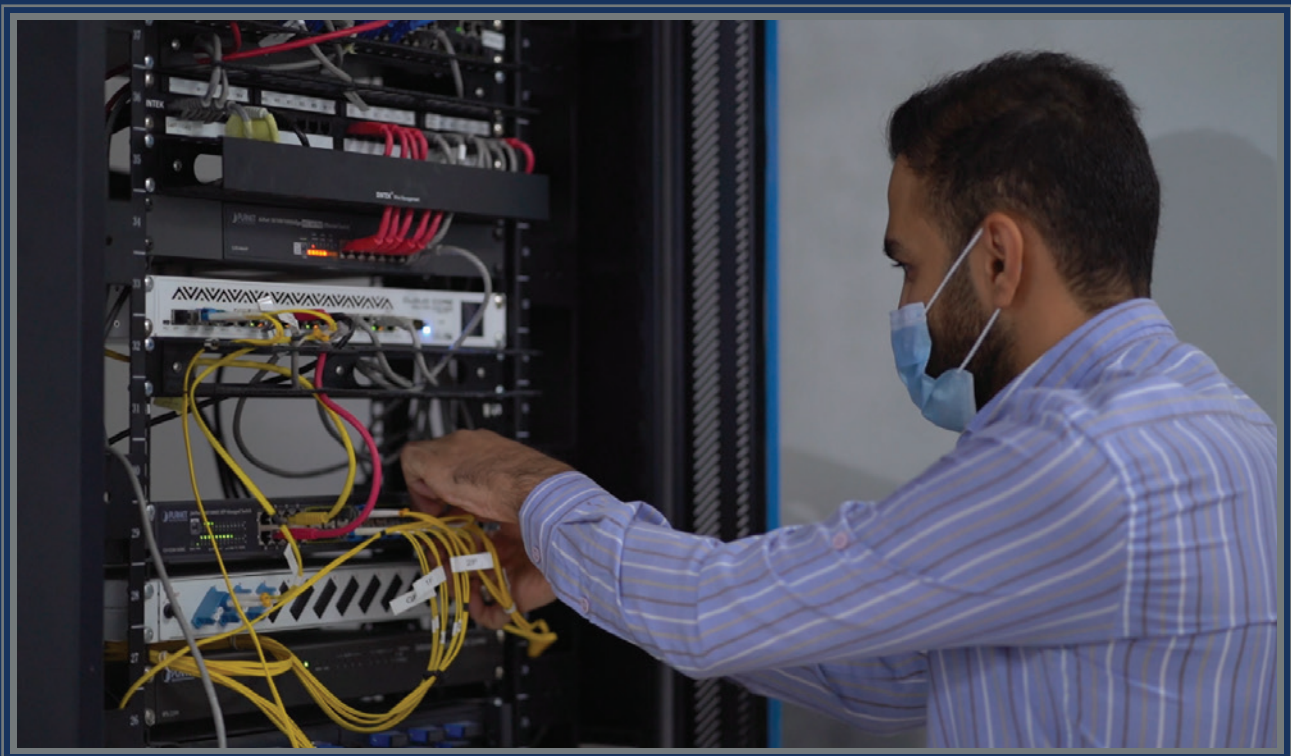


Figure 17. Department of Computer Engineering



3.8 DEPARTMENT OF ACCOUNTING (ACC)

The Department of Accounting at KUST is an acknowledged center of excellence. The department has a tradition of intellectual diversity. It is 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. They learn to analyze how accounting is implicated in a multifaceted range of institutional and organizational processes of calculation, reporting and evaluation. Its 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 its mission.



Figure 18. Department of Accounting

3.9 DEPARTMENT OF BUSINESS ADMINISTRATION (BUA)

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 Science with specialization in 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 fourteen-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.



Figure 19. Department of Business Administration

3.10 DEPARTMENT OF HEALTH CARE ADMINISTRATION (HCA)

The Department of healthcare Administration curriculum is designed on business fundamentals, healthcare related foundations and skills based courses that verge on technology, healthcare finance and economics, managed care, quality standards, and foundations of business administration.

It is designed to help students meeting the challenges of a rapidly changing healthcare industry with exceptional leadership and responsive decision-making.

KUST's healthcare administration specialization blends healthcare courses with a business administration so that students leave with the interpersonal communication, analytic and management skills that are needed to be leaders in the healthcare industry.



Figure 20. Department of Health Care Administration



3.11 DEPARTMENT OF MEDICAL LABORATORY SCIENCE (MLS)

The Department of Medical Laboratory Science provides a state of art 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 fulfilling the local needs of competent medical laboratory scientists.



Figure 21. Department of Medical Laboratory Science

3.12 DEPARTMENT OF COMPUTER SCIENCE (CPS)

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 careers in both private and public sectors, and student's lifelong 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 knowledge of current technologies and solving problems in the field of computer science that can contribute to assisting 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.



Figure 22. Department of Computer Science

3.13 DEPARTMENT OF BIOMEDICAL INFORMATION TECHNOLOGY (BIT)

The Department of Biomedical Information Technology curriculum is designed based on computer and health science curricula to impart in students' knowledge, skills, and attitudes essential for today's practice of data science in the health system community, as well as in the future.

The B.Sc. in Biomedical Information Technology is a professional degree completion of four academic year's program. Teaching involves a mix of lectures, tutorials, group work, private study and practical activities so as to develop a new specialty in our community based on interdisciplinary sciences and apply our values, missions, visions and ethical bases in all aspects of interdisciplinary sciences.



Figure 23. Department of Biomedical Information Technology

3.14 DEPARTMENT OF BIOMEDICAL SCIENCE (BMD)

The Department of Biomedical Science curriculum is designed based on Biomedical science and health science curricula to impart in the students the knowledge, skills, and attitudes essential for today's practice of Biomedical Science in the health.

The B.Sc. in Biomedical Science is a professional degree completion of four academic year's program. The aim of Biomedical Science department is to build up quality human resource whose knowledge and contribution in Applied Health Care Sector and will make our state healthy and strong.

Teaching involves a mix of lectures, tutorials, group work, and practical activities so as to Impact health-care by translating our research knowledge into clinical applications and by building more research capacity in Kurdistan hospitals and primary care practices and raise the quality of healthcare standards & facilitate medical breakthroughs by bringing innovative medical solutions.



Figure 24. Department of Biomedical Science



3.15 DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE (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 will be awarded a B.A. degree in English Language and Literature.

The objectives of the Department are to provide its students with the knowledge and 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. Also covered are a range of courses related to linguistic and literary studies. Graduates from the Department will 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, interpreting, audiovisual 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.



Figure 25. Department of English Language and Literature



4. STUDENT CLUB

KUST's Student Club is a student-focused extracurricular unit designed to allow students to become more involved on campus. Such activities provide the students with opportunities to practice their hobbies and develop leadership, social responsibility, citizenship awareness, volunteerism, sports, fine arts and employment experience.

Student Club consists of many groups and comprises various activities such as sports, fine arts, music, reading, volunteering, horse riding, hiking, environment-oriented events, handcrafts and charities.

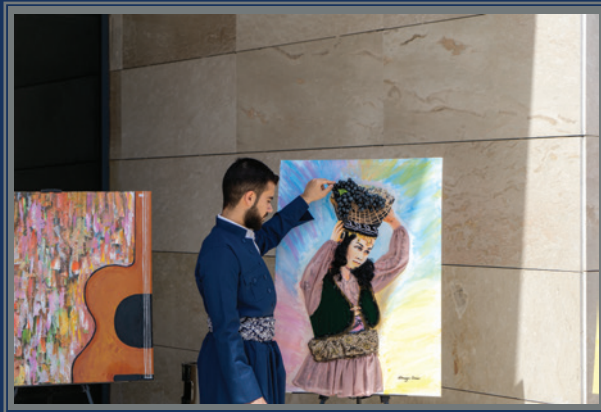


Figure 26. Student Club



4.1 KOMAR SPORTS HALL

KUST's buildings extend from an open area of tartan soccer field to a closed multipurpose hall constructed in line with the most recent design and quality. Komar Sport Hall spans over an area of 3500 m². The inner area of the hall is over 1380 m² with more than 1000 seats. The inner walls of the hall are covered with polyurethane foam for complete sound proofing with the provision of a smart adaptive sound system. The floor is covered in vinyl which is also acoustically effective in preventing sound reverberation. Heating, ventilation, and air conditioning system are used in the event of emergencies. The building is also provided with a complete firefighting and fire alarm system for emergency incidents.



Figure 27. Student Club

5. FOUNDATION YEAR

CIEP, Center of Intensive English Program, prepares newly admitted students to KUST from A1 to B2 of English proficiency for their academic courses as English is the only language of education at the university. CIEP provides three English courses: Pre-foundation, Foundation One, and Foundation Two. The levels are divided and taught according to CEFR international standards as Pre-foundation is A1-A2, Foundation One is A2-B1, and Foundation Two is B1-B2. Each course/level takes eight weeks (two intensive months of five studying hours a day); i.e., all the levels start in fall and end in summer (six months). All KUST students must take an international placement test that the center provides. Students will be distributed across the three levels mentioned above based on the test result. Those who meet the English language requirement of KUST by the placement test will directly start their academic courses. However, those who need the English courses will study for two to six months based on the score they obtain or the level at which they will be placed. CIEP also introduces its students to university life and experience via eight lectures or workshops in a course titled 'University Experience'.

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%

Table 3. Foundation Year Students Assessment Tools



6. 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's intellectual and personal growth and provide assistance to them to explore and experience the different aspects of University life. This office contains two major units, which are Registration and Admission.

6.1 COURSE REGISTRATION PROCESS

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.

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 24, to provide the best possible class schedule that considers room and teacher availability, and eliminates time and class conflict for the students.

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 sign up for courses 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, and enrollment policies and procedures.

The screenshot displays the KUST Class Scheduler interface. On the left, a sidebar lists various course categories such as International Business Environment, Immunology & Lab, Academic English, Tech Elective Design, Petroleum Production Engineering, International Accounting, College Physics, Laboratory Rotation, Engineering Economy, Medical Bacteriology & Lab, General Physics, Strength of Materials, Histopathology & Lab, Departmental Elective, and Introduction To Embedded Systems. The main area shows a grid of courses for days 08 through 15. Each cell in the grid contains a course number, name, and credits. For example, on day 08, there are courses like Artificial Intelligent S1, Principles of Pharmacology S1, Petroleum Production Engineering II S1, Intermediate Accounting II S1, Advanced Calculus S1, Computer Communication and Networks & Lab S1, Information Security S1, and Tech Elective Design: Application and Design Knowledge S1. The grid continues with similar course listings for days 09 through 15.

Figure 28. Sample of Schedule System

6.2 ADMISSION PROCESS

Based on the instructions issued and published by the MHESR for Academic yearly, the student's earned Grade Point Average (GPA) from high school or institute determines her/his eligibility to enter a specific department. The admission process is as follows:

- The applicant fills the admission form and submits it to OSAR.
- The Admission Officer will review each application based on MHESR instructions.
- The reviewed application is then submitted to the MHESR's online system for further processing.
- After the MHESR announces the provisional result of accepted applicants, the applicant is required to sign the contract form.

6.3 MYKOMAR SYSTEM

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 25 shows an example of a student account during course registration period.

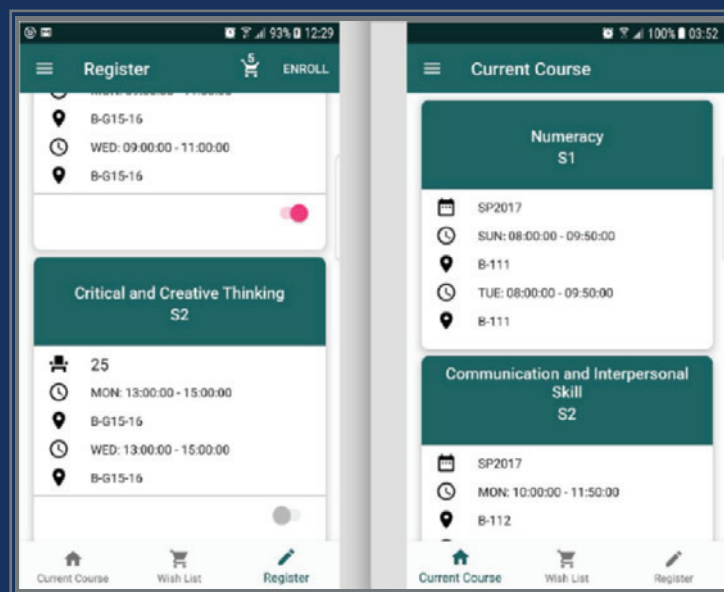


Figure 29. Sample of MyKomar



6.4 GRADING SYSTEM

In Iraq (including Kurdistan) numerical grades, 0-100, are used. Passing grade is 50% in general. In the United States letter grades, A, B, C, D, and F are used. Passing grade is “C” in general. “A” is the highest and “F” is lowest.

Letter Grade	Point Grade	Percentage Score
A	4.0	95-100
A-	3.7	90-94
B+	3.3	85-89
B	3.0	80-84
B-	2.7	75-79
C+	2.3	70-74
C	2.0	65-69
C-	1.7	60-64
D+	1.3	55-59
D	1.0	50-54
F	0	0-49

Table 4. Grading System

6.4.1 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.

6.4.2 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 times the course is repeated.

6.5 SCHOLARSHIPS

KUST provides the following types of scholarships and financial aid to students who are admitted into academic programs

6.5.1 PRESIDENT'S LIST

This scholarship is provided to students who are fulltime. The minimum of credit hours should be 60% of the total credit hours required to graduate. The average GPA of total credit hours should be no less than 3.3 and above. Earned GPA in two consecutive semesters should be (3.7) and above. Earned average GPA in 25% of total required departmental courses should be no less than (3.7). Eligibility for a 50% discount in tuition fees of the (15) credit hours taken by the student during the following semester (excluding summer) requires that the student has no failing grades in any of his/her courses during that semester, has no incomplete grades, and has no disciplinary action against him/her. The student would not be eligible for any other discount offered by the university.

6.5.2 DEAN'S LIST

This scholarship is provided to students who are fulltime and have registered and completed a minimum of 60% of the total credit hours to required graduate. The average GPA of total credit hours should be no less than 3.3 and above. Earned GPA in the last semester should be 3.5 and above. Earned average GPA in 20% of total required departmental courses should be no less than (3.7). Eligible for a 25% discount in tuition fees of the 15 credit hours taken by the student during the following semester (excluding summer). Have no failing grades in any of his/her courses during that semester. Have no incomplete grades. Have no disciplinary action against him/her

7. PAYMENT INSTALLATION (ACCOUNTING)

Using Customer/Student center in QuickBooks has enabled us to provide the following services (see Figure 26):

- 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.

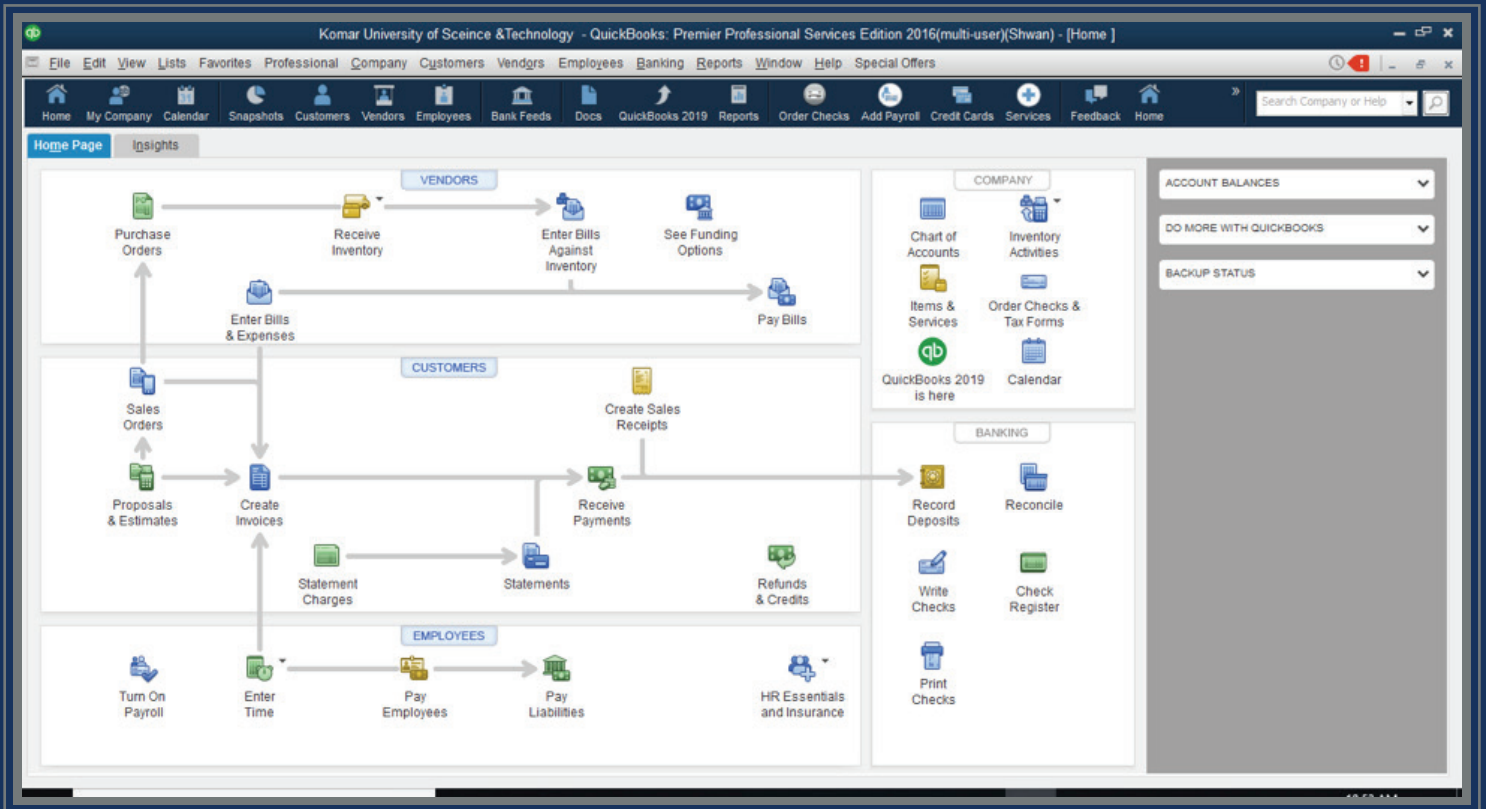


Figure 30. Sample of QuickBook

8. 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.

► 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.

► 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.

► 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.

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

► Course Code: 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.



- ▶ **Prerequisite:** 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).
- ▶ **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.
- ▶ **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.
- ▶ **Major:** A major is a degree-seeking student's primary area of academic concentration.
- ▶ **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.
- ▶ **Freshman:** First year students in the process of accumulating (25%) of the course credits.
- ▶ **Sophomore:** Students in the process of accumulating (50%) of the course credits. Usually they are in their second year of study.
- ▶ **Junior:** Students in the process of accumulating (75%) of the course credits. Usually third year students are called juniors.
- ▶ **Senior:** Students in the process of accumulating (100%) of the course credits. These would normally be in the fourth or fifth year of study.
- ▶ **Semester:** An instructional period of 14 weeks; KUST has a Fall semester and Spring semester; and Summer semester of 7 weeks.
- ▶ **Semester GPA:** It is a calculated GPA of the courses undertaken in a specific semester at KUST.
- ▶ **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.
- ▶ **Part Time Student:** An undergraduate student is considered Part Time if he or she is enrolled for less than 12 credits.

- ▶ **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 the Ministry of Higher Education and Research (MHER) and KUST's regulations for that course.
- ▶ **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.
- ▶ **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.
- ▶ **Test:** Longer than a quiz (about one hour) given to students to assess students learning about several subjects/topics. Preparation is required. No open book or notebook.
- ▶ **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.
- ▶ **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.
- ▶ **Pre-Final Grade:** It is an accumulated grade from any assessment tools prior to 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.
- ▶ **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.
- ▶ **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.



- ▶ Cumulative GPA: It is calculated GPA of all courses taken at KUST.
- ▶ 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.
- ▶ Transcript: This is the continuous, formal, and official record of the student's work at a university.
- ▶ 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.
- ▶ 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.

9. REFERENCES

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



