



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY



Academic Catalog

2021-2022

AIM OF THE CATALOGUE

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 efforts to explore Komar University of Science and Technology's programs, current policies, 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 five to 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.

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, Engineering Departments observe 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 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 members 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. Salahaddin Saeed, (PhD)

President



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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 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. 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

1.1 VISION

Komar University of Science and Technology strive to become a leading higher education institution in the Kurdistan Region and Iraq by contributing to the development of the Region and the nation. As a private non-governmental institution, the university seeks to serve the community through application of advanced Science and technology.

1.2 MISSION

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

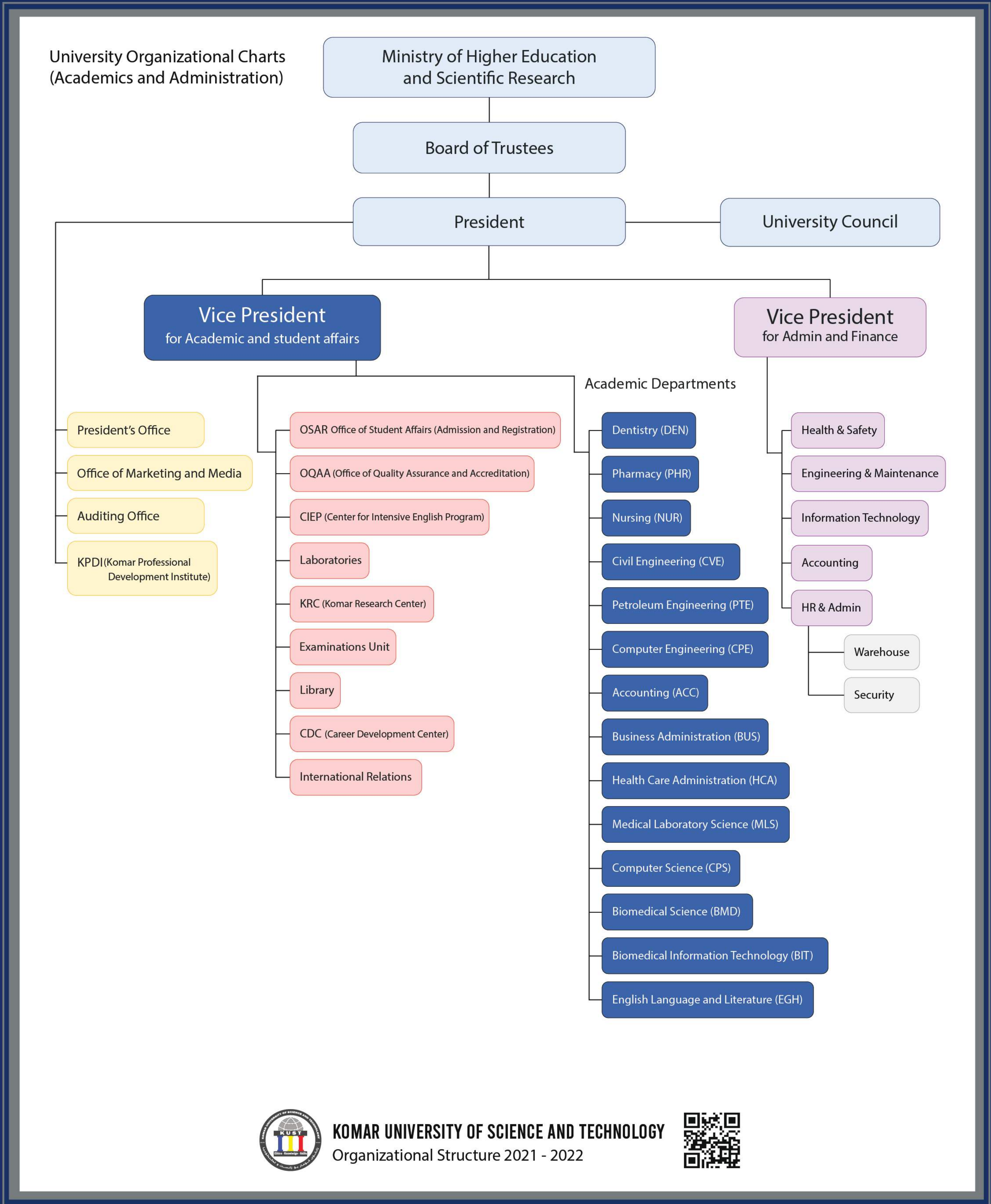
1.3 OBJECTIVES

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.



KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
Organizational Structure 2021 - 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 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 2013.

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

Komar University of Science and Technology implements a uniform flowchart in all academic departments. The flowchart is designed based on the Bologna Process accreditation system (see Figure 2). 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.





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 block 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.

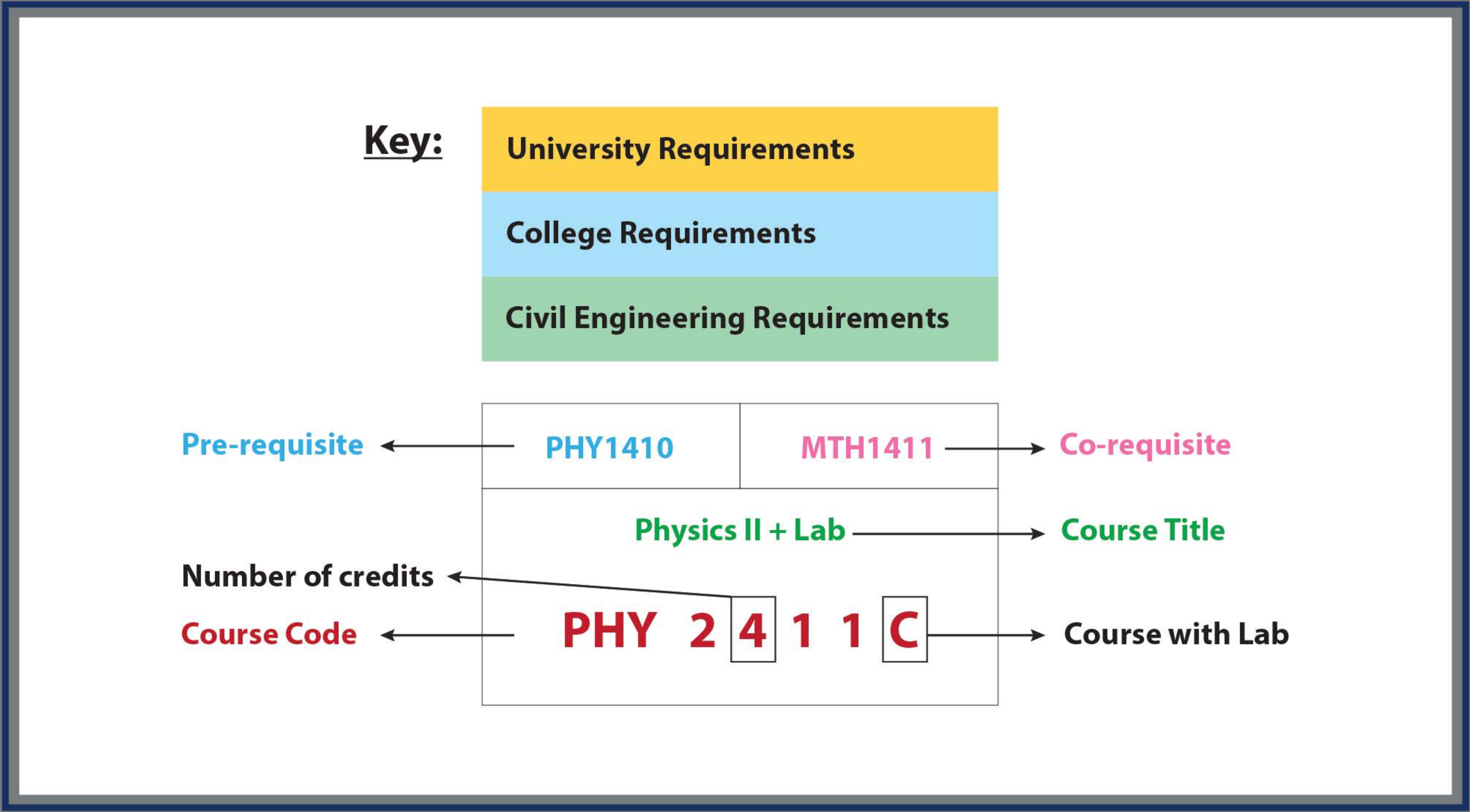


Figure 3. Sample of Course Blocks on the Flowchart

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% <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

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.

Table 2. Sample of Lesson Plan

Week	Beg. /End Dates	Topics (Chapters)	Assessment Tool
1	Beginning and Eng of Week 1	Title of Course Content of Week 1	e.g. Quiz
2	Beginning and Eng of Week 2	Title of Course Content of Week 2	e.g. Home Work
3	Beginning and Eng of Week 3	Title of Course Content of Week 3	e.g. Case Study
4	Beginning and Eng of Week 4	Title of Course Content of Week 4	e.g. Field Trip
5	Beginning and Eng of Week 5	Title of Course Content of Week 5	e.g. PBL (Projectbased Learning)
6	Beginning and Eng of Week 6	Title of Course Content of Week 6	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 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.

2.6 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.



2.7 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

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 formative and summative assessments like (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 go in this way (formal-informal-formal). The aim of designing and assessing CLO's is to serve life-long-learning process. Hence, (more assessment for learning) and (less assessment of learning). 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 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.

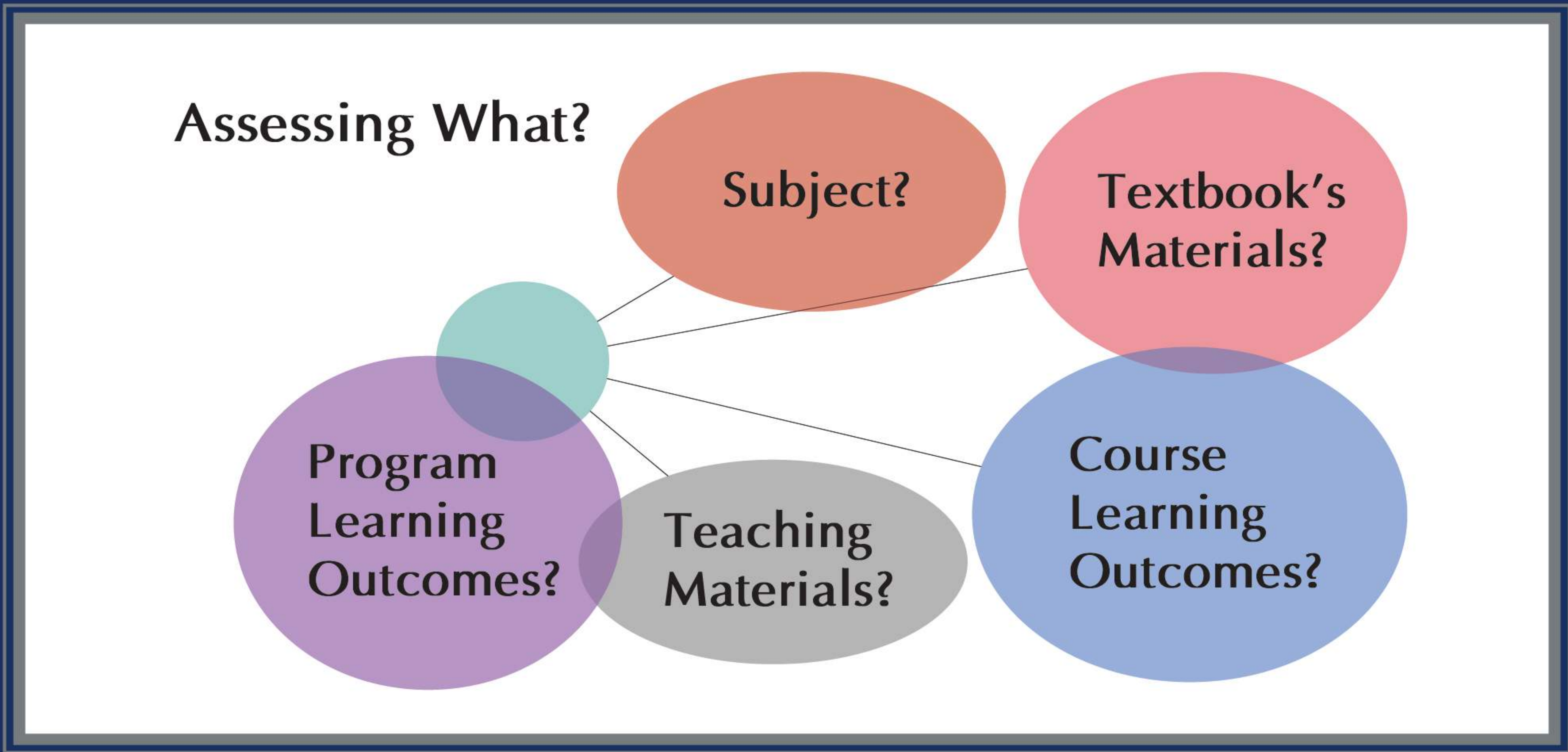


Figure 4. Sample of Course Assessment Aspects

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 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

2.7.3 UNIVERSITY LEARNING OUTCOMES

ULO's 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.

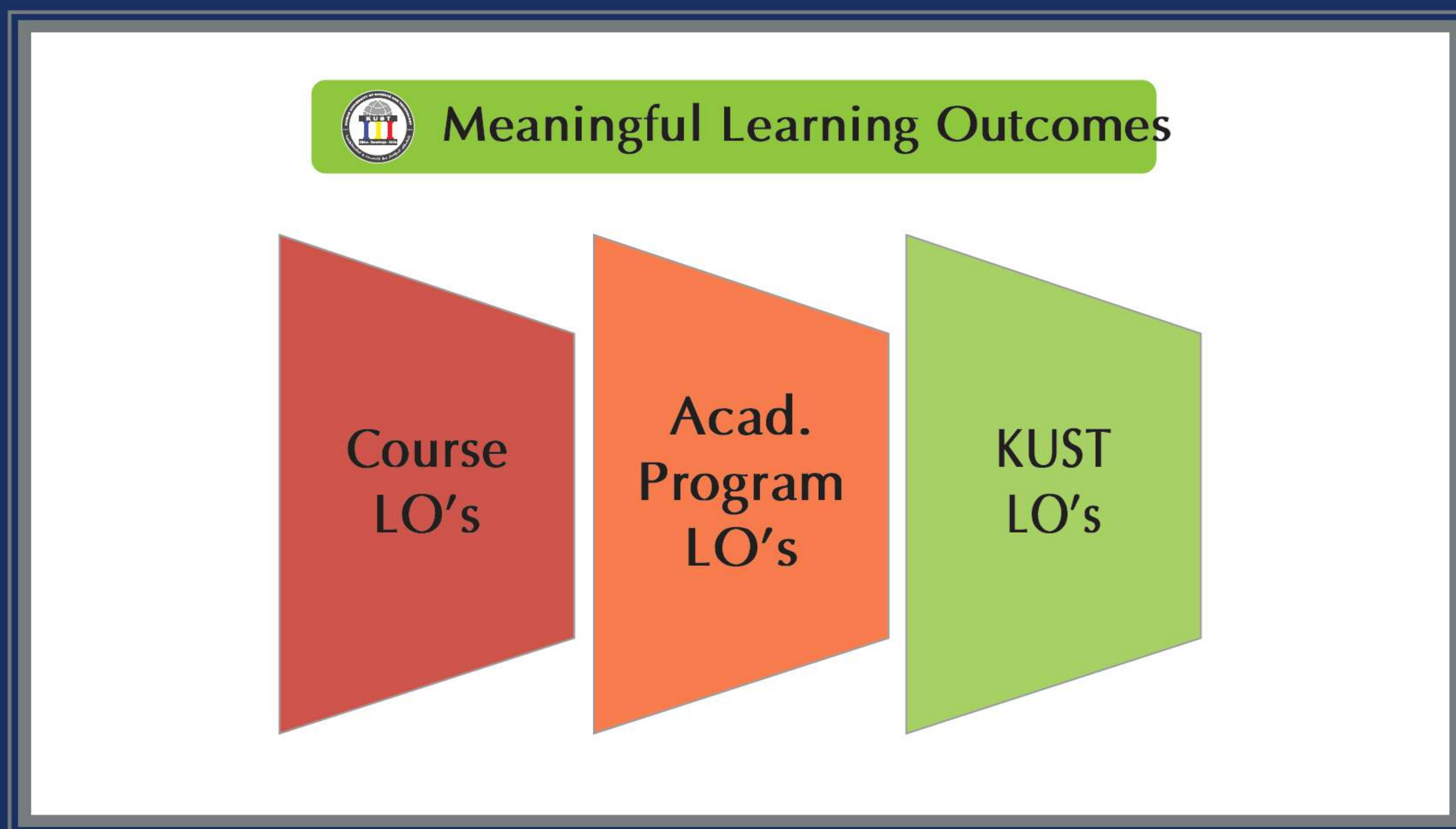


Figure 5. Sample of Learning Outcomes

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 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 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 backgrounds, engineering experience, 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.

2.10 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 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.

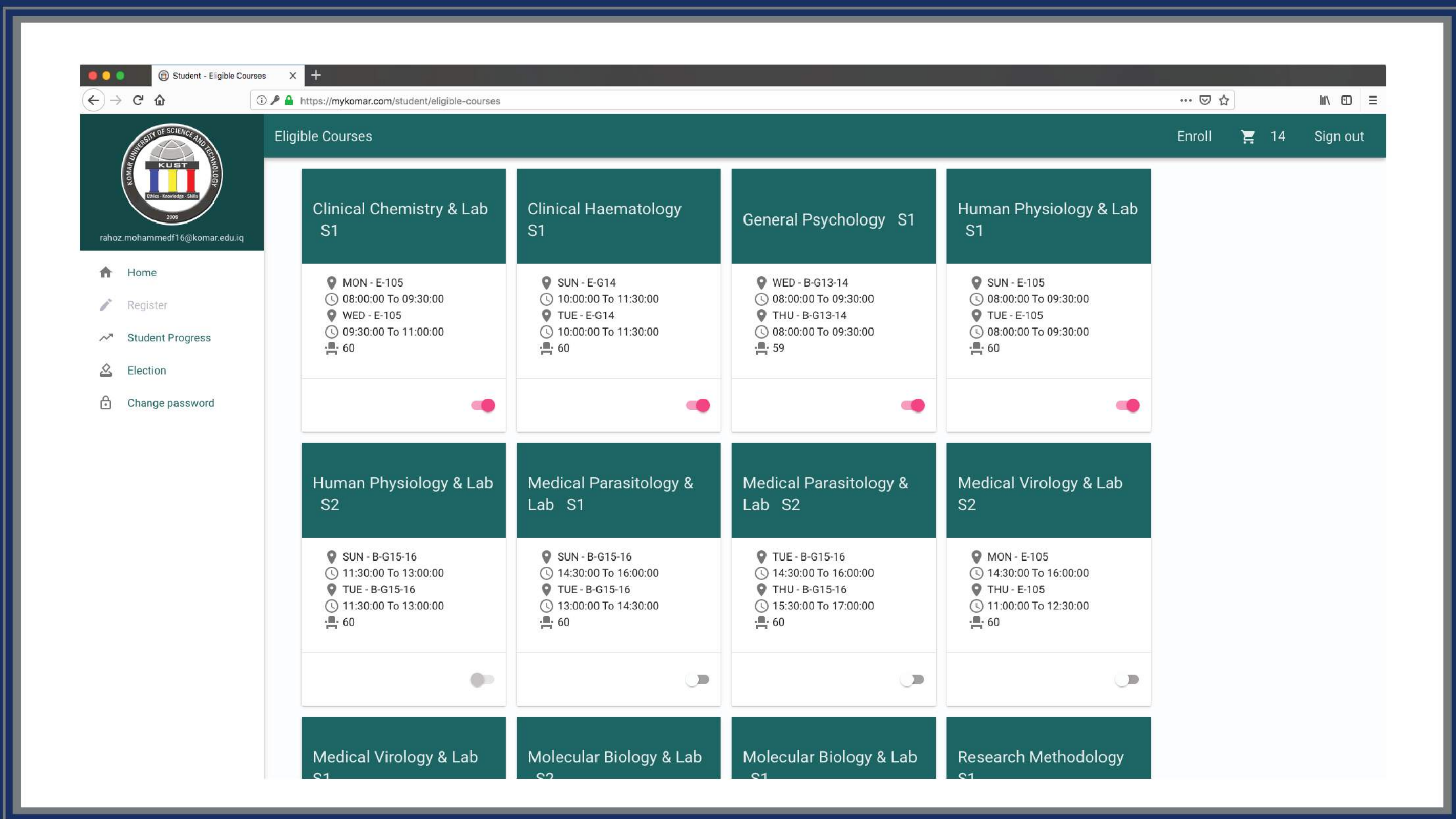



Figure 6. Sample of E-System Student Dashboard





sultanaka@kust.edu.iq

[Home](#)
[Register](#)
[Student Progress](#)
[Election](#)
[Change password](#)

Student Feedback

Sign out

Student Feedback

1

The lecturer is in command of his subject
مدرس منظم و توانایی بر مبنای درس را دارد. در مشاغل و ...

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

2

The lecturer's explanations are clear to me
له پروپونر رستم منگانی ماموستای وانکه تیره گم

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

3

The lecturer states the objective and learning outcomes of each class
ماموستا ماموستا و نامانجه کانی قتر موزی ماموستا وانکه رورن دنگاتره

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

4

The lecturer posts extra material on Google classroom (videos, links, etc.)
(ماموستا ماموستا زنده له گورگل کلاسرووم ماموستا وانکه فیدیلر و لیکت و ... تاد

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

5

The assignments and quizzes are representative of the course's content
رامنشان و نمره گامی وانکه پاموستا به ناموزی ماموستا وانکه


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

6

The lecturer connects real-life examples to the course
ماموستا ماموستا نمونه له ژانی و ژانته ماموستا وانکه

☐ 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

0 Assessment 0 CAD 0 Feedback

☒ Assessment ☒ Feedback ☐ View

Assistant Lecturer

0 Assessment 0 CAD 0 Feedback

☒ Assessment ☒ Feedback ☐ View

Assistant Lecturer

0 Assessment 0 CAD 0 Feedback

☒ Assessment ☒ Feedback ☐ View

Assistant Lecturer

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☒ Assessment ☒ Feedback ☐ View

Lecturer

0 Assessment 0 CAD 0 Feedback

☒ Assessment ☒ Feedback ☐ View

Figure 8. Sample of CAD and Course Portfolio

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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 through using Google Classrooms (see Figure 9).

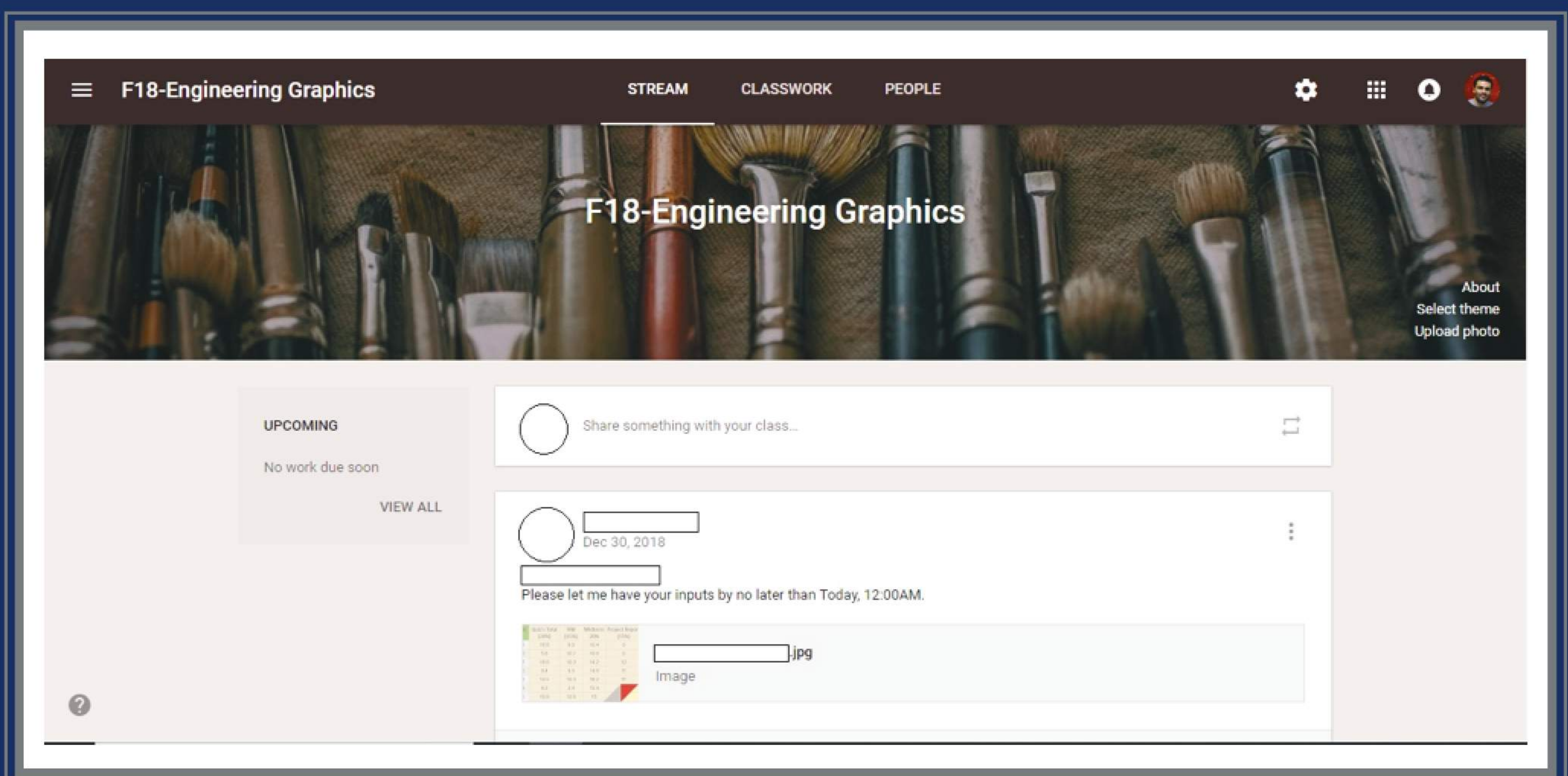


Figure 9. Google Classroom sample interface

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 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 DEPARTMENTS

3.1 DEPARTMENT OF DENTISTRY (DEN)

Department of Dentistry is one of the two departments opened. 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 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 gain 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

3.2 DEPARTMENT OF PHARMACY (PHR)

The Department of Pharmacy is one of the two departments opened. 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 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 studying, 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 11. 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 has received its first batch of students for the 2019-2020 academic year. 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 the 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 life- long learning, knowledge and research in the health field in The Kurdistan region .

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



Figure 12. Department of Nursing

3.4 DEPARTMENT OF CIVIL ENGINEERING (CVE)

The Department of Civil Engineering is one of the three engineering departments opened 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.



Figure 13. Department of Civil Engineering



3.5 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 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.



Figure 14. Department of Petroleum Engineering

3.6 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.

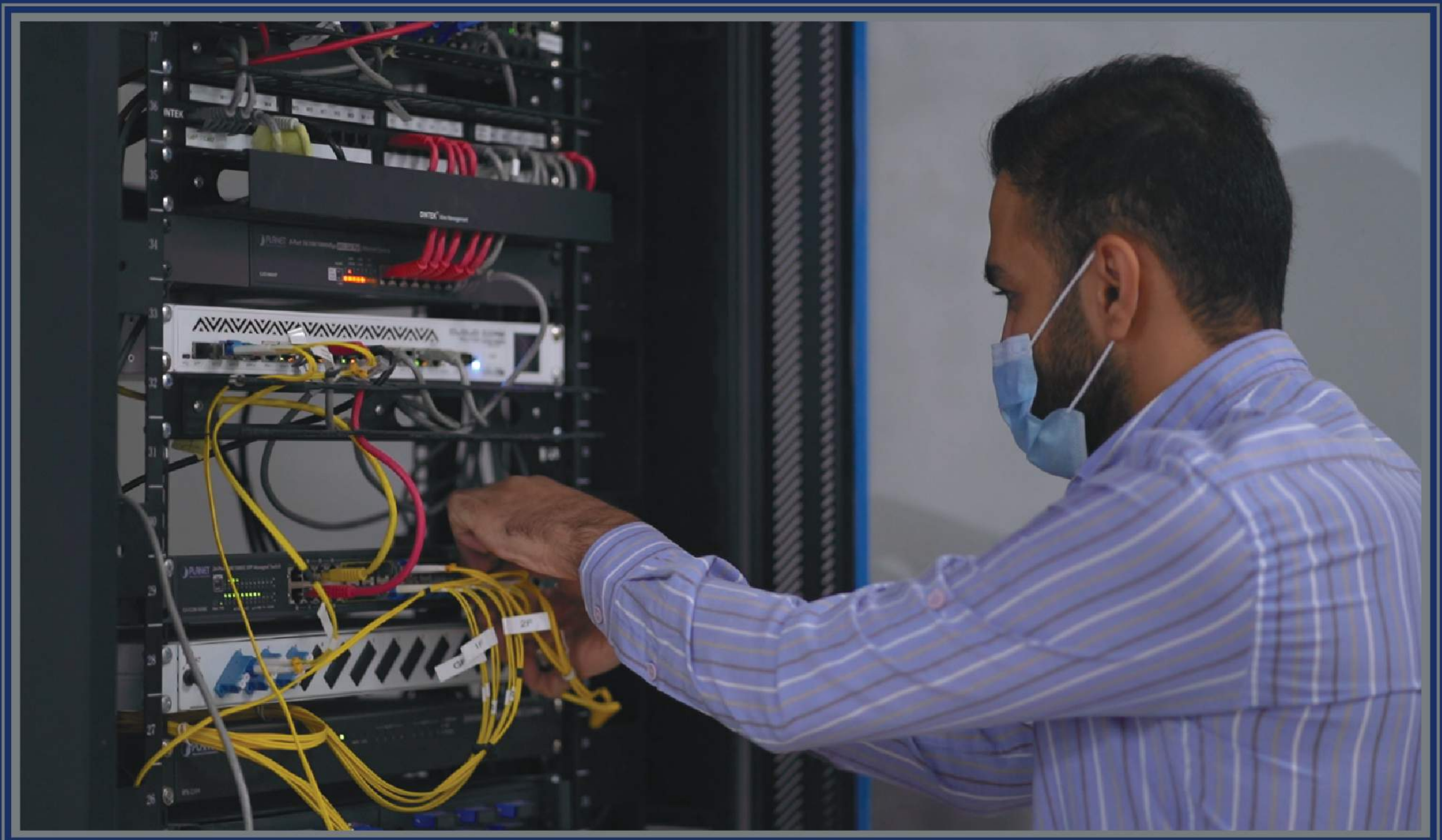


Figure 15. Department of Computer Engineering



3.7 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.



Figure 16. Department of Accounting

3.8 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 17. Department of Business Administration

3.9 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 touch on technology, healthcare finance and economics, managed care, quality standards, and foundations of business administration.

It is designed to help the student 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 18. Department of Health Care Administration



3.10 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 to fulfil the local needs of competent medical laboratory scientists.



Figure 19. Department of Medical Laboratory Science

3.11 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 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 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 20. Department of Computer Science

3.12 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 21. Department of Biomedical Information Technology

3.13 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 22. Department of Biomedical Science



3.14 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 23. Department of English Language and Literature

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:

Foundation 1 (A1 and A2): 0-39 out of 120

Foundation 2 (B1 and B2): 40-79 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 two stages of foundations. Both stages of foundations lasts within 6 months and consists of a number of courses, levels and sections depending on the number of students. Each week consists of 20 guided class hours.

The program depends on formative and summative assessment tools to evaluate students' progress and make necessary changes if needed. Below are the 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%

Table 3. Foundation Year Students Assessment Tools



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'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.

5.1 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 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, and enrollment policies and procedures.

Courses	68	69	70	71	72	73	74	75
BUS2015 International Business Environment S1	CPE4390 Artificial Intelligent S1	CPE4390 Artificial Intelligent S1	BUS1200 Introduction to Business S1	PPE4390 Petroleum Transport and Storage Engineering S1	BUS2015 Accounting Theory S1	BUS2015 Principles of Haematology & Lab S1	CVE3340 Water Resources S1	BO1310 Cell Biology and Genetics S1
ML50200 Immunology & Lab S1	ML50200 Principles of Pharmacology S1	ML50200 Principles of Pharmacology S1	BUS2015 Solid Waste System Design S1	BUS2015 Accounting Theory S1	ENG2015 Medieval Drama S1	CVE3340 Water Resources S1	BO1310 Cell Biology and Genetics S1	CVE2205 Engineering Graphics S1
ENG2015 Academic English II S1	PPE4390 Petroleum Production Engineering II S1	PPE4390 Petroleum Production Engineering II S1	ACC4390 Specialized Accounting S1	ENG2015 Medieval Drama S1	MEC2015 Engineering Mechanics S1	BUS2015 Accounting Theory S1	CVE2205 Engineering Graphics S1	FLG2015 Foreign Language I S1
CVE4390 Tech Elective Design: Sanitary Engineering S1	ACC2015 Intermediate Accounting II S1	ACC2015 Intermediate Accounting II S1	MTH2015 Calculus II S1	MEC2015 Engineering Mechanics S1	MTH2015 Hydraulics Engineering & Lab S1	ENG2015 Medieval Drama S1	FLG2015 Foreign Language I S1	FLG2015 Foreign Language IV S1
ACC2015 International Accounting S1	MTH2015 Advanced Calculus S1	MTH2015 Advanced Calculus S1	BUS2015 Quantitative Methods S1	MTH2015 Hydraulics Engineering & Lab S1	MEC2015 Calculus I S1	ENG2015 Engineering Mechanics S1	FLG2015 Foreign Language IV S1	BUS2015 Principles of Marketing S1
PHY1300 College Physics S1	CPE3400 Computer Communication and Networks & Lab S1	CPE3400 Computer Communication and Networks & Lab S1	CPE4390 Artificial Intelligent S1	MTH2015 Calculus I S1	ACC4390 Governmental Accounting S1	BO1310 Cell Biology and Genetics S1	HEC1000 Introduction to Health Science S1	INT2015 International Marketing S1
ML500700 Laboratory Rotation S1	INF4390 Information Security S1	INF4390 Information Security S1	PPE4390 Petroleum Production Engineering II S1	ACC4390 Governmental Accounting S1	CPE4390 Computer Logic Design S1	MTH2015 Hydraulics Engineering & Lab S1	BUS2015 Principles of Marketing S1	CVE3340 Reinforced Concrete I S1
ENG2015 Engineering Economy S1	CVE4390 Tech Elective Design: Application and Design Knowledge S1	CVE4390 Tech Elective Design: Application and Design Knowledge S1	MTH2015 Calculus I S1	CPE4390 Computer Logic Design S1	ACC2015 Intermediate Accounting I S1	ACC4390 Governmental Accounting S1	INT2015 International Marketing S1	
ML50300 Medical Bacteriology & Lab S1								
PHY2015 General Physics II & Lab S1								
CVE2015 Strength of Materials S1								
ML50300 Histopathology & Lab S1								
PPE4390 Departmental Elective: International Oil and Gas Market S1								
CPE4390 Introduction To Embedded Systems S1								
BUS1300 Introduction to Finance S1								

Figure 24. Sample of Schedule System

5.2 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 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.

5.3 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.

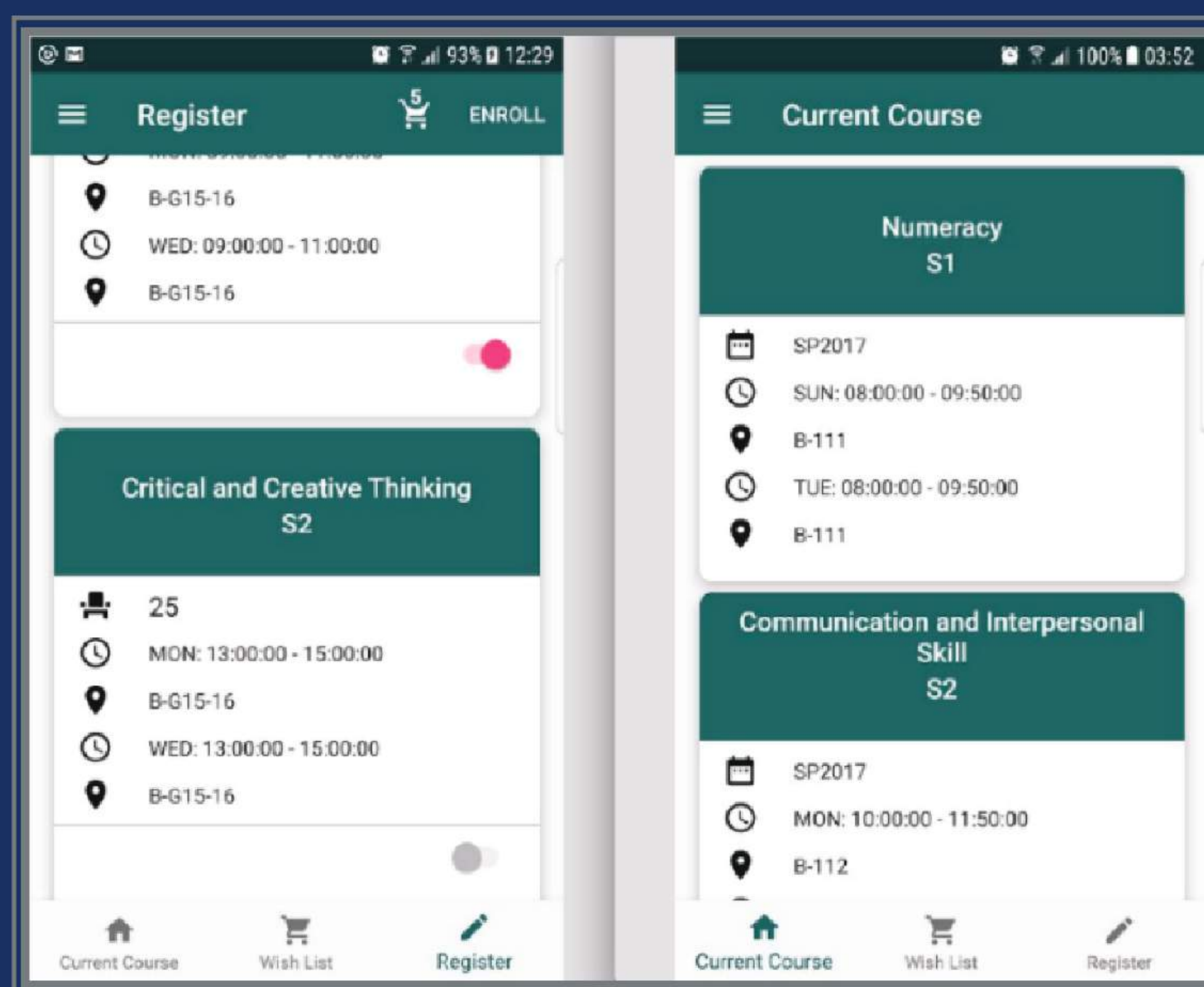


Figure 25. Sample of MyKomar



5.4 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	55-69
D	1.0	50-54
F	0	0-49

Table 4. Grading System

5.4.1 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.

5.4.2 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.

5.5 SCHOLARSHIPS

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

5.5.1 PRESIDENT'S LIST

This scholarship is provided to students who are fulltime and have completed (60) credit hours. The average GPA of total credit hours should be no less than (3.3) and above. The amount of the scholarship is a 50% reduction of tuition. President's List designation will be listed on the student's transcript. A congratulatory letter from the Office of Student Affairs and Registration confirming this designation will be provided.

5.5.2 DEAN'S LIST

This scholarship is provided to students who are fulltime and have completed (60) credit hours. The average GPA of total credit hours should be no less than (3.3). The amount of the scholarship is a 25% reduction of tuition fees. Dean's List designation will be listed on the student's transcript. A congratulatory letter from the Student Affairs and Registration Office confirming this designation will be provided.

6. 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.

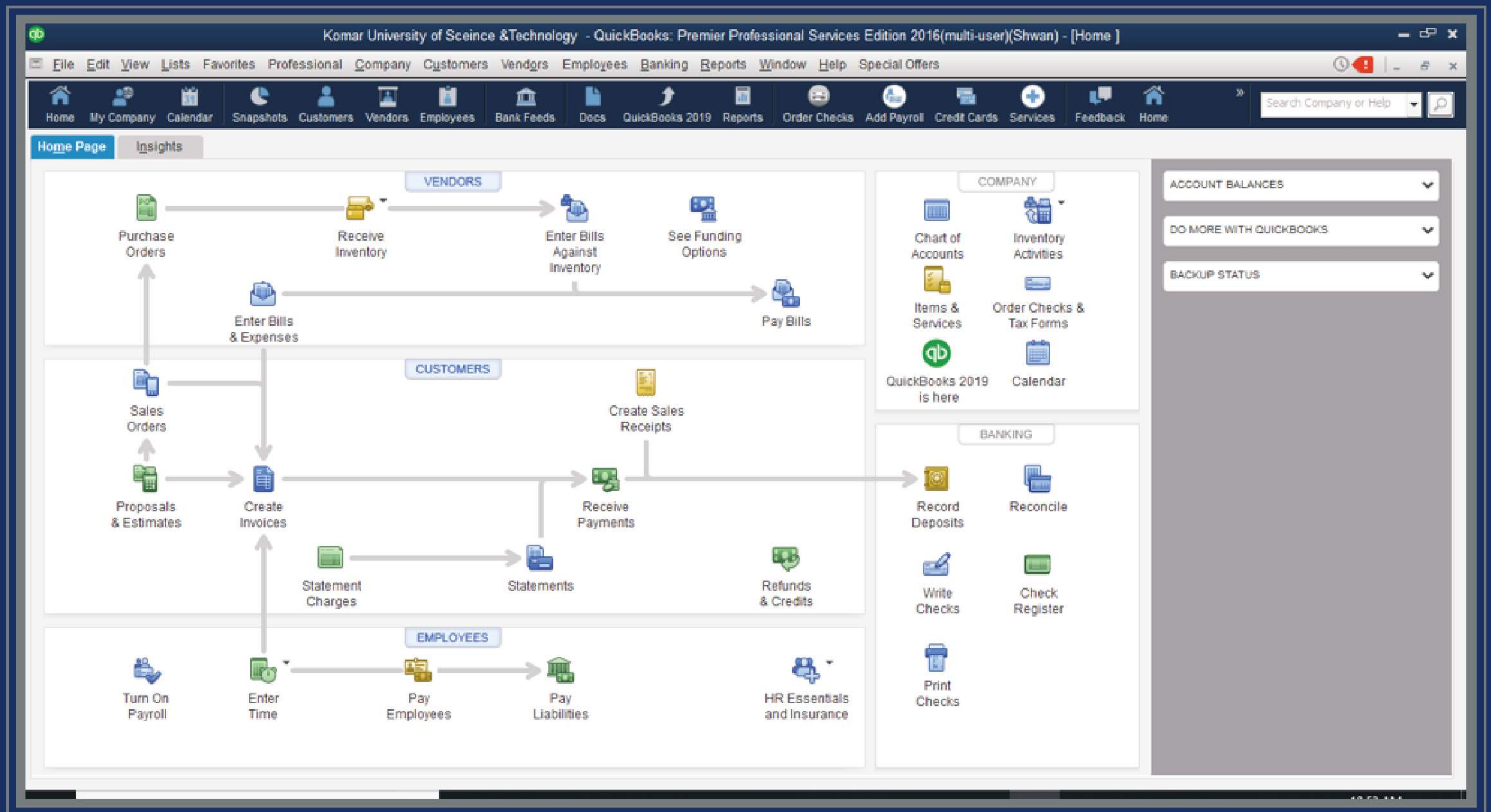


Figure 26. Sample of QuickBook

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.

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 the 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 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.



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.

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.

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.

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.

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.

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

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).

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.

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.

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 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.

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



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

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.

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.

8. REFERENCES

Student Handbook

Faculty Handbook

Staff Handbook

Official website of Komar University of Science and Technology

Graduation Project Booklet

Internship Program Booklet



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