SORAN UNIVERSITY
Kurdistan Region – Iraq
Ministry of Higher Education and Scientific Research
Presidency of Soran University
Office of the Steering Committee for Strategic Plan Implementation

Regulation Title: Student Information System (SIS) Regulation

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Purpose of the Regulation

This regulation has been drafted to organize the administrative and academic framework of the Student Information System (SIS).

Primary Objective

To standardize the procedures for using the Student Information System (SIS) by scientific departments, faculty members, and students. This aims to ensure transparency, data accuracy, adherence to the academic calendar and quality standards, and to elevate the overall administrative and academic quality within the university.

Core Message of the Regulation

The Student Information System (SIS) is the fundamental backbone for managing academic and administrative processes at the university. The continuity and success of the SIS rely on shared responsibility and the full commitment of all parties to the duties outlined in this regulation. Everyone must interact with the SIS in an official and responsible manner.

Summary of the Regulation

This regulation defines the guidelines and procedures concerning the use of the Student Information System (SIS) in the areas of module registration, attendance and grade recording, registration for final semester examinations, and administrative oversight. The regulation clarifies the duties and responsibilities of scientific departments, faculty members, and students in accordance with the semester-based SIS (Semester System) and the European Credit Transfer and Accumulation System (ECTS), ensuring an organized and high-quality educational process.

Responsible Office

The Office of the Vice President of the University for Student Affairs, as the primary supervisory authority, is responsible for drafting, directing, monitoring, and amending this regulation at the university level. It also ensures that the implementation of the semester-based SIS (Semester System) and ECTS course credits aligns with the policies and guidelines of the Ministry of Higher Education within the framework of the SIS.

Executive Supervisors
Vice President of the University for Student Affairs
Deans of Faculties
Vice Deans of Faculties
Regulation History
Approval Date[ ] :
Amendment Date[ ] :

Implementing Parties

The parties responsible for implementing this regulation are:
Heads of Scientific Departments
Directorate of Finance
Directorate of Registration
Directorate of IT and Student Information System (SIS)
Faculty Members (Teachers)
Students

Scope of the Regulation

This regulation encompasses all academic and administrative processes related to the Student Information System (SIS), which may include: module registration in each semester; schedule approval and workload determination based on ECTS principles; recording attendance and absences; recording and amending grades; registering for final semester examinations; managing requests through the SIS; and adhering to the academic calendar approved by the University Council. This regulation is an official document, and compliance with it is an academic and administrative obligation for all relevant parties.

Guidelines and Procedures for Using the Student Information System (SIS)

Soran University operates under a semester-based system founded on ECTS principles, where the study of each academic year is divided into two regular semesters: the Fall Semester and the Spring Semester.
The duration of each semester is 20 weeks, encompassing all educational activities, registration, and examinations.
The actual teaching period (lecture weeks) must not be less than 14 weeks.
Academic years commence at the beginning of September and conclude at the end of June.
Scientific departments, faculty members, and students must strictly adhere to the academic calendar specific to each semester as approved by the University Council.

Section One: Duties and Responsibilities of the Scientific Department in the Student Information System (SIS) regarding Module and Examination Registration

At the beginning of each academic semester, every department must prepare its program catalog in a manner that makes it fully accessible to all faculty members and students.
The head of the scientific department must make the classes/modules available to students within the designated timeframe.

After making the classes available, the weekly schedule must be approved by the Faculty Council. Subsequently, the weekly schedule will become accessible on the SIS for faculty members and students. Once the schedule is available, students can register themselves within the specified period.
In the event of any issues during student registration, the department must submit a request via the SIS to the Vice Dean to resolve the problem before the registration period ends. Otherwise, the registration portal will automatically close once the deadline passes.
If a module is unavailable in one scientific department but is available in another, coordination between the departments should take place to assist students wishing to take that module. The method of making the module available shall be arranged by the student's department under the name of the teacher from the corresponding department. However, if a schedule conflict occurs, the student will not be allowed to take the module.
Any student who fails to register for classes after being officially notified—provided there are no technical issues—the scientific department has no right to submit a manual registration request on their behalf.
The scientific department must monitor the recording of grades and student absences in the SIS, and require faculty members to record daily attendance on the same day. In case of failure to log absences, the teacher is granted a grace period of only one week to record student absences. Beyond this, the teacher will be held accountable according to measures determined by the scientific department.
When a student fails a course due to excessive absences, the scientific department must submit an official document containing the student's name, email, course code, and the specific semester to the Secretariat of the Faculty Dean.
Students must personally register for final semester examinations within the designated timeframe. If a student fails to register, they forfeit the right to participate in the examinations. Even if the student physically attends the exam, no grade will be calculated for them in any module for which they did not register.
Prior to the start of examinations, the scientific department must generate and make available the list of student names who have successfully registered for exams through the SIS.
All requests pertaining to the SIS within the scientific departments must be processed through the system itself and will be legally recognized as official documents.
Scientific departments must approve the workloads (Workloads) within the SIS after they have been specified by the subject teacher.

Section Two: Specific Guidelines for Faculty Members (Teachers) working within the Student Information System (SIS)

Prior to the start of the semester, the teacher must confirm and verify their module inside the SIS.

While preparing the coursebook in the SIS, the teacher must define the total academic workloads (Workloads) based on the assigned ECTS allocation. This serves as the foundation for entering the subject grades into the system later.

For taking student attendance, teachers must rely entirely on the SIS. Any student whose name does not appear on the roster for that class cannot continue and will be treated as unregistered.

Student attendance must be recorded in the SIS on the same day, with a hard deadline of one week. After this window closes, the teacher forfeits the right to correct any errors.

The entry of continuous

assessment/activity grades into the SIS must not overlap with or delay the registration period for final semester examinations. In the event of grading errors, the teacher retains the right to edit and correct them within a maximum period of one week from the initial entry date.

Section Three: Specific Guidelines for Students working within the Student Information System (SIS)

When the SIS opens for registration, the student must register for their modules within the officially designated timeframe.

The maximum number of ECTS credits a student can register for in any given semester is 30 ECTS. A student may take up to 1 additional ECTS credit, provided they obtain approval from the head of the scientific department and ensure there is no scheduling conflict with other modules.

Students reserve the right to add, drop, or swap modules exclusively within the designated drop/add period. Once this period expires, the student forfeits this right.

If a student fails to register for any modules within the specified timeframe, that semester will still count toward their maximum allowed duration of study (study ceiling), provided they have not officially requested a formal postponement for that semester.

If a student fails to register for any module in the SIS for four consecutive semesters, their enrollment will be officially terminated/cancelled (dismissed), and they will be expelled from university studies, except in cases of an officially approved postponement.

If a student is unable to register for modules due to technical errors, they must formally notify the head of the department or the department coordinator before the registration window closes.

If a student fails a module due to excessive absences tracked in the SIS, they are not permitted to continue attending or studying that course.

Students are free to register for, or withdraw from, final semester examinations within the officially designated period.

The student bears full responsibility for any errors they make during module registration or examination sign-ups.

The SIS will automatically block registration for an examination in modules where the student has already exhausted four examination attempts.
As a mandatory prerequisite, by the fourth semester, a student must have successfully completed 90 ECTS credits of their studies, and by the sixth semester, they must have successfully completed [Blank credit amount in original] ECTS credits in order to be eligible to select or register for modules in the upcoming two academic semesters.