Kurdistan Regional Government-Iraq
Ministry of Higher Education & Scientific Research
Presidency of Soran University
President Office

هەرێمی کوردستان -عیراق
سەرۆکایەتیی ئەنجوومەنی وەزیران
وەزارەتی خوێندنی باڵا و توێژینەوەی زانستی
سەرۆکایەتیی زانکۆی سۆران
نووسینگەی سەرۆکی زانکۆ

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Presidency of Soran University
Directorate of Human Resources

Ministerial Order

Based on the minutes of the 4th and 5th meetings of the High Committee for Drafting Policies and Guidelines for the Implementation of the Bologna Process and Curriculum Development, and by virtue of the powers vested in us, it has been decided as follows:

First: The following rules regarding admission, transfer, department lowering (change), reinstatement, maximum study duration (study ceiling), postponement of study, and examinations under the Bologna Process shall be implemented:

1. The academic year in the Bologna Process is semester-based (Semester) based on credit calculations (ECTS). Each semester consists of 30 credits. Each semester lasts between 15 to 20 weeks including examinations and holidays, provided that actual teaching duration is not less than 14 weeks. Universities and institutes shall prepare their academic calendars at the beginning of every year based on their specialization.

2. The academic year begins on September 1st of each year and ends on July 1st of each year, consisting of two (2) semesters.

3. To obtain a two-year Diploma or a Bachelor's degree, 60 credits must be accumulated for each academic year. Thus, the required total credits change according to the duration of study (60 credits * number of study years = total accumulated credits to earn the degree or certification).

4. One (1) credit (ECTS) is equivalent to 27 study effort hours.

5. For universities and institutes offering joint dual degree programs with international universities, the required hours per single credit (1 ECTS) shall be determined according to the Memorandum of Understanding signed between both institutions.

6. After formal enrollment at a university, a student is allowed to postpone study for up to six (6) semesters, organized as follows:

a. Two semesters at the student's request, which will not be counted toward the maximum study duration ceiling.

b. Two semesters under the authority of the College Council, which will be counted toward the study ceiling.

c. Two semesters under the authority of the University Council, which will be counted toward the study ceiling.

D. In case of non-compliance with points (a, b, c) above, the student's registration shall be canceled (*tarqeen qayd*), and they may later re-enroll via the Parallel system.

7. After formal enrollment at an institute, a student is allowed to postpone study for up to three (3) semesters, organized as follows:

a. One semester at the student's request, which will not be counted toward the study ceiling.

b. Two semesters under the authority of the Institute Council, which will be counted toward the study ceiling.

C. In case of non-compliance with points (a, b) above, the student's registration shall be canceled (*tarqeen qayd*), and they may later re-enroll via the Parallel system.

8. After registering at a university or institute, a student may postpone either both semesters of an academic year or only a single semester. If a single semester is postponed, the student will retake that semester in subsequent years. In all cases of postponement, modules that require prerequisites cannot be taken in subsequent semesters until prerequisites are met.

9. If a student commits cheating during exams (daily, monthly, or end-of-semester), they shall be considered failed in the entire semester. If repeated, their name shall be struck off and enrollment canceled (*tarqeen qayd*).

10. A student whose enrollment is canceled due to repeating cheating twice shall not be eligible to re-enroll through the Parallel system.

11. The passing grade is 50. Grades earned on the first attempt and subsequent attempts shall be recorded as they are.

12. To be eligible for the final examination of a scientific module, a student must fulfill the module requirements specified by the instructor. Otherwise, the instructor may deny them entry to the final exam. In this situation, the student is not declared failed but is granted an additional opportunity to better prepare. Universities must systematically regulate this procedure.

13. If a student sits for exams in any scientific module four times and fails all four attempts, they must repeat the module under the Parallel system.

14. Students lagging behind their cohort will not be required to take modules that were removed due to curriculum changes, but must complete newly added modules.
15. Transfers are permitted only between institutions following the same Bologna Process system. Transfers between the classical system and the Bologna Process (or vice versa) are not allowed.

16. Transfers and department lowering are executed at the end of each academic year. Upon lowering, accumulated credits may be recognized subject to university/institute approval.

17. Top-ranking students in Bologna Process departments seeking transfer to higher colleges will be processed according to existing transfer guidelines.

18. Any student who fails to register/attend study for any reason will have that period counted against their semester ceiling, but maintains the right to return to study the following year.

19. Any item not explicitly covered here regarding admission, transfer, or department lowering shall be governed by general admission, transfer, and lowering regulations.

20. These guidelines shall take effect starting from the 2020–2021 academic year.



Second: The Directorate of Studies, Planning, and Follow-up shall incorporate the provisions of Section First into the general admission, transfer, and lowering guidelines for public and private universities and institutes for the 2020–2021 academic year.

Third: This decree enters into force on the date of its issuance.

Presidency of Soran University
Directorate of Human Resources

Dr. Aram Mohammad Qadir
Minister of Higher Education and Scientific Research

Copy to:

- Office of the Minister (for information, with respect)
- Office of the Deputy Minister (for information, with respect)
- All Public Universities / Office of the President (for information and necessary action, with respect)
- All Private Universities, Colleges, and Institutes / Office of the President & Dean (for information and necessary action, with respect)
- Apparatus of Supervision and Quality Assurance / Office of the Head (for information, with respect)
- Directorate of Studies, Planning, and Follow-up / Office of the Director-General (for information and necessary action, with respect)
- All Diwan Directorates of the Ministry / Office of the Director-General (for information, with respect)
- Directorate of Quality Assurance and Accreditation (along with attachments, with respect)
- Directorate of Private Education (for information and necessary action, with respect)