SORAN UNIVERSITY

FACULTY HANDBOOK

This is a Consolidated Draft Based on KRG Higher Education Laws, Instructions and Financial Regulations

Draft for institutional review, approve and adoption

September 2026

Purpose

To provide Soran University faculty members, departments, Facultys and university committees with one practical reference for academic duties, academic titles, teaching development, research, postgraduate supervision, promotion, scientific leave, financial entitlements and faculty reporting.

Important status note

This is a consolidated institutional handbook drafted from the documents current in this project. It does not replace legislation, ministerial orders, financial instructions, or later amendments. Where a conflict exists, the legally superior and most recent applicable instrument governs. Soran University Legal Affairs / Academic Affairs should verify legal

A. Document Status, Scope and Use

This handbook converts a dispersed set of laws and ministerial instructions into an operational faculty reference for Soran University.

A.1 Status and hierarchy

The handbook is intended as an internal consolidation tool. It should be approved through Soran University Council before being issued as binding university policy. It should be reviewed whenever the Kurdistan Regional Government, Ministry of Higher Education and Scientific Research, or Ministry of Finance and Economy issues a new law, instruction, amendment or financial order.

Priority	Instrument / rule	Handbook treatment
1	Applicable law and formally issued amendments	Always prevails over this handbook.
2	Ministerial regulations, instructions and orders	Applied as written; later instructions supersede earlier inconsistent provisions.
3	Financial instructions	Applied to payments only when current, funded and legally applicable.
4	Soran University decisions and procedures	May operationalize higher rules but may not contradict them.
5	This handbook	Consolidated user guide; not a substitute for source instruments.

Authority / source: KRG Ministry of Higher Education and Scientific Research Law No. 10 of 2008; University Service Law No. 23 of 2008; current ministerial instructions and financial instructions.

A.2 Main source instruments consolidated

Source instrument	Primary handbook topic
KRG Ministry of Higher Education & Scientific Research Law No. 10/2008	System objectives, ministry/university framework and academic development.
University Service Law No. 23/2008	Faculty duties, academic presence, reporting, leave, full-time service, rights and allowances.
Instruction No. 1/2016 on granting academic	Initial academic title requirements.
Amended Instruction on academic promotion	Ranks, promotion eligibility, publications, committees, evaluation, appeals.
Instruction No. 4/2021 on pedagogical training	Pedagogical preparation program and modules.
Instruction No. 2/2021 on postgraduate supervision	Eligibility and supervision ceilings; discussion-committee participation.
Instruction No. 3/2024 on scientific development leave	Post-doctorate and sabbatical leave.
Ministerial Order on scientific research rewards	Publication incentives and qualifying outlets.
Financial Instruction No. 19/2021	Hourly lecturing fees.
Financial Instruction No. 12/2022	Supervision and thesis/dissertation discussion rewards.

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1. Institutional and Academic Framework

Faculty work is part of the wider higher-education mandate: teaching, research, academic development, service to society, and development of professional and scientific capacity.

1.1 Higher-education objectives reflected in faculty work

1. Support implementation of higher-education and scientific-research policy and continuous improvement of universities.
2. Align higher education and research with scientific and technological development and the needs of the Kurdistan Region.
3. Develop qualified scientific and professional cadres and connect theoretical knowledge with practical and applied work.
4. Provide an academic environment that supports scholars, researchers, innovators and responsible scientific freedom.
5. Strengthen research, knowledge production, academic quality, international scientific exchange and effective use of technology.
6. Contribute to society, culture, national development and the development of relevant language and professional capabilities.

Authority / source: KRG Ministry of Higher Education and Scientific Research Law No. 10/2008, Arts. 2-3 (objectives and functions).

1.2 Who is treated as faculty for this handbook

For operational purposes, “faculty member” means an academic employee who undertakes university teaching and/or scientific research and related academic, professional, administrative or consultancy duties under the applicable higher-education framework. Exact employment status is determined by the appointment order and applicable law.

Authority / source: University Service Law No. 23/2008, Art. 1.

2. Faculty Categories and Academic Titles

The current promotion framework recognizes four principal academic ranks in the Kurdistan Region.

Academic rank	Typical qualifying basis in current rules	Key note
Assistant Lecturer	Academic Master's degree plus academic-title requirements.	Entry academic rank for eligible Master's holders.
Lecturer	Doctorate route, or specified progression route from Assistant Lecturer.	Doctorate route includes title/training/ language requirements; alternative route requires service and publications.
Assistant Professor	Progression from Lecturer under promotion rules.	At least 4 years as Lecturer and at least 3 qualifying publications, including one sole-authored work, under the current promotion instruction.
Professor	Progression from Assistant Professor under promotion rules.	At least 6 years as Assistant Professor and at least 6 qualifying publications, including original and sole-authored work, subject to detailed conditions.

Authority / source: Amended Academic Promotion Instruction, Ch. I, Arts. 1-5; Instruction No. 1/2016 on granting academic titles.

2.1 Initial title versus promotion

Initial conferral of an academic title and later academic promotion are separate processes. Initial title rules address degree recognition, academic capability/pedagogical preparation, language competence and the academic-title assessment. Promotion rules address minimum service in rank, teaching quality, qualifying scholarly output, external evaluation and institutional committee approval.

Where title requirements overlap, Academic Affairs and Legal Affairs should verify and apply the later legally effective instruction.

3. Core Faculty Duties and Professional Responsibilities

Faculty responsibility is broader than classroom teaching. The current University Service Law combines student care, teaching, research, service, administration and institutional development.

Domain	Expected faculty responsibility
Students	Provide intellectual and educational care; support learning and academic development.

Domain	Expected faculty responsibility
Teaching	Deliver theoretical, practical, applied, field and laboratory instruction; training and exercises; review reports and academic work.
Research	Conduct scientific research and contribute to scholarly publication.
Academic outputs	Contribute to authorship, translation and publication.
Assessment	Conduct examinations and help ensure their proper operation.
Academic service	Participate in councils, standing or temporary committees, seminars, conferences and academic events.
Program development	Contribute studies, reports, plans and curriculum development; support academic and educational development of departments.
Community / external engagement	Undertake studies and research with public or private bodies within authorized institutional cooperation.
Administration	Perform academic-administrative duties assigned by the Ministry or university.
Consultancy	Work through authorized university consultative centres or offices where applicable.

Authority / source: University Service Law No. 23/2008, Art. 2.

3.1 Professional conduct

Faculty members are expected to comply with applicable laws, regulations and instructions and with established university customs and academic traditions, and to avoid conduct that compromises scientific, educational or administrative duties.

Authority / source: University Service Law No. 23/2008, Art. 13.

4. Teaching, Academic Presence and Semester Reporting

Teaching obligations must be read together with academic presence, supervision, assessment, research and institutional service.

4.1 Academic presence

The current University Service Law requires scientific presence in the institution of not less than 30 hours per week for fulfillment of the duties listed in the law. Teaching load itself is

determined by applicable ministerial instructions and academic rank; the 30-hour provision is not simply a classroom-contact-hours requirement.

Authority / source: University Service Law No. 23/2008, Arts. 2(13) and 7.

4.2 Semester faculty report

After each semester, Professor, Assistant Professor and Lecturer are required under the current law to submit a report covering teaching activity, completion of syllabus content, problems encountered and proposed solutions, research and articles published, public lectures, and proposals for curriculum and institutional development. Soran University should use the standard template in Appendix G for this purpose.

Authority / source: University Service Law No. 23/2008, Art. 3.

4.3 Postgraduate teaching restrictions by rank

Rank / circumstance	Postgraduate teaching and supervision
Assistant Lecturer	May not teach postgraduate students or supervise postgraduate research/ theses under the current University Service Law.
Lecturer	Faculty Council may, when necessary, assign teaching and supervision of Master's students only, subject also to the more specific KRG supervision instruction.
Higher ranks	Subject to program, specialization and supervision-eligibility rules, including Instruction No. 2/2021.

Authority / source: University Service Law No. 23/2008, Art. 4; KRG Instruction No. 2/2021 on supervision eligibility.

5. Pedagogical Preparation and Continuing Development

The 2021 pedagogical training instruction frames academic preparation as an ECTS-based development program with both contact and non-contact workload.

5.1 Pedagogical training program

The Instruction No. 4/2021 sets a 30 ECTS pedagogical training program. The program table shows 750 total workload hours, composed of 144 contact hours and 606 non-contact learning hours. One ECTS is treated as 25 workload hours in the instruction.

Module	ECTS	Development focus
ICT	3	Digital tools and technology-supported academic work.
Research Development	5	Research capability and scholarly development.
Student-Centered Approach	5	Learner-centered teaching and learning.
Innovative Pedagogical Methods and Assessment Tools	5	Teaching methods and assessment design.
Competence-Based Education	5	Competency-based curriculum and learning.
Edupreneurship	5	Academic innovation / entrepreneurship in education.
Total	30	750 workload hours in the source schedule.

Authority / source: KRG Instruction No. 4/2021 on the Pedagogical Training Course, pp. 2-3. The module table is reproduced from the instruction; any later curriculum revision should supersede it.

5.2 University implementation

- Academic Affairs should maintain evidence that each new faculty member has completed the pedagogical/academic capability requirements applicable to their title and appointment route.
- Departments should connect staff development to teaching quality, assessment practice, student-centered learning and research development rather than treating the course as a one-time administrative condition.
- Faculty development evidence should be retained in the individual academic file and referenced during title and promotion processing when required.

6. Research, Publication and Scientific Incentives

Research is a core faculty duty and is also central to promotion, postgraduate supervision and scientific development leave.

6.1 Research expectations

Faculty members are expected to conduct scientific research, publish scholarly work, contribute to authorship and translation, and participate in seminars and conferences. Research submitted for promotion must satisfy the detailed criteria in the promotion instruction, including specialization, publication status, peer review and non-duplication across promotion cases.

Authority / source: University Service Law No. 23/2008, Art. 2; Amended Academic Promotion Instruction, Arts. 6-8 and final provisions.

6.2 Promotion-eligible outputs: principal rules

1. Research should be within the applicant's general or specific specialization and should not have been used for an earlier promotion.
2. At least one paper in a promotion case must be actually published; an acceptance letter may be considered subject to the detailed promotion rule, but an accepted paper that remains unpublished beyond the specified period can become invalid for the case.
3. Extracted publications from supervised higher-diploma, Master's or PhD work may count only under the conditions and numerical ceilings specified by the promotion instruction.
4. A conference paper may count only when the conference and full-paper publication conditions are satisfied. If it is later published in a special peer-reviewed journal issue, it is treated as a journal publication rather than a conference paper.
5. A formally registered patent may be treated as original research for promotion, subject to the instruction and its point system.
6. Books and book chapters may count only under the specialized authorship, approval, scholarly-reference and evaluation requirements specified in the promotion instruction.

Authority / source: Amended Academic Promotion Instruction, Arts. 6-8 and final provisions.

6.3 Scientific research reward - publication outlet schedule

The ministerial order regarding Scientific Research Rewards establishes a reward scheme for eligible published research. The order states that it applies to qualifying publications from 1 January 2024 onward for which a research reward had not already been paid, subject to the order's conditions.

Publication outlet / metric	Reward in current order
Clarivate Analytics indexed journal, Impact Factor from 0 to 1	IQD 500,000
Clarivate journal, Impact Factor above 1	IQD 200,000 added for each additional IF point, subject to the order's ceiling
Clarivate journal, Impact Factor 6 or higher	IQD 1,500,000
Scopus Q1	IQD 500,000
Scopus Q2	IQD 400,000
Scopus Q3	IQD 300,000
Scopus Q4	IQD 300,000
Scopus-indexed journal without the listed quartile status	IQD 250,000
Recognized university journals covered by the	IQD 200,000-250,000 depending on category

For joint research, thesis-derived outputs, multiple affiliations, and conference publications, payment must follow the detailed eligibility and author-distribution conditions in the ministerial order. A conference abstract alone is not treated as a full research publication for this reward.

Authority / source: Ministerial Order on Scientific Research Rewards, pp. 1-3

7. Postgraduate Teaching, Supervision and Examination

Supervision eligibility depends on academic rank, degree, previous supervisory experience and, in some cases, publication history.

7.1 General principle

A faculty member may supervise postgraduate research only when the applicable rank, degree, specialization and supervision-right requirements are met. The 2021 KRG supervision instruction also sets ceilings that vary according to whether the faculty member has previously supervised a PhD, previously supervised a Master's degree, or has no prior Master's/PhD supervision.

7.2 Supervision ceilings from Instruction No. 2/2021

Academic rank	If previously supervised PhD	If previously supervised Master's	If no prior Master's/ PhD supervision
Professor (PhD)	Up to 4 PhD + 5	Up to 3 PhD + 5	Up to 2 PhD + 2
Assistant Professor	Up to 3 PhD + 4	Up to 2 PhD + 4	Up to 1 PhD + 2
Assistant Professor (Master's)	Not shown for PhD in source table	Up to 3 Master's	Up to 2 Master's
Lecturer (PhD)*	Not shown as independent PhD supervision	PhD only as specified co-supervision + up to 3 Master's	Up to 1 Master's

* The source footnote for Lecturer (PhD) requires at least one year after obtaining the Lecturer academic title and at least one scientific paper published after the title in an international journal with Impact Factor indexed in Clarivate Analytics before the specified supervision right is used.

Authority / source: KRG Instruction No. 2/2021, p. 1 table and footnote.

7.3 Discussion / viva committee participation

Instruction No. 2/2021 also regulates eligibility to sit on Master's and PhD discussion committees, including minimum rank and experience requirements, external-member requirements, limits on numbers of committee assignments, and restrictions on supervising more than the permitted number of students at one time. Departments must check the original instruction for each proposed committee before issuing a nomination.

Authority / source: KRG Instruction No. 2/2021, p. 2.

8. Academic Promotion

Promotion is evidence-based, time-bound and externally evaluated. The faculty member, department, Faculty, Faculty promotion committee, central university promotion committee and University Council each have defined roles.

8.1 Minimum progression requirements

Promotion target	Minimum service	Research requirement highlighted in source
Lecturer	Doctorate route, or Assistant Lecturer for at least 3 years under the alternative route.	Alternative route: at least 2 valuable publications, good teaching, and first authorship on at least one.
Assistant Professor	At least 4 years as Lecturer.	At least 3 valuable publications; at least one completed solely by the applicant.
Professor	At least 6 years as Assistant Professor and doctorate.	At least 6 publications; at least 3 original; at least one sole-authored. Kurdish specialization has a specific original-research requirement in the source.

Authority / source: Amended Academic Promotion Instruction, Arts. 3-5.

8.2 Quality of research outlets

The promotion instruction sets criteria for a peer-reviewed journal, including issuance by a recognized university/academic institution or eligible international academic publisher/ organization, regular publication, peer review by specialists, qualified editorial/advisory boards, ISSN, and Impact Factor or the required KRG recognition/assurance under the instruction. Electronic journals must meet the additional online and indexing conditions stated in the source.

Authority / source: Amended Academic Promotion Instruction, Art. 8.

8.3 Promotion committees

Level	Composition / role
Faculty / Faculty Promotion Committee	Chair plus four members. Chair normally Professor; other members should be Professors, or Assistant Professors where Professors are unavailable, with diversity of specialties. The Faculty may request qualified members from another Faculty/university.
Central University Promotion Committee	Chair plus four to six members appointed at university level, with senior academic ranks and diverse specializations. Reviews institutional compliance and recommendations before university-level approval.
Appeals Committee	University-level committee that reviews promotion appeals and reports to University Council; the University Council's decision is final under the active instruction.

Authority / source: Amended Academic Promotion Instruction, Arts. 9-12.

8.4 Promotion dossier and workflow

1. After satisfying the legal time requirement, the applicant submits a signed request with email/date and the required scholarly outputs and supporting evidence to the Head of Department.
2. The department arranges plagiarism/overlap checking and a seminar/presentation and verifies the required teaching-course evidence and prior promotion orders.
3. The complete file is forwarded through the Faculty administration to the Faculty/Faculty Promotion Committee within the time limits stated in the instruction.
4. For ranks other than Professor, the Faculty promotion committee sends the scholarly outputs anonymously to three qualified evaluators. Professor cases follow the central process and senior external-evaluator requirements specified by the instruction.
5. Evaluators are expected to return evaluation forms within 60 days; a late evaluator may be replaced under the instruction.
6. Following evaluation, the Faculty committee and Faculty council act within the stated timelines and forward eligible cases to the university.
7. The central promotion committee verifies the case and forwards its recommendation to University Council / competent authority for the final university order.

Authority / source: Amended Academic Promotion Instruction, Arts. 11-12 and process provisions, pp. 10-17.

8.5 Early submission and effective date

The current promotion instruction allows a case to be submitted before completion of the legal service period: up to one year early for Professor, six months early for Assistant Professor, and three months early for Lecturer. The academic title/promotion date remains the date on which the legal period is completed.

Authority / source: Amended Academic Promotion Instruction, Art. 11.

8.6 Appeal

A faculty member may appeal a rejection within 20 days of formal notification. The appeal should identify the alleged procedural, fairness or substantive deficiency and proceed through the institutional route specified in the promotion instruction. University Council decides on the appeals committee report.

Authority / source: Amended Academic Promotion Instruction, Ch. III, Art. 12.

9. Post-Doctorate, Sabbatical and Scientific Development Leave

Instruction No. 3/2024 establishes a scientific-development-leave framework that includes Post-Doctorate and Sabbatical Leave.

9.1 Post-Doctorate

1. Post-Doctorate leave is a scientific-development opportunity after the doctorate for research/academic experience with a host institution under the conditions of Instruction No. 3/2024.
2. The applicant must hold a doctorate. The issued instruction identifies the Lecturer rank and includes a five-year limit linked to the doctorate for this route.
3. The application requires an appropriate host acceptance and a research proposal accepted through the academic structure, and the applicant must have the scientific/publication and service prerequisites stated in the instruction.

4. The Post-Doctorate period is one year and is granted once under the issued instruction.
5. During the leave, the faculty member must pursue the required publication route: Clarivate Analytics indexed Q1/Q2 journals for the scientific fields specified in the instruction, and Scopus-indexed Q1/Q2/Q3 journals for the humanities/social fields specified there.
6. A Progression Letter is required every three months, and the faculty member is required to share the experience through two seminars for colleagues in universities of the Kurdistan Region.
7. Research completed during the Post-Doctorate may be used for academic promotion, subject to promotion rules.

Authority / source: KRG Instruction No. 3/2024, Arts. 1-7, pp. 1-2.

9.2 Sabbatical Leave

1. Sabbatical Leave is a temporary scientific-development leave intended to strengthen research capability, knowledge, academic performance and scholarly productivity.
2. The issued instruction sets Lecturer as the minimum academic rank and provides additional eligibility conditions concerning host acceptance, institutional approval, service and academic standing.
3. Sabbatical Leave is available once every five years under the instruction and is not extendable.
4. The same instruction applies relevant sabbatical conditions to Fellowship within the scientific-development framework.
5. A faculty member who has completed a Post-Doctorate may seek Sabbatical Leave after the interval and subject to the conditions stated in the instruction.

Authority / source: KRG Instruction No. 3/2024, Arts. 8-15, pp. 2-3.

9.3 Relationship to the University Service Law

The issued University Service Law separately provides for scientific full-time leave for Professor, Assistant Professor and Lecturer for one academic year or one semester once every five years, subject to recommendation and ministerial approval. Because the 2024

KRG instruction is more specific and later in the current source set, Soran University should route each case through Legal Affairs / Academic Affairs to determine the currently applicable procedure and entitlement.

Authority / source: University Service Law No. 23/2008, Art. 9; KRG Instruction No. 3/2024.

10. Financial Entitlements and Additional Academic Work

Financial provisions in this handbook are reproduced from the current financial instructions and must be checked for currency before payment.

10.1 Hourly lecturing fees - Financial Instruction No. 19/2021 (Additional Hours)

Qualification / academic rank	Rate per teaching hour in current
Professor	IQD 7,500
Assistant Professor	IQD 6,500
Lecturer	IQD 5,500
Assistant Lecturer	IQD 4,500
Higher Diploma - two-year program	IQD 4,000
Higher Diploma - one-year program	IQD 3,500
Bachelor’s degree holder	IQD 3,000
Diploma / institute qualification	IQD 2,500

Authority / source: KRG Ministry of Finance and Economy, Financial Instruction No. 19/2021, p. 1. Apply only when the payment circumstance is covered by the instruction and budget authorization exists.

10.2 Postgraduate supervision and discussion rewards - Financial Instruction No. 12/2022

Payment type	Higher Diploma	Master's	PhD
Supervision reward	IQD 250,000	IQD 375,000	IQD 500,000
Discussion committee reward - first category / first occasion in instruction	IQD 100,000	IQD 150,000	IQD 200,000
Discussion committee reward - second category / second occasion in instruction	IQD 125,000	IQD 200,000	IQD 250,000

Authority / source: KRG Ministry of Finance and Economy, Financial Instruction No. 12/2022, p. 1. The original Kurdish wording of the two discussion-payment rows should be used by Finance when determining the exact payment circumstance.

10.3 Additional teaching and consultancy

The University Service Law recognizes compensation for teaching beyond the prescribed teaching load, subject to the applicable workload instructions and academic rank. It also recognizes certain scientific/technical consultancy, authorship, translation and scientific/ artistic production rewards without automatically cancelling the university-service allowance.

Authority / source: University Service Law No. 23/2008, Art. 7.

11. Leave, Full-Time Service and External Work

Faculty employment conditions combine the academic calendar with full-time service obligations and specific leave rights.

11.1 Full-time service and outside professional work

Under the current University Service Law, a full-time university-service employee is treated as full-time after completing the prescribed teaching load. A full-time faculty member may not practice the profession privately outside university work unless an applicable legal provision permits it.

Authority / source: University Service Law No. 23/2008, Art. 7.

11.2 University-service allowance

The current University Service Law provides a monthly university-service allowance of 100% of monthly salary for full-time and scientific full-time university-service employees, subject to the law and any applicable KRG implementation. Non-full-time staff are treated differently under the same article.

Authority / source: University Service Law No. 23/2008, Art. 7.

11.3 Ordinary and annual leave

Leave type	Provision in current University Service Law
Ordinary leave	15 days on full pay for each academic year; may accumulate, but no more than 30 days may be granted within one academic year under the cited article.
Annual vacation	60 days. The University President may call a faculty member for official duties during the annual vacation, with equivalent time-off or salary/allowance compensation as provided by law; repeat assignment in two consecutive years requires consent.
Scientific leave / sabbatical	See Chapter 9; route according to the applicable KRG instruction and legal authority.
Study toward PhD for a Master's holder	The current University Service Law provides a part-time route inside Iraq with reduced working hours while retaining stated rights and allowances, subject to applicability and approval.

Authority / source: University Service Law No. 23/2008, Arts. 7, 9 and 10.

12. Governance, Committees, Appeals and Compliance

Faculty rights and responsibilities are exercised through institutional academic governance rather than informal individual arrangements.

12.1 Competent bodies

1. Department and Faculty/Faculty Councils: academic teaching, supervision, committee nominations and case recommendations within delegated authority.
2. Faculty/Faculty Promotion Committee: detailed review and external evaluation of promotion cases within its competence.

3. Central University Promotion Committee: university-level scrutiny and recommendation.
4. University Council: promotion and appeal decisions within the authority assigned by the applicable law/instruction.
5. University President: appointment, administrative orders and delegated authorities within the legal framework.
6. Legal Affairs, Academic Affairs, Quality Assurance, Finance and Human Resources: verification of legal basis, academic compliance, evidence, financial eligibility and employment records.

Authority / source: University Service Law No. 23/2008, Art. 6; Amended Academic Promotion Instruction, Arts. 9-12; KRG Ministry Law No. 10/2008.

12.2 Conflict-of-rule protocol

1. Identify the exact issue and the faculty member's status, rank, appointment type and date.
2. Identify all applicable laws, ministerial instructions and later amendments.
3. Apply the higher legal authority and the most recent specific rule where there is a genuine conflict.
4. Record the legal basis for the decision in the faculty file.
5. Where uncertainty remains, obtain a written interpretation from the competent university or ministry legal authority before final action.

13. Soran University Implementation Responsibilities

For this handbook to work as an institutional system, Soran University should assign clear evidence ownership and update responsibilities without altering ministerial requirements.

13.1 Recommended ownership map

Office / body	Operational responsibility under this handbook
Academic Affairs	Academic titles, pedagogical training records, teaching eligibility, promotion coordination, scientific leave routing.
Faculties and Departments	Teaching assignment, semester reports, research/supervision evidence, seminar and promotion-file preparation.
Central Promotion Committee	Promotion compliance, evaluator process and recommendations.
Quality Assurance / Institutional Effectiveness	Faculty evidence standards, annual monitoring, teaching quality and continuous-improvement records.
Research Directorate	Research-output verification, indexing/quartile/impact evidence, research-reward applications.
Postgraduate Studies	Supervisor eligibility, supervision ceilings, discussion committees and postgraduate records.
Human Resources	Appointment, service dates, rank history, leave records and personnel orders.
Finance	Payment eligibility, current financial instructions, rates, budget authority and audit trail.
Legal Affairs	Currency and interpretation of laws/instructions; conflict resolution before formal decisions.
University Council / President	Approvals, delegated authorities and final institutional orders within the applicable legal framework.

13.2 Annual handbook review

The University should conduct a formal annual review of this handbook and an immediate review after any new Ministry or Government instruction affecting academic titles, promotion, workload, research incentives, supervision, leave or financial entitlements. Changes should be version-controlled and communicated to all Facultys and departments.

Appendix A. Faculty Rank and Promotion Matrix

Current / target rank	Degree / status	Minimum service highlighted in current	Minimum research highlighted	Other core evidence
Assistant Lecturer	Academic Master's; appointed in HE institution	Initial title route	Not promotion-based in the same way	Pedagogical/ academic capability requirements, language competence, title
Lecturer	Doctorate route OR progression from Assistant Lecturer	Alternative route: at least 3 years as Assistant Lecturer	At least 2 valuable papers in alternative route; first author on at	Good teaching; title requirements as applicable.
Assistant Professor	Lecturer	At least 4 years	At least 3 valuable papers; one sole-	Promotion dossier, external evaluation,
Professor	Assistant Professor + doctorate	At least 6 years	At least 6 papers; at least 3 original; one sole-authored	Senior external evaluation and university-level approval.

Authority / source: Amended Academic Promotion Instruction, Ch. I; Instruction No. 1/2016 on academic titles.

Appendix B. Promotion Dossier Checklist and Workflow

B.1 Applicant checklist

1. [ ] Signed promotion application letter with current email and date.
2. [ ] Evidence of legal service period in current academic rank.
3. [ ] Copies of all research / books / eligible outputs submitted since previous promotion.
4. [ ] Master's and PhD thesis/dissertation records relevant to extracted publications and supervision evidence.
5. [ ] List/evidence of supervised postgraduate theses, including co-supervision where applicable.
6. [ ] Teaching-methods / pedagogical course certificate required by the rules.
7. [ ] Prior academic-title and promotion administrative orders.

8. [ ] Plagiarism/overlap report required by the promotion process.
9. [ ] Seminar presentation record/form.

[ ] Completed official promotion dossier/form and required evaluation documents.

B.2 Indicative process controls from the instruction

Control point	Time / action stated in current instruction
Overlap/plagiarism committee	Form/report expected within about three
Applicant deficiency notification at department	Within two weeks where the file is incomplete.
Forwarding of complete file through department/Faculty route	Three-week steps appear at several transfer points in the instruction.
External evaluator response	60 days.
Faculty committee / Faculty council action after evaluations	Three-week action windows are specified.
Central committee deficiency review	Up to one month for notifying deficiencies in the cited stage.
Appeal after formal rejection	Within 20 days.

Use the original instruction and the University's current promotion forms for exact routing and deadline calculation. This appendix is a workflow checklist, not a substitute for the formal forms.

Appendix C. Pedagogical Training Modules

No.	Module	ECTS
1	ICT	3
2	Research Development	5
3	Student-Centered Approach	5
4	Innovative Pedagogical Methods and Assessment Tools	5
5	Competence-Based Education	5
6	Edupreneurship	5
	Total shown in instruction	30

The source program shows 144 contact hours and 606 non-contact hours = 750 workload hours, using 25 workload hours per ECTS.

Authority / source: Instruction No. 4/2021, program table, p. 3.

Appendix D. Postgraduate Supervision Eligibility Matrix

Rank	Previous supervisory experience	PhD supervision ceiling shown	Master's supervision ceiling shown
Professor (PhD)	Previously supervised PhD	4	5
Professor (PhD)	Previously supervised Master's	3	5
Professor (PhD)	No prior Master's/PhD supervision	2	2
Assistant Professor (PhD)	Previously supervised PhD	3	4
Assistant Professor (PhD)	Previously supervised Master's	2	4
Assistant Professor (PhD)	No prior Master's/PhD supervision	1	2
Assistant Professor (Master's)	Previously supervised Master's	-	3
Assistant Professor (Master's)	No prior Master's/PhD supervision	-	2
Lecturer (PhD)*	Specified experienced/ co-supervision route	1 as co-supervision with higher rank where the source allows	3
Lecturer (PhD)*	No prior Master's/PhD supervision	-	1

* Apply the footnote condition in the source: at least one year after the Lecturer title and the specified post-title Clarivate Impact-Factor publication. The department must verify the exact category in the original table before assigning supervision.

Authority / source: Instruction No. 2/2021, p. 1.

Appendix E. Financial Rate Tables

E.1 Lecturer fee schedule

Rank / qualification	IQD per hour
Professor	7,500
Assistant Professor	6,500
Lecturer	5,500
Assistant Lecturer	4,500
Higher Diploma - 2 years	4,000
Higher Diploma - 1 year	3,500
Bachelor's	3,000
Diploma / Institute	2,500

E.2 Postgraduate supervision / discussion rewards

Payment	Higher Diploma	Master's	PhD
Supervision	250,000	375,000	500,000
Discussion - first row/ category in source	100,000	150,000	200,000
Discussion - second row/category in source	125,000	200,000	250,000

Finance must verify the current legal applicability, the exact payment circumstance, and whether any later financial instruction has amended these figures before payment.

Appendix F. Scientific Research Reward Schedule

Category	Reward
Clarivate IF 0-1	IQD 500,000
Clarivate IF >1	Add IQD 200,000 for each additional IF point under the order
Clarivate IF >=6	IQD 1,500,000
Scopus Q1	IQD 500,000
Scopus Q2	IQD 400,000
Scopus Q3	IQD 300,000
Scopus Q4	IQD 300,000
Scopus indexed - no listed quartile	IQD 250,000
Other recognized university-journal categories in the order	IQD 200,000-250,000

The current order also contains author-distribution, affiliation, thesis-derived publication and conference-paper conditions. Research Directorate and Finance should verify all conditions before approval.

Appendix G. Semester Faculty Activity Report Template

This template operationalizes the semester report required by Article 3 of the current University Service Law. It may be adapted into the University's electronic reporting system without removing the required evidence fields.

Field	Faculty entry
Faculty member / academic rank	
Faculty / Department	
Semester / Academic Year	
Courses taught and levels	
Syllabus completion (%) and content not	
Teaching / assessment issues encountered	
Corrective actions and recommendations	
Research papers / articles published or accepted	
Public lectures / seminars / conferences	
Postgraduate supervision and examination	

Field	Faculty entry
Committee / administrative / university service	
Curriculum / program development	
Consultancy / community engagement through authorized channels	
Professional development completed	
Priorities for next semester	

G.1 Evidence checklist

- [ ] Course files and assessment evidence
- [ ] Updated publication list and proof of indexing/publication
- [ ] Supervision and viva/discussion records
- [ ] Committee/service records
- [ ] Faculty-development certificates
- [ ] Curriculum-development or quality-improvement evidence

Faculty member signature: _____ Date: _____

Head of Department review: _____ Date: _____

Appendix H. Source Register

No.	Current document	Use in this handbook
1	Ministerial Order - Scientific Research Rewards	Research incentive schedule and eligibility notes.
2	Instruction No. 3/2024	Post-Doctorate, Sabbatical Leave and scientific development.
3	Financial Instruction No. 19/2021	Lecturing fees.
4	Financial Instruction No. 12/2022	Supervision and discussion rewards.
5	Amendment / Instruction on Academic Promotion	Academic ranks, promotion requirements, research outputs, committees, evaluation, appeals.
6	KRG Ministry of Higher Education & Scientific Research Law No. 10/2008	Higher-education objectives, ministry/ university framework and development functions.
7	University Service Law No. 23/2008	Faculty duties, reporting, full-time service, leave, allowances and professional obligations.
8	Instruction No. 4/2021 - Pedagogical Training Course	Pedagogical program, ECTS and modules.
9	Instruction No. 2/2021 - Right/Eligibility for Supervision	Supervision ceilings and discussion-committee rules.
10	Instruction No. 1/2016 - Granting Academic Titles	Initial academic-title conditions and academic capability/language/title requirements.

Appendix I. Approval and Maintenance Record

This page is an institutional adoption tool. It should be completed when Soran University converts this consolidated draft into an approved Faculty Handbook.

I.1 Pre-adoption verification

Verification owner	Required confirmation	Status / date
Legal Affairs	Certify current legal status of the source instruments and identify any superseded provisions.	
Finance	Confirm current monetary rates, payment conditions and budget authority.	
Academic Affairs	Confirm academic-title, pedagogical-training, promotion and scientific-leave procedures and attach current forms.	
Postgraduate Studies	Validate supervision categories, ceilings and discussion-committee rules against current instructions.	
University Council / President	Approve the final institutional handbook, effective date and review cycle.	

I.2 Approval record

Role	Name	Signature / date
Prepared / coordinated by	Jamal Ismael Kakrasul	September 15
Reviewed by Legal Affairs		
Reviewed by Academic Affairs		
Reviewed by Finance		
Approved by competent authority		

I.3 Version control

Version	Effective date	Summary of changes	Approved by
Draft 0.1	September 2026	Initial consolidated draft prepared from the current source documents.	Pending