SORAN UNIVERSITY

Summer Work Allowances

English Executive Summary

Evidence reference: **FC14-E07**
Academic year 2023-2024
Summer duty period: July-August 2024

A summary of official approvals, financial allocations, staff assignment orders, payroll schedules, and individual summer-work calculation records.

Based on the 130-page source document:
FC14-E07_Summer_Work_Allowances.pdf

Executive Summary

The evidence package documents Soran University's arrangements for assigning academic staff to work during the summer vacation and authorising the related allowances. It contains Ministry and University correspondence, faculty requests, staff assignment lists, financial schedules, and signed individual work records for the 2023-2024 academic year. The records address the continuation of University operations during July and August 2024.

University-wide July 2024 allowance

The opening approval sequence records **IQD 120,525,812** for the July 2024 university-service allowance. The Ministry approval identifies expenditure request **SRID 53920** and is conveyed by letter No. 22316 dated **5 November 2024**. The University's subsequent instruction directs implementation through its revenue account, identified as account No. 40 at the Dilan branch of the Commercial Bank. The six unit allocations below reconcile to the stated total. [Original pages 1-3]

Unit	Allocation (IQD)
Faculty of Engineering	10,648,550
Faculty of Science	22,678,130
Faculty of Law, Political Science and Management	22,964,807
Faculty of Arts	32,955,375
Faculty of Education	24,796,950
University Presidency	6,482,000
Total	**120,525,812**

Assigned summer work and hourly calculations

University orders authorise named staff to attend during the summer vacation and refer to Ministry order No. 1381 of 30 June 2024 and Financial Instruction No. 7 of 2015. The orders cover July-August duties and indicate that costs are met from University revenue. One order expressly excludes days spent outside Iraq and unpaid leave from the assignment. [Original page 8]

Separate faculty schedules calculate allowances from assigned hours and academic rank. For example, the Arts schedule lists 12 staff, each assigned 75 hours, with hourly rates of IQD 4,500 or 5,500 and a total of **IQD 4,350,000**. The Science schedule lists nine staff at 75 hours each, with a total of **IQD 3,187,500**. These are individual faculty schedules; they are not additional components of the six-unit July allocation table above. [Original pages 18 and 51]

Supporting Records and Management Significance

Approval and verification trail

The file links summer-duty authorisation to faculty submissions and financial processing. It includes dated correspondence, named assignment rosters, expenditure approvals, accounting documents, and review annotations. Many records carry University or faculty stamps and signatures from the staff member, department, faculty leadership, accounting, or audit functions, as applicable.

Individual forms show daily and weekly hours, hourly rates, totals, and approval signatures. They distinguish recorded hours from the standard 75-hour assignment schedules. For example, an Arts form records 36 hours at IQD 4,500, producing IQD 162,000; an Education form records 35 hours at IQD 4,500, producing IQD 157,500. These examples show how a staff-level claim is supported by a documented calculation. [Original pages 22 and 115]

Guide to the original evidence

Original pages	Main records
1-12	University-wide July allowance approval, unit allocation, summer-duty authorisation, and staff payment lists.
13-45	Faculty of Arts supporting approvals, expenditure request, hourly schedule, assignment records, and individual calculations.
46-72	Faculty of Science supporting approvals, hourly schedule, assignment records, and individual calculations.
73-85	Faculty of Engineering supporting approvals, faculty request, assignment records, and individual calculations.
86-106	Faculty of Law, Political Science and Management supporting approvals, faculty request, assignment records, and individual calculations.
107-130	Faculty of Education supporting approvals, faculty request, assignment records, and individual calculations.

Executive assessment

The package provides evidence of a formal process for authorising summer duties, allocating funds, documenting staff participation, calculating allowances, and obtaining administrative and financial review. For institutional assessment, its principal value is the traceable connection between the assignment, the supporting work record, and the approved financial claim.

The university-wide allocation and the faculty hourly schedules represent different allowance records and should be reviewed separately. Several approval documents are repeated within the faculty sections, so adding all amounts appearing across the 130 pages would risk double counting. The summary does not establish that every listed beneficiary received funds; final settlement would require reconciliation with the relevant bank or cash disbursement records.

Source note: This is an English executive summary of the supplied scanned document, not a complete translation or an independent financial audit. All page references refer to the original 130-page PDF.