Reference No.: 5 / 485

Date: December 2025

To: All Faculties / Secretariat of Deans / Assistants to the University President / Secretariat of Vice Presidents

Greetings,

Attached herewith, please find a copy of the Minutes of the 5th Ordinary Meeting of the Soran University Council, held across sessions on November 26–27, 2025, and December 4, 2025, transmitted for your review and necessary execution of decision items.

Copy to:
• Office of the President of the University
• Confidential Output File

With best regards,

Asst. Prof. Dr. Sherwan Sharif Qurtas
President of Soran University

MINUTES OF THE 5TH MEETING OF SORAN UNIVERSITY COUNCIL

Meeting Type: Ordinary Meeting	**Meeting Dates:** Nov 26–27, 2025 (Wed & Thu) & Dec 4, 2025 (Wed)
Location: Soran University Presidency Conference Hall	**Chairperson:** Asst. Prof. Dr. Sherwan Sharif Qurtas (President)
Minutes Coordinator: Hero Tawfiq Hassan	**Document Reference:** Session 5 / Academic Year 2025-2026

Council Attendance Register

The meeting was convened under the chairmanship of Asst. Prof. Dr. Sherwan Sharif Qurtas, President of Soran University, with the attendance of the following Council members:

- Asst. Prof. Dr. Sirwan Jabar Amin - Vice President for Scientific Affairs
- Asst. Prof. Dr. Sherzad Saeed Sadiq - Vice President for Administrative and Financial Affairs
- Asst. Prof. Dr. Rizgar Saeed Hussein - Vice President for Student Affairs

- Asst. Prof. Dr. Samir Mustafa Hamad - Dean of the Scientific Research Center (SRC)
- Asst. Prof. Dr. Ayad Nuri Faqi - Dean of the Faculty of Science
- Asst. Prof. Dr. Jamal Ismail Kak Rasul - Dean of the Faculty of Engineering
- Dr. Ali Yousif Aziz - Dean of the Faculty of Education
- Dr. Karmanj Abdullah Hamad - Dean of the Faculty of Arts
- Dr. Hemdad Faisal Ahmed - Dean of the Faculty of Law, Political Science and Administration

At the commencement of the session, the University President extended a warm welcome to all Council members and outlined the agenda items, after which the Council proceeded to discuss the scheduled topics.

Agenda Item 1: Approval of Previous Meeting Minutes

The Council reviewed the decisions and executive measures resulting from the previous meeting to verify full implementation, and formally ratified the minutes of the preceding session.

Agenda Item 2: Directives of the University President

The University President presented several key institutional matters for discussion, resulting in the following decisions:

- **Academic Promotion Research Classification (Appeals Case of Asst. Lect. Muhammad Jamil Muhammad):** In reference to the appeal submitted by Asst. Lect. Muhammad Jamil Muhammad regarding the rejection of his file by the Faculty Sub-Committee for Academic Promotions due to the removal of the publishing journal from Scopus indexing; and pursuant to Council Decision No. 2 (dated Oct 27, 2025), Internal Memorandum No. 408 (dated Oct 20, 2025), and University Order No. 90/A (dated Feb 19, 2025) appointing an investigation committee; following a thorough audit by the Council, it was unanimously RESOLVED that his published work shall be treated and evaluated as a paper published in a local/domestic journal.
- **Enhancement of Academic Relations Department:** Faculty Deans are directed to coordinate closely with the Department of Academic Relations by responding promptly to electronic communications and submitting practical proposals to enhance the department's operational capacity.
- **Postgraduate Viva Committee Restrictions:** It was RESOLVED that requests to form defense/discussion committees for postgraduate (Master's/Ph.D.) theses shall not be processed or submitted until candidates complete full financial clearance.
- **Review of Teaching Contracts:** Faculty Deans are instructed to conduct a thorough review of teaching contracts based strictly on the actual academic needs of the university.
- **Expansion of Postgraduate Study Opportunities:** To foster scientific development, Council members are tasked with incorporating expanded opportunities for postgraduate studies—specifically Ph.D. programs—into upcoming academic planning.

Agenda Item 3: Scientific & Academic Affairs

3.1 Reallocation of General ECTS Credits to Specialized Skills Courses: Pursuant to Minutes No. 1 of the Supreme Bologna Committee (dated Oct 19, 2025), it was RESOLVED to reduce the credit weight of Kurdology, English Language, Computer Skills, and Scientific Debate courses from 6 ECTS to 4 ECTS each. The remaining 8 ECTS credits shall be reallocated to introduce two new specialized courses across academic departments: Entrepreneurship and Professional Skills, commencing in the Spring semester of the current academic year.

3.2 ECTS Credit Progression Thresholds: Upon recommendation of the Supreme Bologna Committee, the Council unanimously RESOLVED to approve requiring students to complete a minimum of 90 ECTS credits upon completion of Semester 4 as a mandatory prerequisite for progressing to Semester 5.

3.3 Prerequisite Course Completion Regulations: In accordance with Bologna Process guidelines, for enrollment in courses with defined prerequisite subjects, student attendance and participation in the prerequisite course shall be mandatory; passing the prerequisite course is not a strict requirement for registration. The Council unanimously APPROVED this regulation.

Agenda Item 4: Administrative & Financial Affairs

- **Centralized Biometric Attendance System:** To regulate administrative staff attendance, it was RESOLVED to implement a Centralized Biometric Fingerprint System under the direct supervision of the Director of Human Resources.
- **Monthly Financial Imprest & Expenditure Report:** Asst. Prof. Dr. Sherzad Saeed Sadiq, Vice President for Administrative and Financial Affairs, presented a comprehensive monthly expenditure report, detailing all financial disbursements and operational expenses across the university and its faculties.

Agenda Item 5: Student Affairs

- **SIS Deployment for Postgraduate Studies:** Effective December 15, 2025, the Student Information System (SIS) shall be fully activated for postgraduate studies; all administrative and academic postgraduate procedures must be processed via SIS.
- **Standardized Undergraduate Class Timetable (Spring Semester):** Undergraduate class hours for the Spring semester are fixed from 08:30 AM to 03:00 PM. Schedules will be centrally managed via SIS to ensure equity across all academic departments.
- **Workload Management Module:** The Workload System module in SIS will be fully functional for teaching staff during the Spring semester.
- **Student Learning Resources:** Academic departments are instructed to encourage students to bring essential study materials (notebooks, pens, etc.) to enhance active learning.
- **Course Provisioning for Final-Year Students:** For senior students who have completed four academic years but have remaining unpassed courses, all required subjects shall be made available in the Autumn semester.

Reference No.: 5 / 485

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Signatures & Council Authorization

Asst. Prof. Dr. Sherwan Sharif Qurtas **President of the University Council**	**Prof. Dr. Sirwan Jabar Amin** **Acting Vice President for Scientific Affairs**
Asst. Prof. Dr. Sherzad Saeed Sadiq **Acting VP for Admin & Financial Affairs**	**Asst. Prof. Dr. Rizgar Saeed Hussein** **Acting VP for Student Affairs**
Prof. Dr. Samir Mustafa Hamad **Acting Dean, Scientific Research Center**	**Asst. Prof. Dr. Ayad Nuri Faqi** **Acting Dean, Faculty of Science**
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Dr. Karmanj Abdullah Hamad **Acting Dean, Faculty of Arts**	**Dr. Hemdad Faisal Ahmed** **Acting Dean, Faculty of Law & Politics**
Prof. Dr. Omer Hassan Hussein **Representative of Academic Staff**	**Hero Tawfiq Hassan** **Minutes Coordinator**