

PRESIDENT'S MESSAGE

Dear Ishik Staff,

The world is going through a new era that is commonly referred to as the "Information Age". Globalization is removing boundaries as well as expanding the markets from a regional to a global level.

In this globalization era in which the content and scope of information have reached such great extents, there are two fundamental principles that enable institutions, societies and states for survival and achievement: To acquire knowledge and to use and share it professionally by means of communication technologies.

Therefore, University Administration tries hard to be able to bring you the most advanced technologies for your classes and working areas and we give our full support for your academic studies.

Our university aims to elevate the standards of higher education and provide professionals to the institutions in the country and in the world.

I would like to state that we are not only colleagues, but the members of the ISHIK FAMILY and I believe that as long as our collaboration continues, we will be able to reach at this aim.

I would like to express my gratitude for the cooperation you have provided so far.

Sincerely Yours,

Prof. Dr. Ahmet Öztaş
President, Ishik University



Important note to the reader

The following terms are used interchangeably in this document. “University” means Ishik University, “Ishik” means Ishik University, “Trustees ” means Ishik University Board of Trustees, “Board” Ishik University Council, “Senate”, “University Senate” implies the highest hierarchical committee but the Board of Trustees regarding the specific matter at hand.

Note of Nondiscrimination

It is the policy of the university not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities.

History

ISHIK UNIVERSITY is a private university owned by Fezalar Educational Institutions. Fezalar was established in Erbil in 1994, by Turkish and Iraqi investors and educators, during the civil war in the region. In 1994, the Institution started with Ishik School in Erbil. The institution has been aiming to establish schools with high standards that provide local and universal values. The company also aims to provide education to everybody regardless of their belief, ethnicity, social status or political ideas. Ishik Schools made themselves a good reputation in Kurdistan region and Iraq.

In 2007, the institution developed the idea of a private university with the support of students’ families. In 2008 the KRG Ministry of Higher Education approved the new university opening application.

It was established in 2008 with the permission of the Ministry of Higher Education and Scientific Research (MoHESR).

ISHIK UNIVERSITY aims to give high quality education with the ultimate technology, to the new generations who are the hope of the country.

Ishik University provides quality education in English with its 15 Departments in 6 Faculties that are popular and currently in high demand.

KRG Ministry of Higher Education and Scientific Research confirmed of the Opening of Ishik Sulaimani Branch. With the departments of Banking and Finance, Business and Management and International Relations Ishik University will accelerate academic life in Erbil, KRG.

The majority of the academic faculties of ISHIK UNIVERSITY are international lecturers. The academics recruited from 11 different countries; specifically America, Canada, England, Turkey and India constitute a Prism of Light at the university based and provide for an energetic Combination of professionalism, culture and knowledge. The students who are exposed to a multidisciplinary and multicultural academic atmosphere have a broader international way of thinking.

Since the beginning of its establishment, Ishik University has become one of the leading universities in, distinguished by notable contributions to the elevation of education, knowledge and service both domestically and beyond.

University Faculties - Erbil

- 1. Faculty of Dentistry**
- 2. Faculty of Engineering**
 - Architecture Engineering
 - Civil Engineering
 - Computer Engineering
 - Interior Design Engineering
- 3. Faculty of Administrative Sciences and Economics**
 - Business and Management
 - Banking & Finance
 - Accounting
 - International Relations and Diplomacy
- 4. Faculty of Education**
 - English Language Teaching
 - Mathematics Education
 - Physics Education
 - Biology Education
- 5. Faculty of Science**
 - Information Technologies
- 6. Faculty of Law**
- 7. Preparatory school**
- 8. Continuing Education Center (IUCEC)**
 - Language school
 - Language Courses Professional Courses

University Faculties - Sulaimani

- 1. Faculty of Engineering**
 - Architecture Engineering
 - Civil Engineering
- 2. Faculty of Economics and Administrative Sciences**
 - Business and Management

1. Purpose

Ishik University has adopted certain employment policies and procedures, which are contained in this personnel handbook.

The policies in this handbook are a source of information for employees who have questions about Ishik University (Ishik) personnel practices. These policies are not contractual in nature and may be unilaterally rescinded, revised, or added to by Ishik from time to time. Additionally, although management generally will follow these policies, a quorum of the Board of Trustees or University Senate may, in his or her sole discretion, authorize deviations from or exceptions to these policies if, in the quorum of the Board of Trustees opinion, such a deviation or exception is warranted under the circumstances. The provisions of this handbook control over any contrary statements, representations, or assurances by any supervisory personnel.

This handbook is not to be construed as or declared to be a contract of employment by any employee of Ishik. A separate employment contract is signed with each employee with “Personnel Hiring Committee (PHC). All exceptions to the items stated in the staff handbook must be mentioned in the employee contract; otherwise, all rules and regulations stated in the staff handbook apply.

This personnel handbook is the property of Ishik. All employees and trainees will be provided with a copy of the handbook and will be required to read and abide by it. While Ishik intends to notify employees whenever there has been a significant modification or addition to any of the policies in the handbook, the policies are subject to change at any time, with or without notice, at the Ishik sole discretion.

2. Code of Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, Ishik expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

1. Recognize basic dignities of all individuals with whom they interact in the performance of duties;
2. Represent accurately their qualifications;
3. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
4. Understand and apply the knowledge and skills appropriate to assigned responsibilities;
5. Keep in confidence legally confidential information as they may secure;
6. Ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests; refrain from using position or Ishik University property, or permitting another person to use an employee's position or Ishik University property for partisan political or religious purposes (This will in no way limit constitutionally or legally protected rights as a citizen);
7. Avoid accepting anything of value offered by another for the purpose of influencing judgment.

3. Equal Employment Opportunity

Ishik University shall not discriminate in the payment of wages on the basis of race, color, religion, sex, age, national origin or ancestry by paying wages to any employee at a rate less than the rate at which wages are paid to any other employee for equal work on jobs which require equal skill, effort and responsibility and which are performed under similar conditions, unless payment is made pursuant to the followings:

1. A seniority system,
2. A merit system,
3. A system which measures earnings by the quantity or quality of production, and/or
4. A wage rate differential determined by any factor other than race, color, religious, sex, age, national origin or ancestry.

4. Educational Rights and Privacy

The Educational Rights and Privacy is a university policy that sets forth basic privacy requirements for personally identifiable information contained in educational records maintained by the university. Only university employees with an 'educational need to know' are allowed to access an individual student's or another university employee's records. Disclosing such information to persons other than the student or legal guardians if any, or to other university employee without a legitimate educational interest is a violation of this policy.

5. Criminal History Record Information

Ishik University is authorized by state law to obtain criminal history record information on applicants Ishik University intends to employ. Additionally, Ishik University obtains/may obtain periodical reports on each employee annually.

6. Employee Arrests and Convictions

An employee who is arrested for any crime or any offense involving moral turpitude must report the arrest to the Administrative Vice President or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the Administrative Vice President or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

1. Dishonesty
2. Fraud
3. Deceit
4. Theft
5. Misrepresentation
6. Deliberate violence
7. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
8. Drug- or alcohol-related offenses
9. Acts constituting abuse under the Kurdistan regional law and the Iraqi National Law

7. Possession of Firearms and Weapons

Employees, visitors, guests and students are prohibited from bringing firearms, illegal knives, or other weapons onto university premises or any grounds or buildings where a university-sponsored activity takes place. Disciplinary consequences will apply if Ishik University personnel or students commit such an offense. For the safety of all persons, employees who observe or suspect a violation of the university's weapons policy should report it to their supervisors immediately.

8. Drug-Free Workplace

Ishik believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not affected by the use or evidence of use of any controlled substance.

The University shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the professional staff at any time while on university property or while involved in any university-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Ishik policy.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment the University establishes standards of conduct for employees.

9. Tobacco Use

Smoking or using tobacco products is prohibited by law on all university-owned property but designated areas. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of university- owned vehicles are prohibited from smoking while inside the vehicle. For designated areas and concerns about these designated areas, please contact the office of Administrative Vice President.

10. Solicitation and Distribution

There will be no soliciting of employees by other employees or any person anywhere on Ishik University property unless prior approval is obtained in writing from the Administrative Vice President. This includes selling and delivery of merchandise for fundraising events such as tickets or clothing such as T-shirts and/or the distribution of literature, petitions, etc.

Dietary Supplements

Employees are prohibited from knowingly selling, marketing, or distributing a dietary supplement that contains performanceenhancing compounds to students or other university personnel. In addition, university personnel are also prohibited from endorsing or suggesting the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student or other university personnel.

11. Intellectual Property Rights

Any materials created by staff members for use by Ishik University, or produced using the staff or resources of the university, are works-for-hire and all intellectual property rights are vested in the university.

12. Copyrighted Materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, web material, and programs, etc.). Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Rented, checked-out videotapes, CDs, DVDs, regardless of whether they are checked-out from the university or department libraries, are to be used in the classroom for educational purposes only. Although university students and university personnel are mostly over 18 years old, utmost attention must be paid when dealing with movies, games that are rated unsuitable for a certain age group both in the case of curricular and extracurricular activities even if approved by the related administrative unit.

13. Policy Statement against Sexual Harassment and Harassment

Because Ishik University believes in the dignity of each person and values working in conditions that enhance that dignity, Ishik University views sexual harassment and coercive sexual advances as unacceptable in the university workplace. Such behavior will not be tolerated or condoned.

a. Sexual Harassment:

Sexual harassments can be either employee to employee or employee to a student or vice versa. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct.

Employees have to show utmost care, especially when together with students and try not to be alone together in isolated areas. Employees also are not recommended to communicate their personal phone and email information to the students and try to manage all necessary communications during working hours in the day. Phone and email conversations are not recommended. Employees cannot engage in inappropriate social relationships, such as romantic relationships with students which are strictly prohibited, regardless of the age of the student, which is a reason for contract termination. Employees also are not recommended to engage in inappropriate social relationships, such as romantic relationships with other employees since the university is a working place and not a place for romantic relationships thus such conduct is not professional.

Employees or students who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The university will promptly investigate all allegations of sexual harassment and will take prompt and appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

b. Harassment:

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantial charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to quickly report such incidents to the disciplinary committee. If anyone in the disciplinary committee is the subject of a complaint, the employee shall report the complaint to a higher hierarchy up to the board of trustees if necessary. An employee who suspects or knows that a student is being harassed by a university employee or by another student shall inform the disciplinary committee.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the disciplinary committee regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (See *Complaints and Grievances* section). To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The university will not retaliate against an employee who in good faith reports perceived harassment. All allegations of sexual harassment or sexual abuse of a student will be reported to the related parties and promptly investigated.

14. Quality Assurance Procedures & Syllabus

Ishik University abides by the quality assurance requirements of Ministry of Higher Education and Scientific Research, Kurdistan Regional Government, which are compiled in three categories that are;

Administrative Quality Assurance Research

Quality Assurance

Teaching Quality Assurance

Administrative units are responsible for abiding with administrative quality assurance requirements, while staff will be informed if anything applies to them.

However, research and teaching quality assurance directly affects all academic personnel. For the purpose of research quality assurance, all academic personnel must accumulate at least 50 research hours or points not to be put on probation and to be eligible for academic incentives and promotion. Examples of the ways to accumulate points provided all are documented are;

Giving seminars to academic colleagues within the faculty, 2 pts. for each class hour taught

Attending seminars given by the academic colleagues within the faculty, 1 pts. for every session attended (1 hour), maximum 3 pts. per day and 20 pts. for academic year
Research articles published in journals, 4 pts. for each article

Being a member of the reviewing committee of a journal or a book, 1 pts. for each membership
Each article, chapter or book reviewed as a member of the reviewing committee, 2 pts. for each review.

Being a member of the review committee of a Master's thesis, 2 pts. for each thesis evaluated.

Being a member of the review committee of a PhD dissertation, 4 pts. for each dissertation evaluated.
Research articles presented in conferences either orally or via a poster and published as conference proceedings, 3 pts. for each article

Abstracts published in conference abstract books, 1 pts. for each abstract

Attending conferences, 3 pts. per day attended with a certificate of participation (Senate limits the maximum days to attend academic conferences abroad with 15 days for each conference attended; thus, one can attain a maximum 45 pts. from participating academic conferences abroad)

Published academic books or chapters in a book, 5 to 15 pts. depending on its scientific level, content, volume, international recognition such as ISSN, ISBN numbers, etc. for each chapter or book

Any activity that is academic in content such as chairing a conference session, being a member of the organization or academic committee of a conference, providing professional trainings, etc. 1 pts.

Providing academic opinions and articles in magazines, journals, and newspapers that are not academic in content, 1 pts.

Any other study or work that the author is unsure of its academic level can be submitted to the dean of the faculty who is the head of quality assurance of the respective faculty as long as it is documented so that it can be evaluated by the vice president for scientific affairs to determine research points eligibility.

Some of these items are also eligible for academic incentives provided by the university administration. Please refer to the academic incentives chapter for details.

Concerning teaching quality assurance, all academic personnel are also accountable to their supervisors and to the Ministry of Higher Education and Scientific Research. Teaching quality assurance currently consists of the following components of a syllabus, student and personnel surveys; while more items such as teaching portfolios may be added for the following academic year, thus please remain updated.

All academic personnel that teach a course must prepare and submit a syllabus for each class they teach to the Head of Department they are associated with. (See appendix 2). Instructors are expected to communicate the content of their syllabi to their students during the first several courses that take place during the beginning of each academic semester and they must abide by the syllabi they submitted and are approved by the dean.

All instructors are required to allocate a time and place for at least one office hour a week and mention it in his/her syllabus. Places for office hours will be common places known to the students, which will be announced by the respective deans of each faculty in the beginning of the academic year.

Secondly, students will be given surveys to respond for each course they enrolled plus one for evaluating the academic advisor of their respective grade level each academic semester including the summer school. Quality Assurance Committee (QAC) compiles and evaluates these surveys and converts them into a format that the dean of each faculty can discuss the results with each instructor for the purpose of enhancing education. It is the right of each instructor to be informed of student survey results.

Thirdly, each staff will fill staff surveys and the results will be compiled and evaluated by the quality assurance committee and given to the respective deans. Although deans are recommended to share the results with their staff, they may not do so with certain staff that they do not deem fit.

Attendance at Workshop and the Conferences

With the purpose of self development and the keeping of the highest level in their respective sciences, teachers should be given the opportunity to attend the Workshop and Scientific Conference and care should be taken to assist them in this endeavor.

Review of the Lecturers' Schedule and Profile Points State

Due to the undocumented state of the performance and activities of last year's university academic staff, this year, the teaching staff is supposed to provide evidence for their academic activities, observing the following:

Continuous update of the teachers' CV

Research of the given year, only (books or journal articles or projects)

Teachers' philosophy and message Course book

Membership in the committees, Academic Certificates

Activity Certificates which she/he obtains at Conferences or Workshops or other events

Supervision of Master's and PHD theses and dissertations Evaluation of researches and

magazines Evaluation of both the substance and language of the theses

Acknowledgement

Presenting and attending conferences or workshops (internal or external)

Other activities which are related to scientific departments

Syllabus of each academic year

Archive of the official documents or letters sent out by the university's divisions

A copy of the teaching or duties' schedule for each semester

Status of the teachers' performance (Quality Assurance) The university is free to set a schedule on condition that the above are observed and fulfilled.

Course and file content

Course files, which are prepared by the respective instructor and stored by the Head of Department, represent an important element of the Ishik University study programs. Information on the conduct of the course during the semester, on the topics covered and on the student performance evaluation should be included in a systematic way in the course file. The preparation of the course files and their storage by the Heads of Departments is an indispensable element to ensure a sustainable quality in the teaching process.

The respective Head of Department is responsible for the evaluation and storage of all files of the courses offered by the Department. The course files may be prepared electronically in the website. In such a case, a printout may be taken at the end of the semester and will be archived as a file.

The University will not carry out any financial transaction for the instructors of the courses that do not have their respective course file.

The documents to be included in the course file are listed below:

- The syllabus of the course

- Lecture notes and presentations based on the syllabus

- Questions and answers of Midterm Exam

- Homework assignments and example files

- Quizzes and answer keys

- Questions and answers of the Final Exam(s)

- Attendance list (with students' signatures) of midterm and final exams

- Final list of grades (including midterm, quizzes, homework, project's marks and final grades)

15. Professional Staff Accountability

President

The president is the educational leader and chief executive officer of the university and responsible for the effective execution of policies adopted by the university's board of trustees. The president assumes administrative responsibility for the planning, operation, supervision, and evaluation of the education programs, services, and facilities of the university and for the annual appraisal of university staff. The president has thorough knowledge of university law, university finance, and curriculum and instruction. The president heads the University Senate meeting, attends the Board of Trustees meeting and attends any other meeting within the university he/she deems fit such as the meeting of vice president for extracurricular activities with that of faculty student representatives.

Vice President(s)

The vice president may assume managerial or academic duties that the president sees fit. The vice president is automatically appointed in place of the president in areas where he is directly responsible when the president is taking an absence of leave or when he is not reached during emergency situations. Ishik University Senate and Board of Trustees decided the following vice president positions as follows;

1. Vice President for Educational Affairs

is responsible for maintaining and improving educational activities. Vice president for educational affairs assumes head of the educational affairs meeting held with deans each month, head of personnel discipline committee, head of curriculum development responsible to the Ministry of Higher

Education and Scientific Research of Kurdistan Region (meeting for curriculum development is to be held monthly along with quality assurance meeting, which alternates with the educational affairs meeting).

2. Vice President for Scientific Affairs

is responsible for maintaining and improving scientific activities. Vice president for scientific affairs assumes head of quality assurance that is accountable to the Ministry of Higher Education and Scientific Research of Kurdistan Region and holds a meeting held with quality assurance coordinators that are deans each month (meeting for curriculum development is to be held monthly along with quality assurance meeting, which alternates with the educational affairs meeting) and head of the student discipline committee.

3. Vice President for Extracurricular Activities

is responsible for any activity that is not curricular but supplementary to curricular activities in method and content such as; social organizations, guest relations, staff housing, etc. s/he is also responsible cultural, ethical and social improvement of personnel. Vice president for extracurricular activities holds weekly meetings with the personnel responsible of extracurricular activities of each faculty.

4. Vice President for Administration & Financial Affairs

(Stands for General Secretary)

Administrative Vice President maintains and improves administrative affairs of the university. Offices under of the Vice President are Accounting, Purchasing, Editorial, Human Resources and Personnel Affairs, Student Affairs, Public and Media Relations, Maintenance, IT and etc. . . .

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The vice president holds at least weekly meetings with the supervisors of each administrative unit.

A separate committee is established by the University Senate and Board of Trustees for processing purchase orders. All purchases have to be approved by the Finance Committee.

Purchases exceeding ten thousand dollars must be approved by the Board of Trustees. Periodical purchases also have to be evaluated by the Finance Committee and approved as periodical purchases to be considered as periodical purchases to be maintained thereafter by the office of Administrative Vice President, purchasing unit.

Dean of Students

Dean of student is responsible for any student activity that is not curricular but supplementary to curricular activities in method and content such as; student clubs, social organizations, guest, alumni relations, career planning, parent relations, student housing, dormitories, etc.; s/he is also responsible cultural, ethical and social improvement of students. Dean of students holds weekly meetings with student representatives of each faculty.

Deans

Dean is a professional educator and is responsible for evaluating and providing leadership for the overall instructional program within the faculty, which includes curriculum and staff development. Responsibilities include planning, implementing, and evaluating instructional programs with instructors and department heads, including learning objectives, instructional strategies, improving the public relations as it relates to personnel and instructional services within the faculty, assessment techniques; and facilitating the effective use of computers and other technology in instruction faculty-wide.

In practice deans hold biweekly meetings with their department heads and monthly meetings with all academic personnel within the faculty.

Deans are head of educational affairs, quality assurance and curriculum development of their respective faculties and are expected to attend the corresponding meetings with that of vice president.

Interpret and administer Ishik University policies and procedures.

Complete other advising duties as requested such as: track retention, authorize add/drops, and conduct degree audits. Keep advising statistics, work schedule and other reporting documents up-to-date.

Facilitate relationships between the student and other individuals on campus who may provide assistance and foster a campus community that promotes student success

Follow-up with the student on any report of unsatisfactory work (poor attendance, notice of failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are weak in terms of their academic and social development.

To discuss students' academic performance and its implications and inform their guardians/parents about them after receiving department's permission.

Informs the best possible candidates for the class and/or faculty representative selections.

To organize a feedback meeting with the students to get opinions of the students about concerning year's extracurricular and academic activities and complete and evaluate Student Satisfactory Questionnaire and Survey and report the results to the administration. Performs other duties as assigned.

All employees will participate in the evaluation process with their assigned supervisor at least once annually. Assigned supervisors are the deans for the faculties, Administrative Vice President (Administrative Vice President) or the directors for other units. Reports, correspondence, and memoranda also can be used to document performance information.

All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Staff development activities are organized to meet the needs of employees and the university. Staff development is predominantly campus-based. The instructors may be required to attend the staff development programs, whether it falls weekdays or weekends.

Professional personnel, for reasons other than personal/family illness or death in the immediate family, may be granted permission to be absent from work only by the Dean or designee. Even if absence is granted personnel that is absent assumes responsibility of the content of the professional development program. Also, this absence will count through the 7 day total absence count during the academic year. Please refer to the chapter entitled “Employee Leaves” for details about absence of leaves. Administrators are responsible for ensuring that their assigned professional personnel are on duty during workdays and are in attendance at staff development activities if attendance is required.

18. Incentives for Academic Achievements

Ishik University Regulations for Academic Incentives Article 1: The scope of this directive is to define the methods and procedures of publication and participation in the scientific activities of the academic staff of Ishik University.

Article 2: This directive regulates the activities covered in the article 11 of this directive, of the full time and part time academic staff (in the cases of publication on behalf of Ishik University).

Article 3: The articles of this regulation apply as well to the administrative staff that engages in the above mentioned academic activities.

Article 4: The application is realized by the applicant by filling the respective form and submitting the photocopy of the published article, the magazine cover and other documents to the faculty council through the head of the department providing the full citation as well as the ISSN and ISBN numbers for relevant publications. Additional documents related to the application are attached to the application form and are submitted to the Rector's office by the Dean of the relevant department to be directed to the Vice President for Scientific Affairs. The application for the reward can be done only for the publication whose application has been done.

Article 5: The publications which have not been published under the name of Ishik University cannot apply for the reward.

Article 6: Each academic year the Council of the University decides on the contribution factor for the scientific activities. After the evaluation of the board and the approval by the Rector's office the reward is granted by multiplying the determined contribution factor with the accumulated earned points stated in article 11 and then the reward is divided among the authors.

Article 7: Academic incentives due to articles published in journals must have a full-citation to earn the respective points.

Article 8: At most two works can be evaluated, resulting from one conference/congress/symposium.

Article 9: Aiming at the participation of the academic staff in scientific activities in and outside the country the commission defines the budget and academic activities can be sponsored only by one source.

Article 10: A calendar year as it pertains to issuing academic incentives begins from 1 September and ends on 1 September of the consecutive year.

Article 11: The classification and the respective points of the scientific publication and academic activities are shown in the table below:

Genre		Code	Points
	Scientific Publication and Academic Activity		
A - Articles	The scientific work published in the Citation Index of the Scientific Publication (Science Citation Index (SCI) - Social Science Citation Index(SSCI) the Arts and Humanities Citation Index (AHCI)	A1	1000
	Scientific work presented in Conferences, Congresses, and Symposiums and fully published in periodical journals indexed within SCI, SSCI or AHCI indexes.	A2	800
	Scientific work published in other indexed journals apart from SCI, SSCI the AHCI those have an impact factor more than 1	A3	400
	Scientific work published in other indexed journals apart from SCI, SSCI the AHCI those have an impact factor	A4	200

	less than 1		
	Scientific work published in refereed international journals that are not indexed	A5	100
	Scientific work published in journals that are not indexed nor refereed	A6	50
B - Conference Articles	Presentations and publication of full articles when invited as a keynote speaker in International Conferences/Congresses/Symposiums	B1	400
	Presentations and publication of abstracts when invited as a keynote speaker in International Conferences/Congresses/Symposiums	B2	200
	Full articles published in proceeding books or CDs and presented at the international congresses and symposiums	B3	200
	Abstracts published in abstract books and presented in International Conferences/Congresses/Symposiums	B4	100
	Posters exposed and whose full text is published in the proceedings of the International Conferences/Congresses/Symposiums	B5	100
	Posters exposed and whose abstract is published in abstract books of International Conferences/Congresses/Symposiums	B6	50
	Full articles those got accepted to international congresses or similar meetings such as symposiums and got presented	B7	100
	Abstracts those got accepted to international congresses or similar	B8	50

	meetings such as symposiums and got presented		
C - Books	Published original books provided that there is an international circulation number such as ISBN or ISSN	C1	1000
	Translation of published original books provided that there is an international circulation number such as ISBN or ISSN	C2	500
	Published original books provided that there is either national circulation numbers or it is a publication by the Ishik University	C3	500
	Translation of published original books provided that there is either national circulation numbers or it is a publication by the Ishik University	C4	250
	Published chapters in original books provided that there is an international circulation number such as ISBN or ISSN (Very short books may be evaluated as chapters by the Faculty Councils or the University Senate)	C5	250
	Translation of published chapters in original books provided that there is an international circulation number such as ISBN or ISSN (Very short books may be evaluated as chapters by the Faculty Councils or the University Senate)	C6	125
	Published chapters in original books provided that there is either national circulation numbers or it is a publication by the Ishik University (Very short books may be evaluated as chapters by the Faculty Councils or the University Senate)	C7	100

D - Patents	Translation of published chapters in original books provided that there is either national circulation numbers or it is a publication by the Ishik University (Very short books may be evaluated as chapters by the Faculty Councils or the University Senate)	C8	50
	The patents and inventions that are registered on behalf of the University	D1	1000
E - Other Scholarly Activities	Leading of an international research project and writing of the final report	F1	1000
	Participation as a research assistant in an international research project and preparation of the final project	F2	500
	Being in the organization of International Congresses, Conferences and Symposiums as a chair/co-chair or scientific secretary or editing the abstract or proceedings books	F3	250
	Participation as speaker in the respective professional field in the television or radio (at least 15 minutes)	F4	200
	Writing in the respective professional field in the media organs	F5	150

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

1. Administer first aid.
2. Notify parents.
3. Call University Health Services or family doctor if unable to locate parents or others listed in contact information.
4. If indicated, call an ambulance to transport to the emergency room of the local hospital. Ishik University does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
5. Complete an incident form.

Only designated employees can administer medication to students or other university personnel.

21. Emergencies

All employees should be familiar with the evacuation plans valid in their work areas. Fire, flood, terror attacks, earthquake and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all university buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

22. Technology Use and Data Management

The university's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use;

1. Imposes no tangible cost to the university,
2. Does not unduly burden the university's computer or network resources, and
3. Has no adverse effect on job performance or on a student's or other university personnel's academic performance.

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use. All computers belonged to be used by Ishik University employees are the property of the university, and any and all data stored on those computers likewise become the property of the university. Ishik University reserves the right to review all data stored on university computers or software loaded on university computers - including any data showing Internet use - to ensure that university technology is being used for appropriate purposes.

Employees and students who are authorized to use the systems are required to abide by the provisions of the university's communications system policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the network/IT manager working under the office of Administrative Vice President.

Online System Utilization: Ishik University may require the use of several online systems and forms to accomplish many of their daily tasks. It is the responsibility of each staff member to be aware of these systems, understand their use, and utilize them when appropriate. The lists of online systems we employ often and currently include, but is not limited to, the following examples: e-mail, schedules, conferences, substitute request forms, and absence from duty forms. Currently, emailing is the primary method for communication of general announcements, requirements, etc.. Therefore, each staff member is required to check their emails once every 24 hours during regular working days.

23. Instructional Supplies

Staff members should initiate requests for supplies through their managers or department heads. The university will assume no fiscal responsibility for merchandise or services purchased without a proper approval issued by related administrative units.

24. Building Use

Generally the office of the administrative vice president is responsible for scheduling the use of facilities within the regular business hours and office of the Vice President for Extracurricular Activities and Dean of Students are responsible for scheduling the use of the facilities after the business hours. Contact the related supervisors in charge to request to use university facilities and to obtain information on the fees charged.

25. Hiring and Rehiring Standards

Ishik University believes that the quality of the professional staff determines the quality of education offered in the university. It is therefore a primary goal to locate, recruit and rehire the best qualified staff to meet the university's educational and administrative needs.

Office of the Administrative Vice President is responsible for gathering a CV bank through his/her personnel office when there is no active request from the president. CV bank is prepared for the most commonly sought positions as well as other positions that are hard to fill.

Staff evaluation and selection shall be based on;

1. Strong academic preparation,
2. Professional competence,
3. Intellectual rigor,
4. Emotional maturity,
5. Enthusiastic professional attitude,
6. Knowledge of instructional practices,
7. Ability to contribute to the furtherance of the university's educational goals.

Attention shall be paid, among other factors, to the candidate's academic records, and his/her previous relevant experience.

Staff must demonstrate that they are aware that children have many different family circumstances and that they are willing and able to provide the educational support that a diverse student population needs in university.

The Ishik University teaching staff members must fulfill their individual responsibilities and work in concert with the other members of the teaching team.

Ishik University is committed to hire/rehire the individuals who are best qualified for the job without regard to race, sex, religion, age, nationality or handicap unrelated to the job.

28. Pay and Compensation

a. Payroll: Professional and paraprofessional staff members receive their pay in twelve (12) equal monthly payments based upon the total contracted salary.

Base payments for full-time professional and paraprofessional staff members, substitute instructors, hourly and part-time staff members will cover the period between the first days of two consecutive months. Payments will be processed manually from the office of accounting within the first 5 calendar days every month. Base salaries will not change unless the accounting is specifically informed by the administrative units to do otherwise. Generally, these specific conditions are as follows;

If there is a position change or an increase in pay, then accounting must be informed by the presidency to alter the base salary payment.

Another occasion is, for both full-time and part-time employees if the absences of leaves exceed the allowed, permitted amount, thus have to be deducted from the salary then either the directors or the deans must inform the accounting. Please note that tardiness may translate into the absence of leave under certain conditions. For details, please refer to the related chapter. For the purposes of payroll, full time personnel are defined as anyone who works for the full 5.5 days stated "the work hours" section of this book.

Any substitute, extra duty, hourly and overtime (for nonexempt employees) payments accrued after three weeks in the current month will be included in following month's payroll. In other words, directors or deans of every unit will inform the accounting between 21 and 25 of every month for the overtime/extra time that accrued from the 21st of the previous month. Thus, the payments that correspond to the extra work, overtime that take place between the 21st of each month and the end of the month will be included in the following month's salary.

b. Overtime/Extra time: Currently, the university does not financially compensate overtime or extra time that occurs during working days or holidays except extra class hours taught by academic personnel unless otherwise is stated in the employee's contract.

For personnel who are eligible for overtime/extra time compensation, advance approval from a supervisor is required for cases when overtime/extra time is financially compensated. Unauthorized use of compensating overtime hours may result in disciplinary action being taken, up to and including termination. Exceptions are granted for advanced approval if the overtime is in support of unforeseeable or emergency circumstances and approval is obtained within one working day of the event.

However, it is within the director's or dean's authority to compensate overtime work as compensatory time off even if the employee has to accept working extra if needed as stated in the employee's contract. For instance, if due to a certain project or job, the employee had to work 4 extra hours on a certain day, the director or dean may allow that employee 4 hours off at a reasonable time when the director or dean sees fit. However, if the employee has to accept extra working requests as stated in his/her employment contract, then the director or dean may choose not to award compensatory time off.

Additionally, personnel who is working overtime is entitled to free extra meals in the university dining hall if meal times fall within the overtime work hours.

Sub limits for overtime class hours for full-time academic personnel are determined as follows;

For Bachelor's Degree holder 20hours for a week with 7 USD per hour for overtime class hours taught

For Master's Degree holder 18 hours for a week with 9 USD per hour for overtime class hours taught

For PhD Degree holder 16 hours for a week with 11 USD per hour for overtime class hours taught

For assistant professors 14 hours for a week with 13 USD per hour for overtime class hours taught

For full professors 12 hours for a week with 15 USD per hour for overtime class hours taught

For Directors 8 hours for a week according to title per hour for overtime class hours taught

For Vice Directors 14 hours for a week according to title per hour for overtime class hours taught

For Faculty and Departmental Guidance 14 hours for a week according to title per hour for overtime class hours taught

For General Guidance 8 class hours for a week according to title per hour for overtime class hours taught

For Level coordinators for Prep and UBUR School 16 hours for a week according to title per hour for overtime class hours taught

For President 3 hours for a week according to title per hour for overtime class hours taught

For Vice president 6 hours for a week according to title per hour for overtime class hours taught

For Deans 8 hours for a week according to title per hour for overtime class hours taught

Departmental heads 12 class hours a week according to title per hour for overtime class hours taught

For Head of Units 10 class hours a week according to title per hour for overtime class hours taught

If an instructor within any of the above categories except category 1 does not teach at least 3 class hours less than his/her sublimit; then following applies;

The difference up to the sublimit is compensated by assigning classes from within the university

If there is still a difference, then classes are assigned from other Fezalar Institutions,

If there is still a difference, administrative duties in the amount of time the supervisor sees fit equal to the difference in class hours are assigned. Proctoring times, office hours are among main duties of the instructors and cannot be included in the sublimits unless assigned as administrative duties to make up for the sublimits.

29. Purchasing and Reimbursements

a. **Purchasing Procedures:** All requests for purchases must be submitted to the office of Administrative Vice President on a material request form that may be obtained from office of accounting with the appropriate approval signatures from the instructor, department head and the dean. No purchases, charges, or commitments to buy goods or services for the university can be made without an approval. The university will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the university's accounting office. Contact the accounting office for additional information on purchasing procedures.

b. **Reimbursement for Purchases, Travel, Expenses, etc.:** Ishik University will honor reimbursement requests only if the expenditure has had prior approval and requested according to established procedures. All requests of this nature must have original receipts attached. Staff members should consult with their supervisors regarding matters of this nature in order to prevent misunderstandings, assumptions, etc. Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage if personal vehicles are used and other travel expenditures, according to the current rate schedule authorized by the Board of Trustees. Employees must submit original receipts to be reimbursed for expenses other than mileage.

30. Work Hours

A. Work Hours for Academic Personnel: Academic personnel are president, vice presidents, deans, department heads, instructors, assistants, briefly, who have academic titles to be able to teach in a university.

Work hours for full-time academic staff are between 8.30 am and 4.30 pm five days of the week except official holidays. Weekdays are Sunday, Monday, Tuesday, Wednesday, and Thursday. On Saturdays the working hours for academic personnel are between 9:00 am to 13.00 pm.

Work hours include a one hour break between 12.00 pm and pm for the employee to have lunch and to run other errands. Other than this one hour break if an employee were to run errands or to spend time for a personal reason between 8.30 am and 4.30 pm, then that time must be compensated for the lunch time. In other words, lunch time must be kept less than one hour on the amount that one spends during regular working hours, which is between 8.30 am and 12.00 pm and 1.00 pm and 4.30 pm.

If any personnel work outside of regular business hours, for instance, in the evenings at the continuing education center, then his/her working hours will be determined by his/her supervisor equivalent to the personnel working during regular business hours given that these personnel are full-time academic personnel.

Part-time academic personnel will work within the times stated in their personal contracts.

B. Work Hours for Administrative Personnel:

Administrative personnel are all staff members and their supervisors that are entitled with 'Administrative Vice President' "director", "head", "manager" titles as well as secretaries and other labor personnel.

Work hours for full-time administrative personnel are more varied due to the different natures of different occupations. Generally, unless otherwise is noted in the personal contract, an administrative personnel may expect to be at the university 5 days of the week between 8.30 am and 4.30 pm. On Saturdays, working hours for administrative personnel are between 9.00 am and 13.00 pm.

However, there are more than a few occasions when administrative personnel work outside of these regular hours such as in the evenings. Please refer to your personal contract for details.

If any personnel work outside of regular business hours for instance, in the evenings at the student affairs office, then his/her working hours will be determined by his/her supervisor equivalent to the personnel working during regular business hours given that these personnel are full-time administrative personnel.

Part-time administrative personnel will work within the times stated in their personal contracts.

All Ishik university personnel attendance will be controlled through fingerprint system. If personnel do not follow the daily registration (in/out) through fingerprint system they will be considerate as absent from duty.

31. Employee Leaves and Absences

Ishik University offers employees paid and unpaid leaves of absence in times of personal need. Permissions regarding leaves of absence are to be obtained from the Deans and/or Administrative Vice President for domestic leaves. International leaves must be approved by the president as well.

Employees must follow the university and campus procedures to report or request any leave of absence and complete appropriate leave request form, including the reason for the leave, date of leave, and how they will compensate the lectures not taken.

Those who intend to take leaves should submit the leave request form to their related administrative unit, e.g. departments for academic personnel. Then the administrative unit should submit the form to the higher authority, e.g. deans for academic personnel, by indicating their remarks as approved or not. And this higher authority must submit the form to the President's Office after they mention their remarks about it. The final decision will be taken by the President.

Any employee who is absent more than two (2) consecutive days because of a personal or family illness must submit a medical certification form from a qualified health care provider confirming the specific dates of the illness, the reason for illness, and in the case of personal illness the employee's fitness to return to work. Medical certification shall be made by a health care provider. Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, and at 30-day intervals thereafter, the employee shall provide medical certification of the illness or disability

a. Paid Leaves:

1. Annual (Summer Holiday) Leaves and Unused Annual Leaves:

For academic staff (president, vice presidents, deans, department heads, instructors) summer holiday is an exact 30 days, including travelling time, 20 days for assistants and 15 days for administrative personnel. An employee must be employed 12 months before he/she can take a summer holiday.

A specific case about annual leaves is regarding academic personnel that stay for summer school. These personnel keep their right to have 30 days annual leave. However, they must be present at the set time by the deans or directors at the beginning of the school year, even if the personnel cannot have his/her 30 days of holiday at once. The difference in duration, that is from the end of the summer term until the designated time to be present at the university will be counted towards the annual leave even if the employee cannot travel abroad due to shortage of time and stays home unless assigned by the university. After the deduction of the accounted days, remaining days can be spent on other occasions during the year upon permission from the supervisor(s) that the employee has to report to. These days shall preferably be chosen amongst the times when it is a holiday for students, such as Nawrouz, especially in the case of academic personnel so that there is no interruption in the education due to missing classes, etc.

2. Personal (Excuse) Leaves:

The university only grants 7 personal leave days besides summer holiday annually to all university employees if there is a valid and acceptable excuse. The university does not grant any local leave days other than personal leave other than the specific allowances stated herein;

1. 56 days total for birth for non-academic female staff including official holidays if coinciding, before and/or after the birth, but she must complete one year at the current position.

2. In case of pregnancy of female academic staff cannot start work in that semester. Either the contract will not be renewed or takes a leave without payment.
3. 3 days for birth for fathers if birth is in Kurdistan and 7 days if birth is out of Kurdistan
4. 7 days and the duration of travel if applies for marriage of self
5. 3 days and the duration of travel if applied for the deaths of immediate relatives that are mother, father, son/daughter and sister/brother, 2 days for grandparent, aunt, uncle. All other full-day absence of leave permissions for death events are to be deducted from 7 annual personal leave days if granted.

Working days spent outside of the university premises due to an assignment by the university do not fall within these 7-day limit. Among these exceptions are days spent outside of the university due to purposes of training and education such as;

1. Workshops and other professional development opportunities.
2. Attending masters or doctorate programs authorized by the president
3. Compulsory attendance to legal or other matters developed without control and intent of the employee that are usually enforced by governmental offices.

3. Anticipated Leave :The academic and administrative staff must take prior permission for the non-urgent (anticipated) leaves at least 7 days before the event occurs.

In deciding to approve anticipated, personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes.

Anticipated personal leave shall not be allowed in the following circumstances, except in extenuating circumstances as determined by the dean or directors:

1. Days scheduled for end-of-semester or end-of-year exams.
2. University norm-reference testing days.
3. Professional or staff development days.

Unanticipated Leave: Leave that is taken for personal and family illness, emergency, a death in the family, active military service, etc. is considered unanticipated leave. This type of leave allows very little or no advance planning. The higher authorities should be informed as soon as possible in case of an unanticipated leave so that necessary arrangements can be made e.g. for missing classes.

a. Unpaid Leaves:

Unpaid leaves may be granted when exceed the 7 days of personal leaves in the following conditions if documented;

1. To care for a spouse, parent, or child with a serious health condition
2. An employee's serious health condition

A husband and wife who are both employed by the university are subject to limits on the amount of leave that they can take care for a parent with a serious health condition, etc.

Family and medical leave run concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The university will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

1. An employee is needed to care for a seriously ill spouse, child, or parents
2. An employee requires medical treatment for a serious illness
3. An employee is seriously ill and unable to work
4. An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor as soon as possible. Employees may be required to provide the following:

1. Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
2. Second or third medical opinions and periodic recertification of the need for leave
3. Periodic reports during the leave regarding the employee's status and intent to return to work
4. Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the personnel office for details on eligibility, requirements, and limitations.

Medical Release: The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

32. Tardiness

Tardiness: Tardiness is 15 minutes. Any Lateness over 15 minutes will be considered as “Lateness”. Tardiness may be in the morning in the form of coming late to work, during lunch time in the form of early leaves for lunch or late coming backs from lunch, and during dismissal as leaving early for home. In all these types of tardiness the allowed amount of being tardy for the purpose of accounting is 15 minutes.

However, being late is contradicted with professionalism and business ethics, even if it is for one minute. Therefore, any type of tardiness except emergencies is unacceptable and results in disciplinary sanctions. For details please refer to Chapter entitled “Discipline and Termination”¹. In this regard, all staff members should obtain authorization from their supervisor when leaving assigned university campuses during work hours.

Time-in, time-out information, for all of the administrative personnel, including faculty secretaries, will be obtained in the form of a signature. While recording time-in and time-out information, designated personnel will use their computer’s clock. A mobile phone may be used in cases when it is not possible to get accurate time information from designated personnel’s computer. This procedure will prevent many misunderstandings, etc., as well as protect the professional employee.

33. Substitute Instructors

Generally, the nature of classes taught in universities is not suitable for someone else to substitute for the primary instructor for a certain course. However, in cases of urgent needs and depending on the nature of the course taught, faculty administrators may permit the use of substitute instructors. Upon arrival the substitute shall be furnished the following materials usually by the primary instructor:

1. Syllabus of the course
2. Weekly and daily time schedule of classes
3. Fire drill and other emergency procedures
4. Important or unusual information about any child (physical problems, daily medications, etc.)
5. Have copies of textbooks, manuals, and workbooks being used available for use by the substitute instructor.

34. Summer School

Administrative personnel's work intensity usually lessens during summer school time, however, depending on the occupation of the administrative personnel opposite might be true as well. Thus, summer school concerns mostly academic personnel. Final authority on summer school decisions fall onto the dean of faculties. All academic staff will be assigned courses from the summer school if required.

35. National and Extraordinary Holidays during Academic Year

There are two types of holidays; one is for the academic and administrative personnel, while the other one is for students. For the personnel, the following holidays are the ones currently implemented in Kurdistan Region.

1. Ramadan Festival, 4 days, including the day of “Arafa”(exact days declared by the government)
2. Sacrifice Festival, 5 days, including the day of “Arafa” (exact days declared by the government)
3. 1st and 10th days of the month of Moharrem (exact days declared by the government)
4. New Year Holiday, 1st day of the year, January 1st. (Holiday for students starts from 24th December thru 1st of January)
5. Army Day, 6th of January.
6. 5th of March is the Independence Day and National Holiday
7. 21st, 22nd, and 23rd of March is Nawroz and National Holiday (Holiday for students in Nawroz starts from 11st of March Friday until 25th of March Friday)
8. 1st of May is Labor Day and National Holiday

Other days may be declared as holiday by the regional or national government, such as Mawleed (Prophet Mohammad’s birth for Muslim’s) or other religious holidays for Christians, Yazeedees, etc.; personnel should follow the announcements and contact his/her supervisor to confirm the holidays.

Other than these national holidays if a day is declared a holiday due to an extraordinary situation such as sandstorms, then please abide by the following;

1. As a private university, we abide by the Ministry of Higher Education. Thus Ishik University is only bound by declarations of governmental authorities that would include Ministry of Higher Education. Such announcements may be followed from national TV or radio stations.
2. Secondly, in such extraordinary cases, you may expect to receive an email to the email you have provided to the university administration. If you do not have email access

at your residence, then please contact a university personnel that might have email access or the information about the emergency situation.

36. Staff Dress and Grooming

The Board of Trustees believes that all staff members set an example in dress and grooming. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

Employees will keep themselves neatly groomed and dressed and will keep their hair neat and clean. Grooming and dress that will disturb, interfere with, or detract from the educational process will not be allowed. "Neatly groomed and dressed" shall be defined as dress and grooming that is standard and conforms to local community and university etiquette and decorum. It is within these principles that Ishik University will enforce the following dress code items, specifically but not limited to:

a. Female Dress:

- 1.** Shorts, miniskirts, wind pants, or warm-ups are prohibited on any working day. (i.e., a day for which a person is being paid).
- 2.** None of the staff may wear jeans of any color on any working day (i.e., a day for which a person is being paid) except for:
 - a) Campus Designated Days (designation is done by the administration);
Saturday is a Campus Designated Day.
 - b) Field-based Activities (but not worn in the regular classroom).

3. Fitted leggings and spandex-type leggings are not permitted as outer wear; they may be worn under a dress, skirt or tunic top. Loose-fitting stirrup pants and loose-fitting leggings are permitted.
4. Dress culottes, skirts, and split skirts must meet the length requirements for skirts. These are clothes that have the appearance of a skirt in the front but are split.
5. Tight clothing exposing body parts is prohibited.
6. Capri pants are not acceptable on any working day except on a field day.
7. Shirts, Blouses, and Tops
 - a) All tops (etc.) shall cover the back and stomach. No skin is to show at the waist.
 - b) Shirts and blouses must be buttoned appropriately.
8. Shoes
No sandals, slippers, flip-flops or thongs
9. Jewelry and Other Accessories
 - a. All tattoos shall be covered and hidden from view.
 - b. Jewelry used in conjunction with body piercing (such as nose rings, eyebrow or tongue studs) is prohibited.

b. Male Dress:

1. Items # 1, 2, 3, 5, 6, 7, 8 above apply to males as well.
2. All academic personnel, including deans, department heads and instructors along with administrative office personnel must wear tie.
3. Jackets are optional for everyone.
4. Additionally, long/short sleeve shirt choice is also up to the employee.

37. Discipline and Termination

Absent a written employment contract, employment with the Ishik is terminable at will, meaning that the employment relationship can be terminated one-sided by Ishik University at any time, with or without notice and with or without cause provided that Ishik University notifies the employee one month ahead. Employees, on the other hand, however, must abide by the terms in their contracts and fulfill the time stated in their contract. If an employee leaves his position before the stated date in his contract, he will be charged in the amount of the remaining days on his contract. If an employee decides not to renew his contract, he must inform his supervisor, one month ahead of his contract renewal date.

Please note that the financial relationship between the employee and Ishik University is in the form of a monthly paid wages as well as health/retirement benefits if any, and Ishik University keeps its right to cancel any of these benefits upon employee's one sided contract termination at an inconvenient time. Any express or implied agreements or assurances concerning the terms, conditions, or duration of an individual's employment with Ishik are not binding upon Ishik unless they are in writing, and approved by the Board of Trustees. With the exception of substitute employees and temporary employees (one year or less), these policies apply to all employees of Ishik University, including certified, classified, and administrative personnel, and apply to all job-related activities of such employees.

a. Basis for Disciplinary Action :The following acts or omissions, among others which evidence unfitness to perform duties, by an employee in the scope of employment are prohibited and shall constitute grounds for disciplinary action:

1. Insubordination, including the willful refusal of an employee to perform an assignment or to comply with a directive given by the employee's supervisor.
2. Unprofessional job-related conduct.
3. Incompetence or inefficiency in the performance of duties.
4. Corporal punishment of students.
5. Improper conduct toward students and other employees.
6. Conduct in violation of any Ishik University policy or established expectation of performance.
7. Conviction of a felony related to the employee's employment, or which seriously impairs the employee's ability to perform his or her assigned duties.
8. Serious misconduct related to the employee's job.
9. Abuse of the Ishik University's sick leave policy.
10. Excessive tardiness.
11. Excessive absenteeism.
12. Unexcused absences from work.
13. Gross negligence or gross carelessness in the performance of duties.
14. Use of Ishik University policy or property for personal gain.
15. Negligent or willful damage to Ishik University property.
16. Gross waste of Ishik University supplies or equipment.
17. Dishonesty or falsification of any information involving Ishik University, including grades, credits, data on forms, employee records, or any other information involving Ishik.
18. Possession of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on university property or at any university function.

19. The use of or being under the influence of alcohol or other intoxicants or illegal narcotics, or other controlled substances without prescription on university property or at any university function.
20. Deliberate conduct which has the apparent purpose of exposing Ishik University to censure, ridicule, or reproach (this prohibition is not intended to deprive employees of any free speech rights guaranteed under law).
21. Verbal and/or physical fighting on university premises or at any university related activities.
22. Falsification of records or data with intent to defraud.
23. Sexual misconduct which deviates from the ordinary standards of morality prevalent in the areas served by Ishik University.
24. Misconducts related to violence;
 - a. violent, threatening or intimidating behavior;
 - b. indecent or abusive language or behavior;
 - c. disorderly behavior.

* This regulation applies within the University. It also applies outside the University in respect of such alleged misconduct by a student to an officer, member or employee of the University.

25. Behavior likely to cause injury or impair safety on University premises.
26. Conduct amounting to harassment. (The University will take harassment to include any behavior that appears or feels offensive, intimidating or hostile, which interferes with individuals' academic, working or social environment; or which induces stress, anxiety, fear or sickness on the part of the harassed person. The defining features are that the behavior appears or feels offended or intimidating to the recipient and would be so regarded by any reasonable person.)
27. Publishing of any matter (including expressed orally or in any writing, sign or visible representation, including electronically) which is threatening, abusive or insulting or constitutes harassment or makes others fear violence, including:

- a. by printing or displaying within the University,
 - b. by publishing or distributing to any visitor, officer, member or employee of the University,
 - c. by using in any form of instruction, meeting or gathering (including social and sporting activities), or
 - d. by broadcasting to any visitor, officer, member or employee of the University.
28. Conduct which obstructs, frustrates or disrupts;
- a. any lecture, class or other instruction, or any laboratory work, or any examinations, authorized to be held, given or undertaken within the University,
 - b. any meeting or other function (including social or sporting activities) authorized to take place within the University, or
 - c. the satisfactory conduct of the administrative work of the University or its public or official functions, activities or legal duties;
29. Interfering with or impeding any officer, member or employee of the University in carrying out his/her duty or proper function as such.
30. Failure to disclose the name and other relevant details to an officer or employee of the University or the Students Union when it is reasonable to require that such information be given.
31. Interfering with or impeding, by the use of intimidation, violence, threat of violence or physical obstruction, the supply or delivery of any goods or services to the

- University, or so interfering with or impeding the entry into the University of any lawful visitor.
32. Unauthorized interference with any mechanical, electrical or other services or installations within the University.
 33. Failure to comply with the ICT (Internet and communication technologies) code of conduct.
 34. Theft committed within the University.
 35. Damage to or defacement or misappropriation or unauthorized use of the property of the University.
 36. Using or knowingly possessing within the University any controlled drug.
 37. Forgery, falsification or misuse of the University's name or of any University record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or University administrative function or service, including the use of false documentation or statement in the process of gaining admission to the University.
 38. Infringement of the rules relating to admission to social functions.
 39. Refusal to make any payment, or comply with any direction or restriction, subject to any right of appeal applicable, imposed by the Librarian in respect of the use of Library facilities.
 40. Misuse of fire appliances within the University.
 41. Unwarranted sounding or raising of a fire alarm within the University.
 42. Disposing of litter inappropriately within the University.
 43. Possessing within the University any offensive weapon.

** Any other case that is concluded as a disciplinary misconduct by the university disciplinary committee are evaluated by the committee on a case by case basis.*

b. Persons Authorized to Initiate and Carry Out Disciplinary Actions:

Verbal and written warnings may be issued by the following administrative personnel for employees that work directly under them:

1. President
2. Vice presidents
3. Deans
4. Administrative unit heads
5. Department heads

c. Phases in Carrying out Disciplinary Sanctions:

There are five types of sanctions at Ishik University;

1. Oral warning
2. Written warning (Memorandum) by the Head of Administrative Unit
3. Final warning by Disciplinary Committee
4. Suspensions without pay
5. Dismissal

Verbal warnings may be issued by the managers; however a written warning (Memorandum) to an employee working under a manager shall be issued by the head of the administrative unit that are the President, vice presidents, Administrative Vice President and deans.

Final warnings, probation, suspensions with and without pay, and dismissal may be administered only by the Disciplinary Committee followed by approval from the president.

d. University Disciplinary Committee:

The University Disciplinary Committee is responsible with investigating the issues that are either reported by the relevant authorities via hierarchical order or reported directly by any individual within the university.

University Disciplinary Committee finalizes such cases and is responsible with the execution of the corresponding sanctions abiding with the regulations if charges committed.

Communication of Sanctions

Each sanction is motivated in writing and communicated in writing to the following parties, no matter what the result is:

1. The personnel
2. Related administrative units at Ishik University
3. In any situation, all original copies of signed and stamped documents will stay with Ishik University and only copies of these documents will be handed to the related parties unless an original copy is required by any governmental institute

Execution of Sanctions

1. Sanctions are beginning to take place starting from the time of written notification to the personnel unless otherwise is noted.

2. Upon nomination, Disciplinary Committee must finish all investigation procedures, communication and execution of sanctions within one month. If one month is exceeded, upon request by the committee an extra duration of one month may be granted only for once. If after two months, disciplinary committee cannot finalize the case, a new disciplinary committee shall be appointed by the President. If president served as the chair in the 1st committee, he/she shall not be the chair of the 2nd committee. All other members must be replaced as well.

Termination of Employment

Resignation: Employees who resign from Ishik should give at least one month notice. The letter of resignation should included and explain fully the reason(s) for leaving and should be turned in to the employee's supervisor.

Resigning employees will be given their final paychecks, no later than the next regularly scheduled payday if the resignation date is prior to the 21st day of the current month. Final paychecks may be given next month if the resignation date is after the 21st day of the current month. All applicable mandatory and optional, authorized deductions will be made from the employee's last paycheck. Ishik University reserves the right to pay the resigning employee for the notice period and accept the resignation immediately.

Dismissal of Employees: Unless otherwise provided in a written employment contract with an employee, employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the university to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights as stated in the notice of discrimination in this document. Employees who are dismissed have the right to grieve the termination.

The “notice of discrimination” along with other rules stated in this document is to be abided by the employees as well. Thus, as Ishik University guarantees to follow the “notice of discrimination”, the employee also guarantees to abide by it by accepting to be employed at Ishik University. Therefore, as the employee can appeal to the contract termination procedure, Ishik University can also seek for its legal rights in case a violation of “notice of discrimination” occurs.

The dismissed employee must follow the university process outlined in this handbook .

38. Complaints & Grievance Procedures

All employees are encouraged to bring their work-related problems or concerns to the immediate attention of their supervisors. In turn, supervisors will try to reach a quick and fair solution. If, however, an employee is not satisfied with the supervisor's solution, he or she may bring the matter to the attention of an upper administrator in the hierarchic level until either the problem is resolved or had to be dismissed by the president as the last hierarchic level. All complaints and responses must be in writing.

The regulations for a grievance procedure against disciplinary actions shall be the same as the grievance procedure for the students as stated under Article 10. Execution and communication of sanctions shall also be the same as the regulations for students as stated under 8, 9 and 11.

Article 10: Appeal Procedures and Committee of Appeal

The committee of appeal is distinguished from the disciplinary committee by the fact that it must include a university with a higher degree, e.g., president of the university if no other option is available.

The student will have the right of appeal against the imposed disciplinary sanction until seven calendar days after the notification of the decision. To this end, the student can submit a motivated request of appeal in writing. The student may appeal to appeal committee.

The disciplinary action regularly takes effect after the notification of the disciplinary committee. However, initiating an appeal procedure will suspend the disciplinary action until the student is officially notified of the final decision by the appeal committee unless the disciplinary committee decides that the situation may possess safety risks to the university community.

Within Ishik University it is not possible to appeal against a decision by the disciplinary committee of appeal, however, students may choose to appeal the university's decision through legal agencies.

Article 11: Confidentiality

Confidentiality is required in the initiation and developmental stages of the disciplinary case until a final decision is made including the appeal procedure. In other words, reporting and investigating a case; related meetings and all written materials must abide with confidentiality.

39. Procedures for Guests and Visitors

Ishik University annually receives many guests. Most of these guests come to the university through contacting the related department at our university. Thus, the procedures about these guests are not included under this chapter.

Guests of university personnel are defined as follows;

1. Guests that currently have a relationship with Ishik University. This relationship may be defined as business, educational, cultural, etc.
2. Guests that may have a relationship with Ishik University in the future and the reason for the visit is to establish a relationship. This relationship may be defined as business, educational, cultural, etc.
3. Exceptions to these if any, may be approved by the Administrative Vice President.
4. Guests may be given a tour of the university by the responsible department if requested by the Administrative Vice President. Additionally, tickets for meals may be obtained from the Administrative Vice President for these very guests.

Visitors of university personnel are defined as friends, relatives, or other third party visitors of university personnel that do not have any current direct or indirect relationship with the university as well as the reason for their visit is not to establish one.

Such visitors shall not visit university personnel except emergency situations during working hours. Supervisor of personnel may interrupt with the visit during working hours if he/she feels that working process is interrupted.

Visitors do not have the right to take advantage of university facilities unless otherwise is noted, including library, networking, internet, dining hall services and so on unless approved by the Administrative Vice President. In case of approval, for the purposes of this document, this visitor would be considered as a guest as defined above. Facilities that the visitors can use are a cafeteria and main waiting areas.

All visitors are expected to enter any university facility through the main entrance and sign in or report to the building's main office.

Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the university premises should immediately direct him or her to the building office or contact the administrator in charge. Any administrative or security personnel have the right to ask an unsupervised visitor an identity with a photograph if suspected. Violations of visitors are to be reflected to the related university personnel or the “acting host”.

Regularly, each and every attendant to classes must be enrolled in the university as a student no matter what the status of the student is. Please refer to student handbook for different types of student status. However, if for any reason, for instance, a legal guardian of a minor, of a 17 year old, which is under 18 years old, or any legal authority requests to attend a lecture, he/she may be permitted if a written request is made until 24 hours before the lecture takes place to the office of Administrative Vice President. If an approved office of Administrative Vice President will transmit this request to the related faculty to be implemented.

For visits to other personnel, visitors are strongly recommended to get an appointment beforehand. Secretaries are employed within all administrative units that can process these types of demands.

40. Outside Employment and Tutoring

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisors unless their personal contract does not already permit such an action. Approval for outside employment will be determined by the personnel hiring committee and primarily based on whether outside employment interferes with the duties of the regular assignment. Instructors are not allowed to privately tutor students of the campus for pay without approval from the university Senate.

41. University Activities

Staff members are recommended to attend and participate in as many university activities as possible. An instructor's presence projects support and interest to the students, the university, and the community. Many staff members will be involved in university related organizations, and clubs.

Among the activities that university personnel may attend as long as it does not contradict with personnel's working requirements under the condition of approval from the supervisor are as follows;

1. Student club activities that the university personnel sponsor or participate. Such activities must be decided by the executive board of the club, organized by the club members and approved by the Vice President for Extracurricular Activities depending on the nature of the activity as it can be either curricular or extracurricular.
2. Conferences, panels, symposiums, events, celebrations that are organized by faculties, departments or university Senate.
3. Especially for events that take place outside of university premises extra conditions may be present such as extracurricular field trips via vehicle transportation and excursions. If these events do not fall within the two categories mentioned above and it is an activity that university students organize however, not directly associated with the university, then any university personnel are strongly recommended to get a written consent from the Vice President for Extracurricular Activities to participate to such an event.

University personnel may not be part of activities that compromises individual rights associated with religious or ethnical issues as well as political activities.

For policies and details about the student clubs and possible activities that may take place, please refer to the student handbook.

4.2. Student Attendance

Punctual and regular university attendance is required at Ishik University. Based on regulations stated in student handbook each student must attend 80% of theoretical and 85% of practical courses and 70% theoretical and 80% practical provided a medical report by a committee to not to fail the courses. Excessive absenteeism and/or tardiness shall be reported by the academic personnel to the student affairs office via the related department as this problem may not be recognized readily in the student affairs office. The absence shall be recorded on the attendance sheet.

4.3. Student Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Instructors and administrators are responsible for reporting or taking disciplinary action based on a range of discipline management procedures that have been adopted by the university. Other employees that have concerns about a particular student's conduct should contact the faculty administrators or disciplinary committee if needed. Instructors must file a written report with the faculty administrators or disciplinary committee when they have knowledge that a student has violated the Student Code of Conduct.

Discipline should be handled by the professional staff members to the extent possible. The staff member should confer with the student, administrators, and other related third party people such as legal guardians in all unusual problems. Cooperation and understanding between these parties and the university can often eliminate problems before they develop into unpleasant situations.

44. Student records

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

1. The student
 2. Parents of a minor
 3. University officials with legitimate educational interests
- The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the department heads for assistance.

45. Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Thus, parents or students are encouraged to discuss problems or complaints at first with the instructors or the appropriate administrators at any time. Parents and students with complaints that cannot be resolved should be directed to the higher hierarchic level.

The organizational and hierarchical scheme of the university may be found at the university website or written documents available at the office of Administrative Vice President. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the attention of the Board of Trustees given that the procedures in place are followed as necessary.

Appendix 1
ISHIK UNIVERSITY

CODE OF CONDUCT

This code of conduct is the statement on Professional Ethics is to serve as a reminder of the general values, principles, and standards that undergird the profession. Intended to be a resource for faculty to carry out its activities ethically Statement on Professional Ethics highlights the following areas of faculty responsibility in professional practice:

1. to their disciplines;
2. to their students;
3. to their colleagues;
4. to their institutions;
5. to their communities;
6. for honest academic conduct;
7. for cultural and gender sensitivity;
8. for academic standards

These standards not limited to below mentioned practices, but they are exemplary to follow and adopt and they will be developed and improved periodically when the need arises.

1. Responsibility to Discipline

Faculty members should utilize developmental opportunities to grow and seek to maintain scholarly competence. Exemplar activities may include:

- Attending conferences
- Maintaining affiliation with professional organizations Taking
- Courses
- Using staff development, educational leaves, exchange programs and similar means on a continuing basis to enhance their expertise and teaching methods
- Keeping current in their field

2. Responsibility to students

Faculty members have responsibilities to students both inside and outside of the classroom.

Exemplar activities may include:

- Meeting classes as scheduled.
- Encouraging students to make use of office hours.
- Providing student access to course information and syllabi.
- Helping students become full participants in the university community.
- Encouraging students to become involved in extracurricular activities such as student Senate, student clubs, and sport activities, etc.
- Serving as club advisors to help promote student
- Leadership and citizenship
- Ensuring that students have adequate support services such as assessment, counseling, learning resources, career and transfer information.
- Creating an environment that stimulates students' intellectual curiosity and fosters the free exchange of ideas.
- Modeling and teaching critical thinking in the classroom.
- Ensuring academic honesty in the classroom.
- Being fair in evaluation of student work.
- Respecting and accommodating students with learning differences.
- Never exploiting students.

Cannot attempt to have emotional relationships, (engagement, marriage, etc.)

- Being fair and objective when providing letters of recommendations for students.

3. Responsibility to Colleagues

Faculty members have responsibilities that stem from the common membership in a community of scholars. Exemplar activities may include:

- Being actively involved in the hiring process of new faculty.
- Working toward meaningful evaluation, retention, mentoring, and promotion of all faculty.
- Being fair in the evaluation of colleagues.
- Serving on committees that recommend policies on academic and professional issues.
- Modeling professional and ethical ideals that collectively guide institutional behavior.
- Encouraging collegial behavior such as the sharing of resources ,best practices, and the development of learning communities.
- Fostering a collegial environment where freedom of expression ensures the open exchange of ideas.

4. Responsibility to Academic Institution (Ishik University)

Faculty members have contractual obligations as well as the obligation to contribute to the integrity of the institution. Exemplar activities may include:

- Following instructions from the department, entering to PIS (Personnel Information System) students' attendance records weekly, entering students' all necessary grades, and other relevant information instructed by the Department.

- Providing and delivering all the necessary reports, certificates, or other related documentation to the Department when need arises, like Check List for Summer Leave, etc.
- Following and implementing the instructions of the Examination Committee of the Department.
- Meeting classes, keeping office hours, and serving on committees (like Teaching Quality Assurance etc.).
- Monitoring the integrity of the institution as it applies to the conditions of the workplace.
- Critiquing the institution in order to improve it.
- Contributing positively to the academic climate of the institution to create a safe, trusting, non hostile and open learning environment.
- Treating all members of Ishik University community with fairness and respect.

5. Responsibility to the Community

Faculty members serve as role models to both students and community by participating in university sponsored activities and/or community events. Faculty demonstrates the importance of citizenship by actively engaging in such events. Exemplar activities may include:

- Obeying laws
- Contributing to charitable events

6. Responsibility for Honest Academic Conduct

Faculty members have responsibilities to reinforce university policies in the classroom and around the University. Exemplar activities may include:

- Making students aware of rules and regulations of the University
- Reinforcing respect for University policies by ensuring that students observe them in their presence.
- Including expectations of academic honesty in syllabi and handouts.
- Modeling scholarly behavior that fosters academic honesty.

7. Responsibility Toward Cultural, and Gender Sensitivity

Faculty members have responsibilities to demonstrate cultural and gender sensitivity that goes beyond tolerance and deference Exemplary activities may include:

- Respecting students as individuals.
- Recognizing both differences and similarities within the many cultures of our students and faculty.

8. Responsibility for Academic Standards

The university is in charge of preparing students for success in both careers and participatory citizenship. Lowering standards to pass students along undermines their abilities to meet future challenges. Faculty members have responsibilities for upholding academic standards. Exemplar activities may include:

- Maintaining a sound and fair standards while helping students understand and meet those standards.
- Providing a realistic view of what is expected of students in other educational institutions.
- Helping students understand what it means to be a contributing citizen and how they fit into the larger society.



THE FUTURE IS HERE
info@ishik.edu.iq