

اقلیم کوردستان – العراق
مجلس الوزراء
وزارة التعليم العالي والبحث العلمي
مديرية التعليم الخاص



هه‌ریکی کوردستان – عێراق
ئەنجومه‌نی وه‌زیران
وه‌زاره‌تی خوێندنی باڵا و توێژینه‌وه‌ی زانستی
به‌رپوه‌به‌رایه‌تی خوێندنی تایبته‌

Kurdistan Regional Government
Council of Ministers
Ministry of Higher Education & Scientific Research
Directorate of Private Study

No: 21852

Date: 31 / 10 / 2024

To / All private universities and institutes of the Kurdistan region

Subject / Generalization

Greetings...

Within this letter, we are sending a copy of the instruction (regulation) and condition of student's acceptance for the academic year (2024-2025) as attached in letter No. 21852 dated 31st October 2024. Starting from the date of this generalization letter, registration for seats at the private universities and institutes in the Kurdistan Region may start and the electronic system for information entry will be available from 3rd November 2024 to 12th November 2024.

For necessary actions with regards,

Signed

**Ibrahim Rashid Hassan
Director of Private Studies**



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The instruction (regulation) and condition of student's acceptance in private universities and institutes of the Kurdistan region for the academic year 2024-2025

Plan, Vision, and Mission of Ministry:

Under the lights of law number (2) of the year (2013) of private universities in the Kurdistan region and to organize and apply justice and transparencies in the study process and to ensure the scientific rank in private universities and institutes of Kurdistan region, the instruction (regulation) and condition-specific to student's acceptance in private university and institutes for the academic year (2024-2025) are within the plan of our ministry. Meanwhile, the aim is to preserve the students' rights in achieving the opportunity of studying in private universities/institutes of the Kurdistan region and creating balance in enrollment between graduates and the labor market by concentrating on preserving the quality of study and applying the basics of quality assurance and encouraging the private university and institutes in Kurdistan region.

First Article: Enrollment and Acceptance:

1. It is not a condition to accept all the students that apply their application form because the acceptance is according to some specific criteria and on the principle of average grade competition with other students.
2. Acceptance in the departments is going to be in an online system. That's why students have the right to be accepted in only one department in the private university and institutes of the Kurdistan region.
3. During the student's application for enrollment process in private universities and institutes, s/he should submit their high school certificate to that university or institute that s/he is accepted in it.
4. Students can not study in public and private universities or institutes at the same time, if s/he was accepted in both, s/he has to within 10 days after the announcement of the accepted names and registration has to decide their final decision and ask to withdraw their documents in one of the public or private university or institute, otherwise s/he will be enquired (interrogated).
5. If the student's name was returned in one of the private universities/institutes and s/he officially registered themselves and later by their own will asked to withdraw their application and delete their name. s/he has to complete this process in 7 days only without paying any amount of money to the university/institute or keeping the students' original high school certificate at the university/institute. Otherwise, after a certain period, if the student is asked to withdraw their documents, they have to pay some amount from the tuition fee as mentioned. (In Course system – One semester, and in Yearly system – One Term, In a condition that the amount of money received by the university/institute from the student shouldn't exceed 50% of the tuition fee of one year) In the condition that the quota couldn't be filled, but if there were substitution student, no money will be taken from the student.



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6. The university/institute must complete the enrollment process of those students visiting the university/institute for registration otherwise, the university/institute will be held responsible for any mistakes, and they must reimburse the student.
7. The students have the right to fill three choices (options) for the private university/institute departments, and the choices are up to the student's willingness. This is an important measurement and primary in deciding in the acceptance place. The students must bear in mind the general and private acceptance conditions and select only the departments and studies that suit their desire, high school branch, and their average mark.
8. The student can apply their application to more than one university/institute in order to be accepted in the department that s/he will select.
9. The student must pay an amount of their tuition fee and register their names in within 3 days after their acceptance in the private university/Institute if not, the university/institute can erase the student's name and accept another student following the student rank.

Second Article: General Acceptance Condition:

General acceptance conditions are related to the following points:

1. The least average mark for enrollment in the private university is 55%.
2. The application process of the student enrollment in private universities and institutions must be in accordance with the Misnistry of Education rules and regulations.
3. Students who apply for the (Medical, Engineering and Science) faculties have the right to only calculate the scientific lessons (Biology, Physics, Chemistry, Mathmatics and English) marks as an average excluding language-related lessons (Arabic and Kurdish) only if the student has successfully passed all the lessons.
4. The credit system will be applied for this year's studies in all departments of private universities/institutes in the Kurdistan region except the medical departments.
5. Students must be high school graduates from scientific, literature, trade, and vocational of the ministry of education of Kurdistan region or the Iraqi Federal government. Their diplomas must be approved by the general education directorate of their governorates.
6. Graduates of institutes (5 years) of the ministry of education or institutes (2 years) of the ministry of higher education and scientific research will be accepted in the similar department which they have studied. Likewise, graduates of Teacher Developing Institutes (2 years or 5 years) will be accepted in a similar department of their specialties. Also, the graduates of nursing institutes of the ministry of health will be accepted in a similar department of their specialties.
7. Graduates from foreign countries are also accepted after equalizing their certificates in the General Examination Directorate of the Ministry of Education.
8. The final acceptance of the student at a university/ institute is bound to the high school, institute, certificate equalization original transcript.



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9. Student residents of Middle and South of Iraq who have completed their high school abroad can register for enrollment to a private university/institution only after they equalize their graduation certificate at the General Examination Directorate of the Ministry of Education.
10. Medical Examination must be done for specific departments at the university/institution, if the student does not pass at the medical examination, they must change the department they had registered for enrollment.
11. All the students who have graduated in high school at other years except 2023-2024 will be considered previous year students.
12. Acceptance of international students shall be in accordance with the official letter of the presidency of council ministers/ office of admin. & Fin. Affairs/directorate of administrative no. (12778 dated 23/9/2024).
13. The directorate of the private studies will decide the acceptance average mark by an appendix letter in case of opening any new department.
14. Anyone who submitted a fake certificate to the university/institute for enrollment, and later in any stage of their study, when s/he was observed and proved. s/he will be eliminated from the university/institute, and if s/he were graduated, the certificate would be canceled without any reimbursement, and s/he will face the law. A copy of the fake certificate will be given to the public prosecutor. The related university/institute must follow up the case and send a copy of the fake certificate to all the ministry, apparatus, organizations, and syndicates in the Kurdistan region and federal Iraq to be aware of this case.
15. Students who have finished their high school studies in the Middle and South of Iraq and International Students have the same rights as graduates of Kurdistan Region for acceptance at private universities and institutions considering point number 8 of this generalization.
16. Students from outside of the country that is applying for enrollment in the departments that have differentiation course. They have to identify the grade of those courses to the General Examination Directorate of the Ministry of Education.
17. Acceptance of students at the private universities and institutions will be announced after (7) days of acceptance at governmental universities and institutions. If a student was not accepted in any governmental university/ institution or wants to study at a private university/institution s/he has the right to get an application form from private university/institution.
18. If there was any mistake in the list of accepted student's names or any non-qualified student has been accepted, their names shall be removed from the list and replaced with a student whose average grade rank fits the average acceptance grades after the Ministry approval.
19. Graduates of Institutions who have received their diploma certificate abroad and want to apply for a university in the Kurdistan Region can apply for only one university/institution of their related specialty after the equalization of their graduation certificate at the General Examination Directorate of the Ministry of Education. If the student's speciality was not specified s/he must get her/his field of speciality selected at the time of their graduation certificate equalization.
20. Students who have been accepted in a private university/ Institution, must fulfill all the requirements of their study program including their attendance. If a student is an employee at a governmental organization, s/he must get a leave-for-study approval according to regulations



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available at the time of acceptance. If a student gets an employment at the time of acceptance. s/he must postpone their study until the regulations of leaving for study request can be approved.

Third Article: Conditions of Studying in the Private University and Institute:

1. Studying in all departments of universities, university colleges, and institutes will be with all the scientific department and social sciences in the mornings.
2. The ratio of students for each lecturer in the social sciences and the scientific departments will be under the instruction number (3) of 2016.
3. Acceptance of the quota plan in the private universities/institutes is related to implementing all measurements and instructions of quality assurance.
4. The applied students will not be counted as a student in one of the private universities or institutes until s/he receive a ministerial acceptance decree from the ministry of higher education and scientific research and later a university decree\ will be issued by the university.
5. After accepting the student in one of the private universities/institutes in the Kurdistan region, s/he has to submit the original high school certificate in only 15 days.
6. The studying period in private universities is 4 years. The graduates will receive bachelor's degrees in their specialties, with respect to the period of studying in the specialties of medicals, engineering, and law and those universities that are applying credit system or bologna process.
7. The studying period in the private institutes is 2 years, and the graduates will receive diploma degrees in their specialties.



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Fourth Article: Average Degree for Enrollment in the Private Universities / Institutes for 12th grade high schools (Scientific & Literature)

College / Institute	Department	Minimum Average Degree for Enrollment	Branch
Medical	Dentistry	87	Scientific
Medical	Pharmacy	81	Scientific
Medical	Nursing	72	Scientific
Engineering	Architecture	77	Scientific
Engineering	Civil	77	Scientific
Engineering	Petroleum and Mining	74	Scientific
Engineering	Computer & Communication	72	Scientific
Engineering	Electricity	72	Scientific
Engineering	Mechatronics	72	Scientific
Engineering	Mechanics	72	Scientific
Engineering	Industrial	72	Scientific
Engineering	Interior Design	72	Scientific
Engineering	Control System	72	Scientific
Engineering	Software	72	Scientific
Engineering	AI	72	Scientific
Engineering	Survey	75	Scientific
Engineering	Aviation	72	Scientific
Engineering	Environment	67	Scientific
Science	Medical Analysis	59	Scientific
Science	Medical Chemistry Analysis	59	Scientific
Science	Medical Biology	59	Scientific
Science	Medical Laboratory	59	Scientific
Science	Medical Treatment	59	Scientific
Science	Radiology	59	Scientific
Science	Anesthesia	59	Scientific
Science	Optical Sciences	59	Scientific
Science	Nutrition	55	Scientific
Science	Social Health	55	Scientific
Science	Physiotherapy	55	Scientific
Science	IT	57	Scientific



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Science	Information System	57	Scientific
Science	Laboratory Technology	59	Scientific
Science	Biology	59	Scientific
Science	Environment	57	Scientific
Science	Mathematics	57	Scientific
Science	Physics	57	Scientific
Science	Medical Physics	59	Scientific
Science	Accounting by IT	57	Scientific
Science	Dental Science Technology	67	Scientific
Health Sciences	Radiology Technology	59	Scientific
Applied Sciences	Radiology Techniques	59	Scientific
Applied Sciences	Medical Analysis	59	Scientific
Health and Dental Techniques	Dental Techniques	67	Scientific
Health Technology	Nursing and Social Health	55	Scientific
Health Technology	Physiotherapy	55	Scientific
Health Technology	Nutrition	55	Scientific
Health Technology	Medical Chemical Analysis	55	Scientific
Health Technology	Radiology Techniques	55	Scientific
Health Technology	Anesthesia Techniques	55	Scientific
Health Technology	Physiotherapy	55	Scientific
Health Technology	Medical Informatics	55	Scientific
Language and Education	Kurdology	55	Scientific + Literature
Language and Education	Kurdish Language	57	Scientific + Literature



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Language and Education	Arabic Language	57	Scientific + Literature
Language and Education	English Language	57	Scientific + Literature
Language and Education	French Language	55	Scientific + Literature
Language and Education	General Education	55	Scientific + Literature
Language and Education	Specific Education	55	Scientific + Literature
Language and Education	Translation	55	Scientific + Literature
Language and Education	Kindergarten	55	Scientific + Literature
Language and Education	Computer Education	55	Scientific + Literature
Language and Education	Physics	57	Scientific
Language and Education	Biology	59	Scientific
Language and Education	Chemistry	55	Scientific
Language and Education	Mathematics	55	Scientific
Language and Education	Sociology	55	Scientific + Literature
Language and Education	Archology	55	Scientific + Literature
Language and Education	Painting Education	55	Scientific + Literature
Language and Education	Physical Education	55	Scientific + Literature
Language and Education	Islamic Education	55	Scientific + Literature
Language and Education	Religion Comparison	55	Scientific + Literature
Administrative and Economic	Accounting (Accounting & Finance)	55	Scientific



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Administrative and Economic	Administrative Business	55	Scientific + Literature
Administrative and Economic	Economic	55	Scientific + Literature
Administrative and Economic	Bank & Finance (Finance Science & Banking)	55	Scientific
Administrative and Economic	(Marketing) & (Electronic Trading)	55	Scientific + Literature
Administrative and Economic	General Administration	55	Scientific + Literature
Administrative and Economic	Health Administration	55	Scientific + Literature
Administrative and Economic	Tourism Administration	55	Scientific + Literature
Administrative and Economic	Information System Administrative (Technology Administration)	55	Scientific
Administrative and Economic	Law Administration	55	Scientific + Literature
Law and Politics	Law	62	Scientific + Literature
Law and Politics	International Relations & Diplomacy	57	Scientific + Literature
Law and Politics	General Communication	57	Scientific + Literature
Law and Politics	Politic Science	57	Scientific + Literature
Law and Politics	General Politic	57	Scientific + Literature
Law and Politics	Eastern Research	55	Scientific + Literature
Art	Media	55	Scientific + Literature
Art	Interior Design (Graphics & Multimedia Design)	57	Scientific
Human Resources	Human Resources	55	Scientific + Literature
Institute	Dental Building	57	Scientific
Institute	Dental Care Nursing	57	Scientific
Institute	Pharmacy	57	Scientific



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Institute	Medical Analysis	55	Scientific
Institute	Nursing (Emergency and Aesthetic Nursing)	54	Scientific
Institute	Anesthesia	55	Scientific
Institute	Administrative Business	50	Scientific + Literature
Institute	Administrative Health	50	Scientific + Literature
Institute	Law Administration	50	Scientific + Literature
Institute	Banking Administration	50	Scientific + Literature
Institute	Petroleum and Gas Administration	50	Scientific + Literature
Institute	Tourism Administration	50	Scientific + Literature
Institute	Information Technology Administration	50	Scientific
Institute	Health Information System Administration	50	Scientific + Literature
Institute	Accounting	50	Scientific
Institute	Tourism Guidance	50	Scientific + Literature
Institute	Agricultural Instruction	50	Scientific
Institute	English Department (Language and English Art)	50	Scientific + Literature
Institute	Media (Digital Media)	50	Scientific + Literature
Institute	IT	50	Scientific
Institute	Network	50	Scientific
Institute	Decoration Engineering	50	Scientific
Institute	Computer Design	50	Scientific
Institute	Petrol Purification	50	Scientific
Institute	Oil Well Drilling Technique	50	Scientific
Institute	Petroleum Technology	50	Scientific
Institute	Survey	50	Scientific

The applicant shouldn't be more than 40 years for the physical education department.



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Grade list of Related courses (Credit)

College/ Institute	Department	Scientific 1 Literature 2 Scientific + Literature 3	K	A	E	M	H-B	G-C	E-P
Engineering	Architecture	1			10	10			10
Engineering	Civil	1			10	10			10
Engineering	Petroleum and Mining	1			6	8		8	8
Engineering	Computer & Communication	1			10	10			10
Engineering	Electricity	1			10	10			10
Engineering	Mechatronics	1			10	10			10
Engineering	Mechanics	1			10	10			10
Engineering	Interior Design	1			10	10			10
Engineering	Control System	1			10	10			10
Engineering	Software	1			10	10			10
Engineering	Industrial	1			10	10			10
Engineering	AI	1			10	10			10
Engineering	Aviation	1			10	10			10
Engineering	Survey	1			10	10			10
Engineering	Environment	1			5		10	10	5
Science	Computer Science	1			5	20			5
Science	Information System	1			5	20			5
Science	Medical Laboratory Sciences	1			5	20			5
Science	Biology (General Biology)	1			5		15	10	
Science	Anesthesia Sciences	1			5		15	10	
Science	Optical Sciences	1			5		15	10	
Science	Environment	1			5		10	10	5
Science	Mathematics	1			5	20			5
Science	Physics	1			5	10			15
Language and Education	Kurdology	1	20	5	5				



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Language and Education	Kurdology	2	15		5		10		
Language and Education	Kurdish Language	3	20	5	5				
Language and Education	Arabic Language	3	5	20	5				
Language and Education	English Language	3	5	5	20				
Language and Education	French Language	3	10	5	15				
Language and Education	General Education	3	10	10	10				
Language and Education	Specific Education	3	10	10	10				
Language and Education	Translation	3	10	10	10				
Language and Education	Kindergarten	3	10	10	10				
Language and Education	Physics	1			5	10			15
Language and Education	Biology	1			5		15	10	
Language and Education	Chemistry	1			5	5		20	
Language and Education	Mathematics	1			5	20			5
Language and Education	Sociology	3	10	10	10				
Language and Education	Archeology	3	5		5		10	10	
Language and Education	Computer Education	1			5	20			5
Administrative and Economic	Accounting (Accounting & Finance)	1		5	5	20			



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Administrative and Economic	Administrative Business	1	5	10	5	10			
Administrative and Economic	Administrative Business	2		10	5	5			10
Administrative and Economic	Economic	1		5	5	20			
Administrative and Economic	Economic	2			5	10			15
Administrative and Economic	Bank & Finance (Finance Science & Banking)	1		5	5	20			
Administrative and Economic	(Marketing) & (Electronic Trading)		5	10	5	10			
Administrative and Economic	(Marketing) & (Electronic Trading)	2		10	5	5			10
Administrative and Economic	General Administration	1	5	10	5	10			
Administrative and Economic	General Administration	2		10	5	5			10
Administrative and Economic	Health Administration	1	5	10	5	10			
Administrative and Economic	Health Administration	2		10	5	5			10
Administrative and Economic	Tourism Administration	3	5		5		10	10	
Administrative and Economic	Information System Administration	1			10	15			5
Administrative and Economic	Law Administration	1	10	10	10				
Administrative and Economic	Law Administration	2	5	10	5		10		
Law and Politics	Law	3	10	10	10				
Law and Politics	International Relations & Diplomacy	1	10	10	10				
Law and Politics	International Relations & Diplomacy	2	5	10	5		10		



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Law and Politics	General Communication	1	10	10	10				
Law and Politics	General Communication	2	5	10	5		10		
Law and Politics	Politic Science	1	10	10	10				
Law and Politics	Politic Science	2	5	10	5		10		
Law and Politics	General Politic	1	10	10	10				
Law and Politics	General Politic	2	5	10	5		10		
Law and Politics	Eastern Research	1	10	10	10				
Law and Politics	Eastern Research	2	5	10	5		10		
Art	Media	3	10	10	10				
Art	Interior Design (Graphics & Multimedia Design)	1			10	10			10
Human Resources	Human Resources	3	10	10	10				
Institute	Administrative Business	1	5	10	5	5			
Institute	Administrative Business	2		10	5	5			10
Institute	Law Administration	1	10	10	10				
Institute	Law Administration	2	5	10	5		10		
Institute	Banking Administration	1	5	10	5	10			
Institute	Banking Administration	2		10	5	5			10
Institute	Petroleum and Gas Administration	1	5	10	5	10			
Institute	Petroleum and Gas Administration	2		10	5	5			10
Institute	Tourism Administration	3	10	10	10				
Institute	Information Technology Administration	1			10	15			5
Institute	Health Information System Administration	1	5	10	5	10			
Institute	Health Information System Administration	2		10	5	5			10
Institute	Accounting	1		5	5	20			
Institute	Tourism Guidance	3	10	10	10				
Institute	Agricultural Instruction	1			5		15	5	5
Institute	English Department (Language and English Art)	3	10	10	10				



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Institute	Media (Digital Media)	3	10	10	10				
Institute	IT	1			10	15			5
Institute	Network	1			10	15			5
Institute	Decoration Engineering	1			10	10			10
Institute	Petrol Purification	1			10			15	5
Institute	Oil Well Drilling Technique	1		5	5	5			15
Institute	Petroleum Technology	1			10			5	15
Institute	Survey	1		5	5	10			10

Fifth Article: Specific Enrollment Conditions for the graduates of Vocational Branches

No.	Department	Minimum Average Degree for Enrollment in University	Minimum Average Degree for Enrollment in Institute	Branch
1	Architecture Engineering	87		Industrial High School - Geometry Drawing Dept.
2	Civil Engineering	87		Industrial High School - Geometry Drawing Dept.
3	Interior Design Engineering	87		Industrial High School - Geometry Drawing Dept.
4	Electric Engineering	82		Industrial High School - Electric Dept.
5	Computer & Communication Engineering	82		Vocational High school - IT Dept. - Computer Repairing Dept.
6	Mechanics Engineering	87		Industrial High School - Mechanic Dept. - Automobile Repairing Dept.



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7	Interior Design		52	Industrial High School - Geometry Drawing Dept.
8	Nursing	77	57	Nursing High School - Nursing Dept.
9	IT, Information System, Computer Science, Computer Network, Security	67	52	Vocational High school - IT Dept. - Computer Repairing Dept.
10	Computer Design		52	Industrial High School - Geometry Drawing Dept.
11	Accounting (Accounting & Finance)	57	52	Trading High School
12	Administrative Business	57	52	Trading High School
14	Law Administration	57	52	Trading High School
15	Banking Administration	57	52	Trading High School
16	Banking and Finance	57	52	Trading High School
17	Islamic Education	57		Islamic Study High School - Religion School
18	Religion Comparison	57		Islamic Study High School - Religion School
19	Agriculture Instruction	57	52	Agricultural High School
20	Tourism (Tourism Administration, Tourism Guidance, Tourism Science)	57	52	Tourism High School
21	Oil Well Drilling Technique		52	Industrial High School - Mechanic Dept.



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22	Petroleum Technology		52	Industrial High School - Mechanic Dept.
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Sixth Article: Specific Enrollment Conditions for the graduates of 5 years institute belong to Ministry of Education

No.	Department	Minimum Average Degree for Enrollment in University	Branch
1	Petroleum & Mining Engineering	87	Petroleum Technique Dept.
2	Computer & Communication Engineering	87	(Network – Programming – Web Design) Dept.
3	IT, Information System, Computer Science, Computer Network, Security	57	(Network – Programming – Web Design) Dept.
4	Media	57	(Network – Programming – Web Design) Dept.
5	General Administration	57	(Network – Programming – Web Design) Dept.
6	Business Administration	57	(Network – Programming – Web Design) Dept.



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7	English Language & Translation (Language and English Art)	57	English Language Dept.
8	Accounting Administration & Accounting Finance	57	Accounting and Administration Dept.
9	Islamic Education and Religion Comparison	57	Graduates of Azhar Institute in a condition that not older than 30 years.
10	Physical Education	57	Physical Education
11	Art of Design	57	Art of Design Dept. in Art Institute

Seventh Article: Specific Enrollment Conditions for the graduates of technique institute

No.	Department	Minimum Average Degree for Enrollment in University	Branch
1	Dentistry	80	2 nd place over governorate in Technical Dental Dept. / Public Institutes
2	Dentistry	80	1 st place over governorate in Dental Dept. / Private Institutes
3	Pharmacy	80	2 nd place over governorate in Pharmacy Dept. / Public Institutes
4	Pharmacy	80	1 st place over governorate in Pharmacy Dept. / Private Institutes



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5	Nursing	69	Nursing Dept.
6	Medical Analysis	59	Medical Analysis Dept.
7	Medical Biology	59	Medical Analysis Dept.
8	Medical Laboratory	59	Medical Analysis Dept.
9	Medical Radiology	59	Radiology Dept.
10	Physiotherapy	59	Physiotherapy Dept.
11	Nutrition	59	Nutrition Dept.
12	Social Health	59	Social Health
13	Anaesthesia Sciences	59	Anaesthesia Dept.
14	Civil Engineering	77	Construction Dept.
15	Electricity Engineering	69	Electricity Dept.
16	Computer & Communication Engineering	69	Computer – Communication – IT – Electricity – Electronics Dept.
17	Mechanics Engineering	69	Mechanic Dept.
18	Petroleum and Mining Engineering	75	Petroleum Technology Dept.
19	Survey Engineering	75	Survey Dept.



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20	Mechatronics + Energy Engineering	69	Mechanic + Energy Dept.
21	Interior Design Engineering	69	Design Dept.
22	Law	57	Administrative Law Dept.
23	IT, Information System, Computer Science, Computer Network, Security	57	IT – Network Dept.
24	Language & English Art & Translation)	52	Graduates of English Language Dept.
25	Language & English Art & Translation)	50	Graduates of Translation Dept.
26	Accounting (Accounting & Finance)	50	Accounting Dept. - Banking Administrative Dept.
27	Administrative Business	50	Administrative Business Dept. – Administrative Petroleum and Gas Dept.
28	Banking and Finance (Banking and Finance Science)	50	Banking Administrative Dept.
29	Marketing (Trading and Electronic Trading)	50	Marketing Dept.
30	Administrative Law	50	Administrative Law Dept.
31	Administrative Health	50	Administrative Health Dept.
32	Media	50	Media – Computer – IT Dept.
33	Tourism	50	Tourism Guidance – Administrative apparatus tourism Dept.
34	Administrative and Petroleum & Gas	50	Administrative Petroleum and Gas Dept.

Eight Article: according to the guidelines announced for technical diploma in Kurdistan Region number (6) in 2024 for application of student graduates from high school (scientific & literature & 5-year institutions) to the private institutions.



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No.	Department	Minimum Average Degree for Enrollment in University	Graduation Branch
1	Interior Decoration	50	All Graduates (scientific & literature & 5-year institutions)
2	Trading Administration, Hotel administration, Trading and Communication	50	All Graduates (scientific & literature & 5-year institutions)
3	Physiotherapy	50	All Graduates (scientific & literature & 5-year institutions)
4	Material and Construction Technology	50	All Graduates (scientific & literature & 5-year institutions)
5	Automotive Diagnostic Technology and Automotive Servicing	50	All Graduates (scientific & literature & 5-year institutions)
6	Mobile Telephone Services and Repair, Regenerative Power	50	All Graduates (scientific & literature & 5-year institutions)
7	IT Support and Maintenance, Electronic Product Assembly and Servicing	50	All Graduates (scientific & literature & 5-year institutions)
8	Beauty Care	50	All Graduates (scientific & literature & 5-year institutions)
9	Motion Graphics	50	All Graduates (scientific & literature & 5-year institutions)



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10	Heating, Venting, and Air-conditioning	50	All Graduates (scientific & literature & 5-year institutions)
11	Dressmaking	50	All Graduates (scientific & literature & 5-year institutions)
12	Dental Construction	50	All Graduates (scientific & literature & 5-year institutions)
13	Medical Equipment Maintenance	50	All Graduates (scientific & literature & 5-year institutions)
14	Agriculture, Gardening, Food making	50	All Graduates (scientific & literature & 5-year institutions)
15	Real Estate	50	All Graduates (scientific & literature & 5-year institutions)
16	Technical English	50	All Graduates (scientific & literature & 5-year institutions)

Ninth: Authentication of certificates

1. No student would receive a bachelor's degree if they did not approve verification from the iraqi or the krg ministry of education. Also, the submission of this type of verification must be done with a classified letter.
2. Graduates who are residents of the central and southern iraqi cities outside of krg must have their diplomas verified by the ministry of education of the iraqi federal government.
3. After graduating, a student's certificate and degree will not be approved if the student doesn't have a ministerial decree of enrollment and a university decree of graduation per the active regulations and principles.
4. The university or institute must stamp the graduation degree transcript of each student with the signature of each of the employees that prepares it, head of the registry, head of the department, dean of college or institute, and the university president, otherwise, the degree transcript will not be approved.



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5. The university or institute must stamp the graduation certificate and support letter for a student with the signature of the head of the registry, dean of the institute, or the university president, otherwise, it will not be approved.
6. Regarding article number (25) of the principle number (2) of (2013), approving any graduation certificate, transcript, or support letter, a specific space should be left to be approved by the Ministry of Higher Education and Scientific Research.
7. Every student has the right to receive a copy of their graduation degree transcript in Kurdish, Arabic, and English for free in private universities and institutes. However, the writings of each certificate template must separately be in the language that a graduate asks for, not the same template with different languages.
8. When a graduate asks for a second copy of a certificate, the university or institute can demand a maximum of 15000 Iraqi dinars.
9. Every student has the right to receive a copy of a graduation support letter in Kurdish, Arabic, and English. The writings of each certificate template must separately be in the language that a graduate asks for without charging the graduate any payment.
10. While giving a support letter to a student, the official whereabouts must be clearly shown and stated.
11. While approving the graduation degree transcript or support letter by the Ministry of Higher Education, other documents must be attached, such as copies of the high school diploma, ministerial decrees of enrolment, and graduation.

Tenth: administrative duties

1. It is a must for students who are government employees to get permission letters from their directorates when their studies are parallel to their working time, otherwise, their certificates will not be approved by the ministry after they graduate.
2. Each student must have a dossier where all their documents are kept, specifically their high school diplomas, with the ministerial and university enrolment decrees.
3. The students can only start education after the preliminary acceptance announcement anything before that is opposite to the regulations.
4. A University/Institute can not open registration process or do reklams for registration before the announcement of registration guidelines according to the ministerial order number (7973) dated (24/5/2016) specified for specifying a fine during infringement actions will be taken according to the guidelines.
5. All private universities and institutes must publish all their terms and regulations on their electronic websites.



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6. The administrative regulations must be done successively as the following:
 - A. Approving the admission plan by the ministry.
 - B. Submitting online applications via the (PS Line).
 - C. Executing an agreement between the student and the university or institute.
 - D. Receiving the first installment of the tuition fees from students.
 - E. Issuing the final ministerial decree for students' admission.
 - F. Proceeding the university decree for the admission of students
7. The university or institute must have its own stamp on every issued document, and the agreement with students must be signed and stamped.
8. Universities can benefit from examining students' instructions, numbers (1) and (2) in (2009), considering private university's study regulations and bologna process protocols.
9. It is a must for private universities and institutes to follow all quality assurance, life long learning and safety procedure principles and maintenance of the academic level.
10. Whenever there is a cooperation between a private university with a foreign one, approval from the Ministry of Higher Education will be considered to get permission for any cooperating mission.
11. Annual contract forms between students and the university will be sent to the ministry to organize, approve, and execute them. No other contracts will be accepted if they have not been approved by the ministry of higher education and scientific research.
12. For any unusual situation that is not stated in the instructions above, regulations of the public universities will be considered in respect of every private university's special regulations.
13. Within the start of every course, the private universities and institutes must send the list of their staff and students to the statistics department of the private universities and institutes.
14. Changing the time schedule of studying from between evenings and mornings is never permitted, and only hosting students can take place where giving a certificate will be under the student's previous study schedule.
15. The student can postpone/ freeze the study year before a month of starting the first-semester examination.
16. In the system of the courses, if the student's absence in a year reached more than two lectures due to the attendance, the termination will be obeyed for the student due to the



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exceeding rate of absence regarding the regulations the student will be failed in both courses according to bologna process protocol guidelines.

Eleventh: financial regulations

1. There must be annual reconsiderations of the students' tuitions fees in respect to statement number (6) of the article number (12) in the 2013 rule number (2).
2. Charging yearly tuition fees from students must be done through a contract after the ministry approves of the amount of payment, and the payment should be in not less than (5) installment
3. Taking extra money from students as a punishment for paying late is not allowed a student must not be prohibited from entering final examinations due to payment delay. A student must be informed to pay during a specific time, and if the student does not pay after being warned, the university can dismiss them from taking the courses.
4. The private universities and institutes have the authority to announce the students before exams to pay the installations of tuition fees, and if the student didn't pay during this period, they have the authority not to allow them to see the result or attend the lectures.
5. Private universities and institutes cannot charge first-year students fees before students' enrollment is announced in the ministry, and a contract is signed with each student.
6. Opening new courses for students is not permitted except for preparatory schools, language, and computer courses with the condition that permission must have been taken from the ministry beforehand. The courses must be free of charge for the students at the university if permission has not been granted.
7. Private universities and institutes can Charge students with (4000 IQD) for forms.
8. A student's request for deferral or objections must not be charged with money.
9. Mark objections must not be charged with more than (3000) IQD for each subject.
10. Charging students to pay for repeating semestral or final examinations is not allowed.
11. Charging students to pay for receiving official letters for any address is not allowed.
12. Tuition fee is taken for all the services of the study process, which must be provided to achieve success and quality assurance for the students during their studies. Therefore, charging students for using internet services and the website or providing a parking lot, equipment for the labs, and the student ID card is not permitted.
13. When a university or institute defers the academic year of a student for any reason, it can charge the student with an amount of money not more than (30%) of the student's annual tuition fee. When the student returns in the next year, they must not be charged with more than (70%) of the tuition fee.
14. The universities and institutes should annually obey the severance of payment regarding financial regulations and instructions.



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15. Private universities and institutes must obediently execute all the ministerial instructions of 2016, article number (2), which is about the ministry's taxation from private universities and institutes.
16. The universities and institutes shouldn't register students out of the acceptance plan that has been approved by the MHE, charging fines for any disobedience in conducting the principles and instructions of the ministry. The student's name will be deleted from the acceptance list, and the university/institute should recoupment the student.
17. Private universities and institutes must follow the executing of the ministerial decrees number (7973) in (24.05.2016), which are about charging fines for any disobedience in conducting the principles and instructions of the ministry.
18. The private universities and institutes should send their annual budget plan to the MHE in July for peer review after that, the budget will be approved by the board of trustee's committee, and it is one of the rules of approving the plan of student acceptance of the same year which is based on the ministerial decrees number (2) of year 2016-minute number 2 of accepting fines from the private universities and institutes
19. Those students who have failed subjects they don't pay any percentage of the fee
20. If there are failed students of an academic year, the amount of their tuition payment must be as the following:

No.	Number of failed subjects in an academic year	Number of failed subjects in a semester	Received tuition fee
1	1 subject	1 subject	10%
2		2 subjects	20%
3	2 subjects	3 subjects	30%
4	3 subjects	4 subjects	45%
5	4 subjects	5 subjects	60%
6	5 subjects or more	6 subjects or more	100%

Twelveth: Transferring students

General Standard for transmission:

1. Students can transfer their study from private University/institute in middle and south of Iraq to the other private university in the Kurdistan region in one condition is that ministry should approve the university that the student are applying for.



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2. Its Condition to Gain the Approval and Acceptance from both Universities
3. The student must transfer to departments with similar field of speciality and available grades only.
4. A transferred student must pay 50% of tuition fee to the hosting university and 10% to ministry of higher education and scientific research.
5. Students must annually renew their transferring contract.
6. The student must oblige to the hosting university rules and regulations.
7. After completing the study program, the student's grades must be confidentially forwarded to the original university the student enrolled in.
8. A student can be hosted for all of their study stages except for last year.
9. Transferring Students are allowed only after First Grade.
10. Its Condition to Gain the Approval and Acceptance from both Universities.
11. The student must and Approved by Ministry
12. Transferring Student are Date till (30/9).
13. Transferring and Hosting Students from Private universities to (Government) universities are not allowed.
14. Changing your branch to the lower Branch are not allowed in private universities, if Student want to change and move from their branch to another branch, the accepted paper should be broken, and according to the instruction and condition for the new branch, the students' name will go in competition for the new branch and this changing should be stated in the Students file
15. .
16. Transferring students inside and outside Iraq must base on scientific measurement

A. Transferring from Private University in the same city in the Kurdistan region:

1. No available place for acceptance in the Branch, university, or Institution.
2. The decision of the discipline community to transfer students if the student broke the role for any reason.
3. transferring Student from Public (Government) university to private university are normal and allowed in condition if the average Student Grade is the same as the grade of university acceptance of his/her branch in that year and approve letter from both universities and doing Scientific equivalent.



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B. Transferring students between private Universities in different cities in the same region will happen in the following condition: -

- A. Transferring (moving) place of living of students family from one city to another city in the same region by providing formal paper evidence.
- B. Transferring (moving) place of working of Student if S/he was an employee or the Student Father was an employee by providing evidence paper.
- C. The Student got married from Different City.
- D. Passing away of student's parents.
- E. Chronic disease by providing doctor's report as evidence.

C. Transferring students from the universities of central and southern Iraq to the private universities of the Kurdistan Region.

- 1. During transferring students from central and southern Iraq, their average score must be equal to the average score of the students from the Kurdistan region. However, they got accepted, so the minimal average score should be considered.
- 2. The same principles and procedure for accepting students from the Kurdistan region must be applied for the students from central and northern Iraq with respect to the average score, except for the 21 points given to students of the region for passing the first year and first try and the 7 points given to students for passing the first year, but second try.
- 3. Regarding the instructions, the student who transfers should receive scientific equalization for acceptance.

D. Transferring abroad students to the special universities of the region.

- 1. Their average score must be equal to the average score of the students from the region with which they got accepted if they did not study at the high schools of Iraq and Kurdistan.
- 2. The university that the student studies at must be trusted and must be listed in the list of UNESCO's.
- 3. The scientific measure must be made for them according to the instructions.



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E. Transferring of regional students that hold regional high school certificates from the faculties of dentistry, pharmacy, and engineering departments of abroad universities to the private universities of Kurdistan region, the students are allowed in case they have successfully finished the first grade, and their high school marks should be as follow:

1. The students that have been accepted in the abroad universities in the academic year (2020-2021), their total average of high school should not be less than 85% for both faculties of dentistry and pharmacy during transferring to the private universities of Kurdistan region, for the students that have been started before (2020-2021) academic year their total average of high school should not be less than 80% during transferring to the faculties of Dentistry and pharmacy
2. For engineering departments, the total average should not be less than 75%.
3. The scientific measure must be made for them according to the instructions.
4. Approve letters from both universities and doing the scientific equivalent.

F. Hosting system:

Hosting system in the private universities in Kurdistan region and based on the instructions of the hosting system in the public universities letter No (2601/5) on (11/02/2008) will be as follow:

1. During the hosting of students from central and northern Iraq universities to private universities of Iraq, their average score must be equal to the average score of the students from the region. Therefore, the minimum average score should be considered.
2. The student who applies for hosting/ guesting should bring an approval letter from both universities.
3. The student who applies for hosting their specialist should be available in the private university with available grades.
4. Annually the hosting of the students in the private universities in Iraq should be renewed.
5. After ending the hosting period, the university should send the marks and results of the student to their university privately.
6. After finishing the studying period, the host university should confidentially send the grade to their university.

Thirteenth: The average of acceptance in private in the University and Institution



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Holding Diploma	The average of Acceptance in the General plan of Accepting	This year	previous year
Graduated from High School (6) Grade	80%	90%	10%
Vocational branch	5%	90%	10%
Graduated from 5-year institution that is related to the Ministry	5%	90%	10%
Graduated from 2-year Technical Institution	10%	90%	10%

1. It's not certain that all private universities and institutes receive the complete quota plan. It depends on their teaching staff, quality assurance, labs, and university environment.
2. The branches which are accepting only graduated from high school (6) grade. (90%) of the quota plan of acceptance is for the student from the current year (this year) and (10%) from the previous year.
3. Suppose the acceptance average is not filled with the student in the vocational branch, 5-year institution, and Technical Institution, they can accept the student from High School graduated in the condition. In that case, they have the same criteria (Qualification) of that branch.

Fourteenth: Related Subjects:

In Case the number of students that have the same average and they applied for the same branch, and this branch don't have enough chairs available in this case the name of student will go in competition according to the related subject it explained in the table below: -

Branch	Related Subjects
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Faculty of Dentistry	Chemistry/Physics/Biology
Faculty of Engineering	Chemistry/ Physics/Biology/ Mathematics
Faculty of Science Both Scientific and Education	Chemistry/Physics/Biology/ Mathematics
All other Faculty	Depend on branches

Fifteenth: Disabled students

1. Blind student can apply directly for private university and institute for one of the humanism departments.
2. If the disabled student gets accepted from university and institute but student physically cannot be adapted for his or her academy, student has authority to change their section, but it should be the mark for both department same
3. University and institute should pay attention for disabled students like (Lab – classes)

Sixteenth: Join and request

1. Each of student get his/her arrangement for those department, student cannot take exception to, student will be responsible for their mistakes
2. Having a problem or something to making problem for student should be write petition or inform someone in university or institute before expanding the problem for ministry

Seventeenth: The students' compliance with instructions

1. Students must comply with the study durations according to the students' regulations that is mentioned in our letter number (5/22130) of (14.12.2019), which has been generalized for every public and private university/institute. Therefore, to be certain about students' compliance with study times and examinations, investigations will take place by a special team of inspectors.



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2. After a student is finally admitted in one of the university/institutes of the KRG, he/she must comply with the process of studying, and students also must dedicate themselves to study and be present according the timetable of their curriculum.
3. When the amount of a student's absence reaches 10% without any permitted excuse, the student will be considered as failed in that year. However, if a student's absence exceeds 10% in only one lecture, the student will only fail in that lecture with the condition that the total absence must be less than 10%.
 - a) giving Initial warning to the student if the percentage was (%5)
 - b) giving the first initial warning if the percentage of absent was (%7)
 - c) giving the final warning if the percentage of absent was more than (%10) without any excuse and 15% with special conditions.
 - d) The student should fill the agreement forum with department that has been informed about attendance rate regulations of 10% with without any excuse and 15% with excuse regarding MHE decree No (22130/5) on (14/12/2009) that has been sent.
 - e) If the student reject to fill and sign on the agreement or didn't fill the regulations will be considered as the student filled and the regulations will be obeyed.
 - f) A copy of All the warning and instructions should be hanged on the panel of all departments.
 - g) A copy of all university decree and administrative decrees should be sent to MHE.
4. If a student is imprisoned according to a legal punishment law by the Iraqi government, the student does not have to be considered as failed while exceeding a 15% of absence.
5. If a student failed due to exceeds absence 10% will be failed only on that lecture without permitted excuse.
6. If a student's absence exceeds 15% while having one of the permitted excuses as (death of father, mother, brother, sister, spouse, and child, or having an illness which must be proved by evidence from medical reports), the student will be deferred by the university.

Eighteenth: Crossing

1. Crossing lessons is one lesson annual and two lessons in course.
2. If the student has two lessons in one course or one in an individual course the crossing
3. In the annual system the student can take one lesson to the next academic year according to the academic program.



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4. In the courses system the student can take two lessons to the next academic year according to the academic program.
5. In any case of crossing system based on government universities

Nineteenth: a suspended student who has returned to his/her study shall be re-suspended if:

1. If he/she didn't pass on the same year.
2. If the student didn't pass in two years in other stages.
3. The students will be handled according to the bologna process guidelines and regulations.

Twentieth: From the date of issuing these decrees, all the previous admission regulations will be canceled.

Dr. Aram Muhammad Qadir

Minister of High Education and Scientific Research