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ريكهوت: 2024 / / ي زابيني

التاريخ: 2024 / /

2724 / / ي كوردي

Based on the provisions of (Article 5) of the Law of the Ministry of Higher Education and Scientific Research of the Kurdistan Region of Iraq No. (10) of (2008) as amended, and the special meeting No. (1) of (2024). The following instructions have been announced:

**Guideline No. (12) of (2024) Guidelines for Higher Education/One-Year Academic Higher Diploma, Two-Year Higher Diploma in Occupational Clinical Medicine, Master's and Doctorate in Public Universities in the Kurdistan Region**

**Article (1): Definitions:**

The following terms have the meanings assigned to them:

**Government:** The Government of the Kurdistan Region of Iraq.

**Ministry:** Ministry of Higher Education and Scientific Research of the Kurdistan Region of Iraq.

**Office:** Office of Research and Development.

**Public Universities:** Kurdistan Regional Government-Iraq public universities.

**College:** College/Faculty/School.

**Medical Colleges:** Colleges of General Medicine, Dentistry, and Pharmacy.

**Department:** Scientific departments in colleges.

**Language Centers:** Language centers of public universities in the Kurdistan Region of Iraq.

**Law of the Ministry of Higher Education and Scientific Research:** The announced Law of the Ministry of Higher Education and Scientific Research of the Kurdistan Region of Iraq No. (10) of (2008).

**Article (2):**

General Conditions of Application:



### First: Average GPA:

1. For one-year academic higher diploma studies, the average GPA of a bachelor's degree is not a prerequisite for application. Any applicant with a bachelor's grade point average of 50% or more is eligible to apply.
2. To study for a master's degree 'the applicant must have a minimum of 60% of the average GPA of the bachelor's degree, except for graduates of medical colleges. Applicants with a bachelor's grade point average of less than 60% must first study for a one-year higher academic diploma in public universities ' and then they have the right to apply for a master's degree in a way that 60% of the grade will be based on the average grade of a one-year high school diploma and 40% of the grade will be based on the average grade of a bachelor's degree.
3. To study for a Ph.D., the applicant must have a minimum grade point average of 70% of the academic master's degree. The average grade point average of the bachelor's degree should not be less than 60% except in the following two cases:
  - a) Graduates of medical colleges who do not meet the requirements of the average bachelor's degree.
  - b) Holders of a master's degree who fall into one of the following categories:
    - Holders of permanent scientific titles from the Ministry of Higher Education and Scientific Research and the Ministry of Education.
    - Applicants who have fulfilled all the conditions for granting a scientific title following the relevant guidelines 'but have not been granted the scientific title due to non-employment or working outside the Ministries of Higher Education and Scientific Research and Education or for any other reason. In this case 'the Vice President for Scientific Affairs and Higher Education in the university will review the conditions for granting the applicant a scientific title under the guidelines and will be supported on this basis for application.

### Second: English Proficiency Certificate

1. For the one-year Higher Diploma in Academic Studies 'English language proficiency is not a prerequisite during the application process 'but the applicant must take the subject (English Language) as a module in the one-year Academic Higher Diploma Program for development and learning during both the first and second semesters of academic study.
2. For Master's studies, English language proficiency is a prerequisite for application, so the applicant must meet one of the following two conditions during the application process, otherwise he or she is not eligible to apply:
  - a. The applicant has obtained an equivalent level certificate (IELTS-Academic: 5) from the Language Centre.
  - b. The applicant has obtained an IELTS-Academic score: 5) TOEFL-IBT: 59, TOEFL-PBT: 414, and Pearson Academic-PTE: 52) in the international examination.
3. For doctoral studies, English language proficiency is a prerequisite for submission, so the applicant must meet one of the following two (2) conditions during the application process, otherwise he or she is not eligible to apply:

For the Humanities Department 'the English language proficiency requirements are as follows:

- a. The applicant has obtained a certificate of equivalent level of IELTS-Academic grade: 5) from the Language Centre.



b) The applicant has obtained an IELTS-Academic score: 5) TOEFL-IBT: 59, TOEFL-PBT: 414, and (5) Pearson Academic-PTE: 52 on the international examination.

For English language proficiency (Human ,Natural ,Practical ,Engineering and Medicine), the English language proficiency requirements are as follows:

- a. The applicant has obtained a certificate of equivalent level (IELTS-Academic: 6) in a language center.
- b. The applicant has obtained a score (TOEFL-IBT: 73, TOEFL-PBT: 497, IELTS-Academic: 6 Pearson Academic-PTE: 67) on the international examination.
4. Regarding the conduct of the international English language proficiency test (IELTS-Academic , TOEFL ,Pearson Academic-PTE) it is only used in the centers of the Kurdistan Region's provinces and independent administrations ,as well as in the United States ,the United Kingdom ,Canada ,New Zealand and Australia. Otherwise, the certificate will not be eligible.
5. Applicants are required to take the IELTS, TOEFL, and PTE exams during the application process and before taking the competitive entrance exam.
6. The certificate of the English language course of the Language Centers will be valid for three (3) years. International English language tests (IELTS-ACADEMIC ,TOEFL ,PEARSON-ACADEMIC-PTE) are valid for three (3) years (based on the date of the test) provided that the certificates (IELTS-ACADEMIC ,TOEFL ,PEARSON-ACADEMIC-PTE) which have passed two years must have been validated at the university.

### Third: Competitive Admission Examination:

1. For one-year academic higher diploma studies, a competitive admission examination will not be conducted because this study is to increase the average score of bachelor's degree to apply for higher education/master's degree with higher education/master's degree from universities abroad until their certificates are equalized.
2. For a two-year higher diploma of clinical occupational medicine, master's and doctoral studies, to be eligible to participate in the admission competition, the following conditions:
  - a. Applicants must pass the competitive admission examination and obtain at least (20) marks out of (40) marks allocated for the examination.
  - b. For a two-year higher diploma in clinical medicine, master's, and doctoral studies, the departmental scientific committee must identify several subjects and after approval by the departmental council can also identify several supporting resources and announce it to the student applicants for proper preparation for the admission examination.
  - c. All questions of the entrance examination (multiple-choice question -MCQ) must reflect the level and cognitive ability of the applicant, and answering any question incorrectly will result in the deletion of a correct answer.
  - d. The questions and their relevant typical answers and the examination papers will be designed and prepared scientifically and academically by an expert committee according to the expertise of the departments.
  - e. After the exam, a copy of the answer master sheet will be given back to the applicant and the typical answers to the questions of the admission examination should be announced immediately after the examination.



- g. After the completion of the competitive admission examination, the process of reviewing the examination papers will be carried out immediately and the results must be announced within less than (48) hours. However, the scoring process will not be announced until the verification and approval procedures are completed by the university presidency and the ministry.
- h. The ministry/office shall supervise the competitive examination process for admission to universities to determine the mechanism for conducting the examinations.
- i. For the competitive entrance examination, the marks obtained will be counted, i.e. the marks are not rounded and no curve is given.
- j. The competitive entrance examination will be conducted in written form only (in the form of electives - (MCQ).
- k. A committee must be assigned by the Faculty/Department to organize the examination process.
- l. The lecturers assigned for the preparation of the examination questions must submit typical answer sheets with the examination questions they prepare.
- m. A special committee at the level (college or department) should supervise the examination process submitted to the examination committee if a teacher has a relationship up to grade 4 with an applicant for the same specialty, he/she must not participate in the process of asking questions and making mistakes in the competitive examination for that specialty.

#### Fourth: Age:

1. For the one-year academic Higher Diploma, the age is not considered for application because the study will be in parallel.
2. For a master's degree, the applicant who is a permanent employee in government institutions in the Kurdistan Region and Iraq must not be older than 45 years (based on years). Older applicants can apply to the parallel study program.
3. For doctoral studies, the applicant who is a permanent employee in government institutions in the Kurdistan Region and Iraq must not be older than 50 years (based on years). Older applicants can apply to the parallel study program.
4. For unemployed applicants, consider no age condition and they are exempted from this requirement to apply for higher education/master's and doctoral studies.

#### Fifth: Years of Service:

1. For applicants who are employed (permanent employees) in the ownership of one of the government institutions in the Kurdistan Region and Iraq 'the conditions of years of service by the relevant law and the content of Directive No. (11) of 2021 of the Presidency of the Council of Ministers of the Kurdistan Region regarding the issuance of study permits and Directive No. (5) of 2021 of the Ministry regarding the issuance of study permits shall be provided.
2. Applicants who have not been permanently employed in one of the government institutions in the Kurdistan Region and Iraq, meeting the conditions of the graduation years and exceeding the date of obtaining the last degree are not considered and they have the right to apply directly. In the event of an



incorrect disclosure of information, the student's name will be immediately ordered to be removed and legal action will be taken against him/her.

### **Sixth: Regarding applicants who are residents of the Kurdistan Region and are not holders of Iraqi nationality:**

1. Citizens from outside the Kurdistan Region and Iraq have the right to apply to the parallel system with the same conditions and criteria mentioned in this guideline.
2. The Ministry of Higher Education in cooperation with universities, has the right to grant scholarships to international applicants to continue their higher education in the universities of the Kurdistan Region after obtaining the approval of the Prime Minister's Office.

### **Article (3):**

#### **Arrangement of the Admission Competition and the Criteria of the Ranking System Based on the Points:**

1. For the study of a one-year higher diploma in the Academy, the criteria of the scoring system for the admission competition shall be based on the average of the Bachelor's Degree, and the applicants who obtained the highest score will be accepted according to the percentage of the plan and the number of seats approved by the Ministry so that the average score of 50% of the Bachelor's degree will not receive any points for entering the competition. Based on the average score of the Bachelor's degree, the points are calculated for the score.

2. For master's studies (the criteria of the scoring system for the admission competition will be based on the average of the bachelor's degree and the entrance exam and the applicants who obtained the highest score will be admitted according to the percentage of the plan and the number of seats approved by the Ministry as follows:

A. First, the following formula will be applied, the average score of 60% of the Bachelor's will not be awarded any points for entering the competition. Bachelor's degree holders in medical colleges with an average bachelor's degree of less than 60% will not receive any credits. In the case of holders of a one-year academic higher diploma in the Kurdistan Region's universities, %60 of the total number of one-year academic higher diplomas and 40% of the bachelor's degree will be summed and it will be the grade for higher education/master's degree application. No points will be awarded to students with an average of 60% for entering the competition and one point will be added to each score (1) more than 60% and the same principle will be applied to the other points based on the average points of the score.

- Average: degree of the student (تتيكراي نمره ي پيشكه شكار)
- Maximum: maximum number of the degree (بهزرتين تتيكراي نمره لهم سألدا)
- Minimum: minimum number of the degree (نزمترین تتيكراي نمره لهم سألدا)

$$\text{Standard score} = \frac{2 * \text{Average} - (\text{max} + \text{min})}{(\text{max} - \text{min})}$$



$$\text{Standard degree (New Average)} = 75 + \text{standard score} \times 20$$

**Standard Score:** is the number that is the same for different years or groups, unitless, for the above equation and each year, or university or department, the value is between  $-1 \leq \text{standard Score} \leq 1$ .

**New Average:** To calculate the new average because The total score or middle score is between 50 and 100, so we choose 75 (and 20 times the standard score) to fall within the range (55--- 95) for all (years or universities).

**Note:** According to the statistical equations (the standard score) is calculated as follows:

$$\text{Standard score} = \frac{\text{degree} - \text{Mean}}{\text{standard deviation}}$$

To calculate the mean and standard deviation, all the grades of the applicants' year of graduation are required (which is difficult because applicants are calculated from a large number of different universities and different years).

- B. Because the competitive examination is conducted on (40) marks, so obtaining a mark of (20) in the examination will not result in any points and (0) zero (points), and with each increase of mark above 20, (1) one point is counted.

1. For doctoral studies, the scoring system for the overall competition will be based on the overall score (Bachelor's, Master's, and entrance examination, scientific research and innovation, and quality assurance process except for parallel seats). They will be admitted according to the plan and the number of seats approved by the Ministry as follows:-

- The average score of 60% of the bachelor's degree does not receive any points for entering the competition 'and with each score increased 'one point will be calculated for the student based on the average point of the bachelor's degree. Bachelor's degree holders in medical schools with an average bachelor's degree of less than 60% will not receive any credits.
- The average grade of the academic master's degree does not receive any points from (70%) and (0) will be zero (points) and with each grade (1) will receive one point and the points will be calculated based on the average points of the master's degree.
- Since the competitive entrance exam is conducted on 40 marks, the achievement of a score of 20 in the exam will not get any points, and (0) will be zero (points), and with each increase of (1) marks will be given one point and also according to the test points the points will be calculated.



- d. Scientific research and scientific innovation for the competitive admission process will be pointed out as follows:
- For the publication of (1) one research in an international scientific journal with an impact factor in the list of clarivate analytics, ten points will be awarded to the applicant, provided that he has obtained the research in his master's thesis.
  - For the publication of (1) one study in an international scientific journal with Scopus (Q1+Q2) (7.5) seven and a half points will be awarded to the applicant and for (Scopus) (Q3+Q4) (6) six points will be awarded to the applicant on the condition that he has not obtained the research in his master's thesis.
  - In exchange for the publication of (1) one research paper in a local scientific journal in the universities of the Kurdistan region and scientific institutions licensed by the ministry and the public universities of the Federal Republic of Iraq, (5) points will be awarded to the applicant provided that he has not obtained the research in his master's thesis.
  - Acceptance Letter for research publication is not considered.
  - A scientific invention (patent) is registered in one of the accredited institutions and is accredited by the ministry, ten (10) points will be awarded to the applicant.
  - Scientific research and innovation must be in line with the applicant's specialty otherwise, they will not be considered.
  - Joint research will be credited in the humanities is counted only up to the rank of third researcher and also in the field of pathological, natural, practical, architectural and medical sciences only up to the rank of fourth researcher.
  - The total number of points awarded in the Journal of scientific research and Innovation is 25 points to enter the competition.
  - The quality assurance process (teacher portfolio and continuous academic development) for holders of scientific degrees will be calculated only for general seats (exempting parallel seats) as follows:
    - the highest grade obtained in one of the last two years of study in the teacher cadet will be the criterion for receiving points. For example, if the applicant has four (4) marks in the teacher portfolio he will be awarded (4) four points and the other grades will be calculated on the same basis. The highest score obtained in one of the last two years of study in the continuous academic development program is 0.05 in the form of a percentage and the divided score will be the admission point for entering the competition and points will be calculated. For example, if the student has a score of 80 in the CAD, he will be awarded four points (4) points, and the other grades will be calculated on the same basis.
    - If the student applicant did not have CAD of TP they shall not get any points.



**Article (4): Conditions and requirements for opening one-year academic higher diploma, master's, and doctoral studies:**

1. To open one-year academic higher diploma studies in any department, it is necessary to have at least (5) five holders of doctorate degrees or (5) five holders of academic degrees (lecturers) and their general specialization in the same field The department These teachers must be on full-time staff or assigned to the same department or a joint academic partnership with universities regarding the exchange of teaching staff according to an approved official agreement, provided that at least (3) three teachers of the said staff Above, they must be full-time staff of the department that opens the study and (2) two staff teachers must be from the other university and be practically involved in the teaching process. In this regard, staff who are assigned to a particular department should not be present in another department.
2. To open a master's degree in any department, at least (3) three assistant professors and (3) three doctoral degree holders with two published post-doctoral researches) and their general expertise in the same field of study is, or { (2) Two Assistant Professors and (4) Four PhD holders who have two published postdoctoral research papers and have general expertise in the same field of the department. These teachers must be full-time staff or in the same department Assigned or have a joint academic partnership with universities regarding the exchange of teaching staff and supervision of the higher education process according to an approved official agreement, provided that half of the above staff are full-time staff of the department and practically participating in the teaching and supervision process. In this regard, the staff who are assigned to a particular department should not be present in another department and have not passed the supervision mission according to the guidelines.
3. To open doctoral studies in any department, it must have at least {(1) one professor and (3) three assistant professors} or {(5) five assistant professors}, and their general expertise must be in the same field of study. These lecturers must be full-time staff or assigned to the same department or have a joint academic partnership with universities regarding the exchange of teaching staff and supervision of the higher education process, according to a formal agreement, provided that half the number of staff The above mentioned should be full-time staff of the department that opens the study program and the second half of the staff should be from the other university and be practically involved in the teaching and supervision process. In this regard, the staff who are assigned to a particular department should not be present in another department and their supervision should not exceed the guidelines.
4. Universities that wish to open one-year academic higher diploma, master's, and doctoral studies in any department and field must have the department in the university.
5. To open a one-year academic higher diploma and master's degree, the department must have at least two (2) bachelor's degree graduates. To open doctoral studies, the department must have at least two master's degree graduates.



- Regarding the specialty of medical colleges, the above requirements (1, 2, and 3) are counted at the college level.
- Regarding similar departments of the same university such as (Kurdish and Kurdish, English and English, Chemistry and Chemistry, etc.), in case of the above conditions (1, 2, and 3), the staff of the departments can be merged To open one-year academic higher diploma, master's and doctoral studies in both departments Department staff should be cooperatively involved in the learning process.
- Universities can prepare plans for one-year higher education/higher diploma of academic 'master's and a doctorate in the departments in which the study of one-year higher diploma of academics 'master's and doctorate has been previously opened and now they have the conditions (1,2, and 3) above and the continuing requirements 'i.e. according to the presence of experts with the required level of knowledge and the percentage of the previous study plan One-year high school diploma 'master's degree 'doctorate and other academic requirements.
- For those departments that want to open a one-year higher diploma in academic 'master's and doctoral studies for the first time and have the above conditions (1,2,3,4, and 5) 'they can submit a proposal for the opening of the study to the Ministry/Office for evaluation and approval by the Ministry and the Office of Quality Assurance and Management.
- For those departments that want to open a one-year higher diploma in academic 'master's and doctoral studies for the first time and have the above conditions (1, 2,3,4, and 5) can submit a proposal for the opening of the study to the Ministry/Office for evaluation and approval by the Ministry and the Institution.
- Each of the two private universities (Qaiwan University and Tishk International University) licensed by the Ministry of Higher Education and Scientific Research of the Kurdistan Region will be granted the right as a pilot project only for the opening of higher education/master's studies in partnership with one of the public universities of the Kurdistan Region through an officially approved agreement with the same content as mentioned in this guideline including quality assurance and reliability.

**Article (5): Scientific Requirements for Obtaining a Higher Diploma, Master's and Doctoral Degree:**

- The details of the study program for the semesters of study for the one-year academic higher diploma and the two-year professional clinical medicine, master's, and doctoral degrees will be published in an appendix.
- The duration of study for a one-year academic higher diploma is (1) one year, the period of study for a two-year postgraduate diploma in occupational clinical medicine is (2) two years, the period of master's studies is two (2) years, and the duration of doctoral studies is three (3) years.
- For master's and doctoral studies, the faculty council has the authority to extend the study period for six months for the first time, and the university council has the authority to extend the study period for six months for the second time. The Minister of Higher Education and Scientific



Research will then have the power to extend the period of study for six (6) months for the third time (which is the last extension). On the other hand, the student/student is directly responsible for the removal of the student's name from the study program.

4. Regarding the extension of study permits for permanent employees in government institutions in the Kurdistan Region, by Regulation No. (11) of the year (2021) of the Presidency of the Council of Ministers of the Kurdistan Region (2021) of the Ministry on the issuance of study permits, extension of study permits for The first and second periods will be with basic salary and fixed allowances, and the third extension will be without salary and allowances (which is the last extension).
5. A student with a master's degree in all fields (humanities ,natural sciences ,practical ,architectural and medical sciences) must obtain the approval of publication (acceptance letter) for (1) one scientific research published in his master's thesis in a local scientific journal licensed by the Ministry of Higher Education and Research of the Kurdistan Region or a local scientific journal published by the public universities of the Federal Republic of Iraq. If a student's research interest is accepted in an international journal that has been approved for publication, the journal must be indexed in the Clarivate Analytics or Scopus list.
6. The Ph.D. student in all fields (Pathology ,Natural Sciences ,Practical ,Engineering and Medicine) must meet one of the following conditions before discussing his Ph.D. thesis:
  - a. Approval for publication (acceptance letter) for (1) one scientific study based on his/her doctoral thesis in a scientific journal with an "impact factor" that is indexed in the Clarivate Analytics list.
  - b. Acceptance letter publication approval for (2) two scientific papers in his/her doctoral thesis in such a way that (1) one scientific research is indexed in the SCOPUS list + (1) one scientific research in a local scientific journal licensed by the Ministry of Higher Education and Research of the Kurdistan Region or a local scientific journal published by the federal public universities of Iraq.
7. Students and students of the Humanities Doctorate must meet one of the following requirements before the completion of their doctoral thesis:
  - a. Fulfills one of the requirements of paragraphs (a) and (b) of point (6) above.
  - b. Approval of publication (acceptance of publication) for (2) two scientific studies derived from his doctoral thesis in a local scientific journal licensed by the Ministry of Higher Education and Research of the Kurdistan Region or a local scientific journal published by the federal public universities.
8. During the period of doctoral studies, the student may go abroad for three (3) to six (6) months according to an official agreement between the supervisor and the foreign university, to familiarize him/herself with the system of such study and conduct some research and conducting experiments in the scientific laboratory and benefiting from the scientific resources of the university. In this case, the doctoral student's leave will financially follow the Sabbatical Leave system For those who belong to the



Ministry's departments and go out to the supervisor in terms of financial aspects according to the Sabbatical Leave System. The following points must be taken into account:

- If the student does not need to go abroad to a foreign university, the supervisor does not need to go out of the country.
- In the case of doctoral students studying in a parallel program, the leave of the student and supervisor mentioned above will be funded by the student.

#### Article (6): General Rulings:

- In the case of a one-year higher education diploma, the applicant must apply for the same department as his/her bachelor's degree.
- To study for a master's degree, the applicant's bachelor's degree and the department in which he wants to study for a master's degree must be of the same specialty, and the applicant must apply to the same department of higher education/master's degree based on the scientific department and the bachelor's degree obtained. However, if there is a similarity between the two bachelor's degrees and the department in which the applicant wants to study for a master's degree, then a scientific comparison should be made between the two bachelor's degrees by the scientific committee of the department and determine the needs of the applicant to study some subjects. If the scientific comparison rate reaches 65% or 2/3 of the subjects rather than the content of the lectures, the applicant can apply. It is also necessary to conduct a scientific comparison at the time of the application process and before the entrance exam and the student must take the subjects requested by the scientific committee of the department for one to two semesters and pass with not less than 60% marks for each subject before starting his master's degree.
- To study for a Ph.D, the applicant must have a bachelor's and master's degree in the same scientific department, otherwise he is not entitled to apply and he must submit his application to the same scientific department in the Ph.D. program.
- Candidates who have been sent abroad under human resource development programs or in any other way such as scholarships and have not completed their study program, or have been suspended from their study programs have the right to reapply for a new study program on the condition of following the present guidelines.
- In case of an extension of the study period for the third time for master's and doctoral studies, the student's supervisor will not be paid any financial entitlements and must continue to supervise the student's master's degree or thesis until the expiration of the period.
- In case of extension of study for applicants admitted in a parallel study program, the tuition fee must be paid to the university based on the annual tuition fee for the period of extension.
- No application will be accepted if all documents are not completed by the last date of submission, otherwise the applicant will not be eligible to participate in the competitive admission examination and the Vice President for Academic Affairs, Director of Postgraduate Studies,



Faculty Dean, Head of Department, and Director of Postgraduate Studies in the Department are responsible for auditing the documents and identifying the list of applicants who are eligible for the scientific proficiency test. The Ministry/Office has the right to monitor and audit the documents, the application process, and all false administrative procedures and take legal action.

8. During the application process for a one-year higher academic diploma, two-year higher diploma in vocational clinical medicine, master's degree, and doctorate, if the applicant is a full-time employee in one of the government institutions of the Kurdistan Region and Iraq The issuance of a study permit must be submitted with their admission papers Otherwise, he will not be eligible to enroll in the study program.
9. For full-time employees of government institutions in the Kurdistan Region and Iraq who are eligible for a study permit following the applicable laws and regulations for the issuance of a study permit in the Kurdistan Region as follows:
  - a. The local study permit in the public universities of the Kurdistan Region for the study of a one-year higher diploma in academics, a two-year higher diploma in occupational clinical medicine, and a master's degree and a doctorate will be in the form of full-time.
  - b. Only applicants who hold a master's degree who hold a permanent scientific title are members of the faculty and are owned by the institutions of the Ministry of Higher Education and Scientific Research, their license for doctoral studies will be in the form of part-time allocation following paragraph (12) of Article (7) of the University Service Law No. (23) of 2008.
10. Any employee admitted to higher education, fails to succeed in the acquisition of a study permit before starting his studies and does not obtain a study permit, his university admission order will be canceled immediately.
11. The applicant who has not been hired must sign a legal contract at the university that he has not been employed in any governmental organization and if he has given incorrect information his name will be immediately removed from the study and he will be held responsible for all legal actions taken against him.
12. Higher Diploma, Master's and Doctoral studies will be held in the morning.
13. Students can study similar subjects of the first-year courses as guests for the same department in another public university in the Kurdistan Region with the consent of both universities.
14. In no case can the student transfer his/her studies to another university inside the Kurdistan Region or outside the Kurdistan Region and abroad, or vice versa.
15. If only one student is admitted to a department, he/she can start academic studies provided that the examination questions and examination papers are checked by an expert committee, but universities are responsible for opening or not opening studies for only one Student due to financial costs.



16. There are no student substitutes in the postgraduate study programs only students are accepted based on the number of available seats.
17. Based on Regulation No. (11) of the Presidency of the Council of Ministers of (2021) on issuing study permits in the Kurdistan Region and Instruction No. (5) of the Ministry of (2021) on issuing study permits in the Kurdistan Region agents, those in this rank, members of parliament, provincial councils and directors Generals, heads of administrative units, and all employees with grade (High / A) and grade (High / B), until they reach that grade can not apply for a study permit, on this basis they can not apply for higher education / higher diploma Kurdistan Region.
18. In case of emergency and incapacity and according to official documents, students can request to postpone study only for only (1) one year before starting the study process and the request must be submitted by the party approved by the University Council, here the student cannot request deferment or suspension of studies during the academic process. Otherwise, the admission order will be canceled.
19. In case of submission of any incorrect documents by the applicant for application and admission to higher education / higher diploma, master's, and doctorate in Kurdistan universities, the name will be deleted directly by the university presidency.
20. Holders of a two-year vocational clinical higher diploma cannot apply for a doctorate without obtaining a master's degree.
21. Only the name of the student + supervisor must be included in the master's and doctoral thesis with the consent of the publisher and other names must not be shared.
22. The applicant must be a graduate of a local or foreign university recognized by the Ministry of Higher Education and Scientific Research of the Kurdistan Region.
23. The requirements for applying for the two-year higher diploma in occupational clinical medicine in the colleges of general medicine, dentistry, and pharmacy in public universities in the Kurdistan Region shall be the same as the requirements for obtaining the master's degree which is determined by the University.

#### Article (7): Plan and number of seats:

**First:** The ministry requests higher education plans from universities through the office. The university will prepare plans and determine the number of seats according to this guideline, taking into account the conditions of the teaching staff supervisor according to the applicable guidelines, as well as the availability of academic staff, engineering, and administrative infrastructure Public and private sectors. The study plan and number of seats are approved by the university council and then approved by the ministry/office.

**Second:** All seats for the one-year academic higher diploma will be in parallel.

**Third:** The two-year higher diploma in occupational clinical medicine, master's, and doctoral degrees will be allocated as follows:



1. Public seats shall be free of charge and shall be as follows:

A. Several public seats may be reserved for higher education institutions. In this case, only those who are full-time employees of all public universities in the Kurdistan Region and institutions affiliated with the Ministry of Higher Education and Scientific Research of the Kurdistan Region are allowed to compete among themselves for seats and the percentage of seats will be applied on a nationwide basis. The candidate with the most points will be awarded based on the number of seats planned.

B. Several public seats may be reserved for permanent employees of the Kurdistan Regional Government (Kurdistan Region) and all applicants for permanent appointments (except employees and teachers of public universities and institutions affiliated with the Ministry of Higher Education) have the right to apply for these seats and compete among themselves for the seats and to apply for the number of seats on a percent basis. It will be the first time that the winner will be able to score the most points based on the number of seats he has played.

2. Parallel Seats: Several seats can be allocated in parallel for all applicants and applicants who are not employed or employed in government institutions are eligible to apply for parallel seats. Applications will be based on the number of parallel seats and the applicant with the highest number of points will be admitted according to the number of seats planned.

3. If there are vacant seats in all types of higher education seats, these seats will not be filled at all.

4. No university is allowed to increase the number of students in addition to the plan approved by the Ministry otherwise, legal action will be taken against them.

5. Seats shall not be reserved for any public or private ministry or institution, but the employees of these institutions may apply for public and parallel seats by the provisions of paragraphs (1) and (2) of this Article.

6. Applicants must select only one seat offering method at the time of application and must not apply for two seat offering methods. Otherwise, the right to both methods will be lost.

7. Regarding the chairs of doctoral studies, a title and a preliminary proposal for doctoral studies should be submitted to the head of the scientific department by each lecturer who has the conditions for supervision according to the relevant guidelines and the proposals should be based on new and non-repetitive scientific topics and the needs of government institutions and the labor market and reflect the problems of the time in both the public and private sectors and further serve the scientific process in Kurdistan. The goal is to connect the community and the community. The proposal should then be evaluated by the Scientific Committee of the Department and approved by the Departmental Council and the Faculty Council, and then a copy of the proposal will be sent to the Ministry/Department. Applications will not be submitted until the completion of the first semester of doctoral studies.

## Article (8): The Financial Aspect of Education

1. Applicants who are admitted to public seats will study for free, meaning that all the cost of tuition will be borne by the university that opened the study.



2. Applicants admitted in parallel courses will bear all tuition fees such as annual tuition fees and use of laboratory equipment. Therefore, applicants must sign a legal undertaking at the university during the application process that they are willing to bear the full cost of their studies.
3. Parallel tuition fees are proposed by the University Council and then approved by the Ministry/Office of Administration and Finance.
4. First-degree relatives such as (daughter, son, and spouse) of martyrs of the battlefield and genocide of the Kurdistan Region, as well as political prisoners and detainees of the Kurdistan Region (those receiving monthly allowance) himself or one of his children, if they are admitted to higher education following the requirements of this guideline on parallel courses, at the time of admission Letter of support signed by the Minister of Martyrs and Anfal Victims of the Kurdistan Region during the application process indicating that the Ministry will bear the tuition fees according to the contents of Financial Instruction No. (20) of the Ministry of Finance and Economy of the Kurdistan Region They will not be charged tuition fees but the financial aspect of their annual tuition fees will be paid accordingly The content of the above guidelines shall be the responsibility of the Ministry of Martyrs and Anfal Victims.
5. Persons with special needs in the Kurdistan Region only (100% blind and 90% visually impaired) if they are admitted to higher education following the conditions stipulated in this guideline then only those with special needs will be exempted from the annual tuition fee and will study at the universities free of charge at the time of submitting a letter of support signed by the Minister of Labor and Social Affairs of the Kurdistan Region during the application process.

#### Article (9):

Following Directives No. (2) of 2022 and No. (1), (2), (3), (4), (5), (6), (7), (9), and (11) of 2023 of Higher Education, no directives, generalizations, ministerial orders, written or any previous decision regarding higher education that is contrary to the provisions of this Directive shall be applied and the students(s) who have been admitted in the past and are currently continuing their studies shall be subject to the guidelines and generalizations and The previous chapters and chapters will continue to be written.

#### Article (10):

This directive shall be implemented from the date of its issuance and shall be published in the Official Gazette of Kurdistan.

#### Reasons for Publishing

To regulate the conditions and procedures of application and competition methods to achieve equal opportunities, fairness, and transparency in the application and admission process in higher education and improve the level of higher education Opportunities to continue higher education in its universities The Kurdistan Region for applicants, and the training of professionals and the development of both skills (teaching and research) for higher education institutions, government and private sector, and linking higher education to the needs of public and private institutions and the Kurdistan labor market This directive was issued to propose appropriate solutions to the problems in the Kurdistan Region.



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L. Minister of Higher Education and  
Scientific Research