

**THE GUIDES FOR PROMOTING SCIENTIFIC RANK IN MINISTRY OF HIGHER EDUCATION  
INSTITUTIONS:**

FINAL COPY

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CHAPTER ONE

TERMS AND CONDITIONS TO OBTAIN SCIENTIFIC TITLE

**ARTICLE ONE:**

**SCIENTIFIC RANK IN KURDISTAN CONSISTS OF THE FOLLOWINGS:**

- 1- ASSISTANT LECTURER
- 2- LECTURER
- 3- ASSISTANT PROFESSOR
- 4- PROFESSOR

**ARTICLE TWO:**

**CONDITIONS TO OBTAIN ASSISTANT LECTURER TITLE:**

- 1- HOLD A MASTER DEGREE
- 2- TEACH AND RESEARCH PERMANENTLY IN ONE OF THE HIGH EDUCATION  
INSTITUTIONS.
- 3- PARTICIPATED IN METHOD OF TEACHING COURSE AND PASSED IT SUCCESSFULLY.
- 4- ATTENDED AND PASSED IN THE EXAM OF SCIENTIFIC TITLE.

### **ARTICLE THREE:**

#### **THERE ARE TWO WAYS TO OBTAIN LECTURER TITLE:**

##### **FIRST WAY:**

- 1- HOLD A PHD DEGREE OR EQUILEVENT.
- 2- TEACH AND RESEARCH IN ONE OF THE ACADIMEC SECTOR.
- 3- PARTICIPATED IN METHOD OF TEACHING COURSE AND PASSED IT SUCCESSFULLY ( MUST ATTEND 4 WEEKS COURSE OR 90 HOURS )
- 4- ATTENDED AND PASSED IN THE EXAM OF SCIENTIFIC TITLE

**NOTE:** IF THE APPLICANTS OBTAIN THE SCIENTIFIC TITLE BEFORE PHD DEGREE THEREFORE FOR PHD DEGREE THERE IS NO NEED TO DO NUMBER 3 AND 4 ABOVE.

##### **SECOND WAY:**

- 1- AT LEAST TEACH AND REASEARCH THREE YEARS AS ASSISTANT LECTURERE PERMENANTLY IN ONE OF THE UNIVERSITIES.
- 2- AT LEAST PUBLISHED TWO ARTICLE ( MUST MENTION THE ADDRESS AND TYPE OF PUBLISHER)
- 3- SUCCESFULLY CARRY OUT QUALITY ASSURANCE PROCESS FOR THREE YEARS AFTER OBTAINED SCINTIFIC TITLE.
- 4- SCINTIFIC TITLE PROMOTED ACCORDING TO THE INSTRUCTION GIVEN.

### **ARTICLE FOUR:**

#### **CONDITIONS TO OBTAIN ASSISTANT PROFESSOR TITLE:**

- 1- AT LEAST TEACH AND RESEARCH FOUR YEARS AS A TEACHER IN THE HIGH EDUCATIONAL INSTITUTION.
- 2- PUBLISHED FOUR ARTICLES AND MUST BE REGISTERED IN THE DEPARTMENT AND ONE OF THE ARTICLE SHOULD BE PUBLISHED ABOARD APART FROM KURDISH LIGUSTIC AND KURDISH LITRETURE EXPERTS AND ONE OF THE ARTICLE SHOUD BE PREPARED BY ONLY HIM OR HER.

- 3- SUCCESSFULLY CARRY OUT QUALITY ASSURANCE PROCESS FOR THE LAST FOUR YEARS.
- 4- THE APPLICANT DIDN'T RECEIVE ANY PENALTY FOR THE LAST FOUR YEARS, IF THE APPLICANT HAD FORMAL PENALTY FROM (HIS OR HER) DEPARTMENT IT WILL DELAY THE PROCESS OF PROMOTING.

**ARTICLE FIVE:**  
**CONDITIONS TO OBTAIN PROFESSOR TITLE:**

- 1- HOLD A PHD DEGREE OR EQUIVALENT.
- 2- AT LEAST TEACH AND RESEARCH SIX YEARS AS AN ASSISTANT PROFESSOR IN THE HIGH EDUCATIONAL INSTITUTION
- 3- PUBLISHED SIX ARTICLES AND MUST BE REGISTERED IN THE DEPARTMENT APART FROM KURDISH LINGUISTIC AND KURDISH LITERATURE EXPERTS AND ONE OF THE ARTICLES SHOULD BE PREPARED BY ONLY HIM OR HER.
- 4- ALL THE RESEARCH SHOULD BE IN THE SAME AREA.
- 5- PUBLISHED AT LEAST ONE ARTICLE WHICH HAS IMPACT FACTOR, APART FROM KURDISH LINGUISTIC AND KURDISH LITERATURE EXPERTS.
- 6- SUCCESSFULLY CARRY OUT QUALITY ASSURANCE PROCEDURE FOR THE LAST SIX YEARS.
- 7- THE APPLICANT DIDN'T RECEIVE ANY PENALTY FOR THE LAST SIX YEARS, IF THE APPLICANT HAD FORMAL PENALTY FROM (HIS OR HER) DEPARTMENT IT WILL DELAY THE PROCESS OF PROMOTING.
- 8- SUPERVISED AT LEAST TWO MASTER STUDENT OR ONE PHD STUDENTS.
- 9- FOR KURDISH LINGUISTIC AND KURDISH LITERATURE EXPERTS TO PROMOTE FOR PROFESSOR .CANDIDATE SHOULD MAKE EIGHT RESEARCHES AND ALL OF THEM SHOULD BE REGISTERED IN THE DEPARTMENT.

**ARTICLE SIX:**  
**TERMS AND CONDITIONS FOR THOSE RESEARCHES SUBMITTED FOR SCIENTIFIC PROMOTION:**

- 1- IN THEIR OWN SPECIALIZED AREA OR IN GENERAL AREA.
- 2- PUBLISHED IN ONE OF THE ACADEMIC JOURNAL.
- 3- THE RESEARCH DIDN'T USE FOR PROMOTION IN THE PAST.
- 4- IT SHOULDN'T COPY FROM HIGH DIPLOMA DEGREE OR MASTER OR PHD.
- 5- THE RESEARCH HAS BEEN DONE AFTER FINAL SCIENTIFIC PROMOTION AND REGISTERED IN SCIENTIFIC DEPARTMENT APART FROM MASTER STUDY IN HIGHER EDUCATION.
- 6- AFTER THREE YEARS OF PERMISSION TO PUBLISH THE RESEARCH AND DIDN'T PUBLISHED IT WILL BE IGNORED.
- 7- THE TAKEN RESEARCH FROM DIPLOMA OR MASTER OR PHD FOR THE SUPERVISOR WILL BE COUNTED IF IT IS NOT PUBLISHED OR THE SUPERVISOR'S NAME ON IT WITH THE STUDENT'S NAME WHEN HE OR SHE IS GOING TO PUBLISHING IT.
- 8- PHD RESEARCH APART FROM MEDICAL BOARD RESEARCH FOR STUDENT COUNTED AS CO-RESEARCH AND GET EIGHT POINTS.
- 9- MEDICAL BOARD RESEARCH CAN NOT GET ANY POINTS.
- 10- SECRET RESEARCH OR VERY SPECIAL CAN BE FORGIVEN FROM PUBLICATION BY THE MINISTER'S DECISION. BUT IT GOES THROUGH EVALUATION PROCESS AND IT SHOULD BE ONLY ONE RESEARCH.
- 11- **RESEARCHES WHICH USED IN CONFERENCES SHOULD CONSIST THE FOLLOWING TERMS AND CONDITIONS.**
  - 1- THE RESEARCH RELATED TO THE CONFERENCE.
  - 2- THE CONFERENCE IS ANNUALLY AND THE FIRST RESEARCH CAN NOT GET ANY POINTS UNTIL THE RESEARCHER PARTICIPATES THE SECOND CONFERENCE THEN IT WILL BE COUNT IT ALL TOGETHER.
  - 3- THE RESEARCH SHOULD BE AVAILABLE IN THE SITE AND PRINTED AND HAS (ISBN OR ISSN) AND HAS IT'S OWN INDEX AND THE RESEARCHER SHOULD SHOW THE LINK OF HIS OR HER RESEARCH IN THE INTERNET.
  - 4- THE RESEARCH READ BY ONE OF EXPERT FROM THE CONFERENCE.

5- IF THE RESEARCH READ IN THE CONFERENCE AND THEN PUBLISHED IN ONE OF THE JOURNAL THEN IT WILL BE COUNTED AS JOURNAL RESEARCH NOT CONFERENCE RESEARCH.

6- IF THE RESEARCH REGISTERED AS PATENT IN ONE OF THE OFFICAL INSTITUTION THEN WILL GET 8 POINTS.

### **ARTICLE SEVEN**

- PUBLISHED BOOK SHOULD CONSIST THE FOLLOWINGS:

1- HE OR SHE SHOULD BE A WRITER IN SPECIALIZED FIELD AND IN GENERAL.

2- TRANSLATED BOOK IS NOT ACCEPTED.

3- BEFORE TYPE THE BOOK HE OR SHE SHOULD GET PERMISSION FROM THE SCIENTIFIC COMMITTEE IN THE DEPARTMENT AND FROM TRANSLATION COMMITTEE AND UNIVERSITY DECISION.

4- AT LEAST THREE RESOURCES OF THE BOOK PUBLISHED RESEARCH OF ONE WRITER OR MORE.

5- FOR PROMOTION FOR ANY RANK ONLY ONE BOOK USED.

6- WHEN SUBMITTING FOR PROMOTION IF GET LESS THAN 8 POINTS WILL NOT BE COUNTED.

- CHAPTER OF THE PUBLISHED BOOK SHOULD CONSIST OF THE FOLLOWING:

- THE WRITER SHOULD BE ABLE TO WRITE IN THE SPECIALIZED AREA AND GENERAL AREA.

- TRANSLATING ONE CHAPTER WILL NOT GET ANY POINTS.

- FOR PROMOTION ONLY ONE CHAPTER CAN BE USED.

- IT IS NOT ALLOWED TO USE BOTH THE BOOK AND CHAPTER TOGETHER FOR PROMOTION RANK.

- WHEN HE OR SHE SUBMITTING FOR PROMOTION IF GETS LESS THAN EIGHT POINTS WILL NOT BE COUNTED.

## **ARTICLE EIGHT: JOURNAL TERMS AND CONDITONS**

PUBLISHED IN ONE OF THE FOLLOWINGS:

- 1- PUBLISHED BY ONE OF THE RECOGNIZED UNIVERSITY.
- 2- PUBLISHED BY ONE OF THE INTERNATIONAL ACADEMIC ORGANISATION AND IT SHOULD HAS IMPACT FACTOR AND THOMSON REUTERS.
- 3- PUBLISHED REGULARLY AT LEAST TWICE A YEAR.
- 4- SCIENTIFIC EVALUATION MUST TAKE PLACE BY PEER REVIEW FOR THE WHOLE PUBLISHED RESEARCH.
- 5- THE WRITERS SHOULD HOLD ASSISTANT PROFESSOR OR EQUIVALENT.
- 6- REGISTERED BY INTERNATIONAL ISSN
- 7- HAS IMPACT FACTOR

IF IT IS PUBLISHED AUTOMATICALLY SHOULD CONSIST THE FOLLOWING CONDITIONS:

- 1-THE WEBSITE WHICH IS PUBLISHING THE JOURNAL SHOULD BE AVAILABLE IN THE INTERNET.
- 2- PUBLISHED BY THOMSON REUTERS OR IMPACT FACTOR.

## **SECOND CHAPTER:**

SCIENTIFIC TITLE PROMOTION PROCEDURE:

### **NINTH ARTICLE:**

- 1- MAKING SCIENTIFIC COMMITTEE IN THE COLLEGE  
IN EVERY COLLEGE OR FACULTY THERE IS A COMMITTEE CONSISTS OF A HEAD OF THE COMMITTEE AND FOUR MEMBER. HEAD OF THE COMMITTEE HAS TO HAVE PROFESSOR DEGREE.
- 2- IF IN THE FACULTY THEY COULDN'T FIND SOMEBODY HOLD PROFESSOR DEGREE THEY CAN ASK OTHER COLLEAGES OR OTHER UNIVERSITIES.
3. THE COMMITTEE AMONG THEM THEY WILL CHOOSE DECISION MAKER AND SECRETARY.
- 4- THE PERIOD TO STAY IN THE COMMITTEE AS A MEMBER IS THREE YEARS AND ONLY ALLOWED TO EXTENDED ONCE.
- 5- THE COLLEGE BOARD ABLE TO MAKE CHANGE IN THE COMMITTEE ANY TIME THEY WANT.

### **ARTICLE TEN:**

MAKING A COMMITTEE FOR UNIVERSITIES OR POLYTECHNICAL UNIVERSITY.

**SAME AS ARTICLE NINE.**

### **ARTICLE ELEVEN:**

#### **PROMOTION PROCEDURE FOR SCIENTIFIC TITLE**

1- REQUESTED LETTER FOR PROMOTION AFTER COMPLETED A LEGAL TIME WITH ALL EVIDENCE AND DOCUMENTS.

A. THE REQUEST LETTER MUST BE SIGNED, DATED AND WRITE THE E.MAIL OF THE PERSON WHO APPLIES.

B. PROVIDE FOR COPY OF THE RESEARCH OR THE BOOK

C. PROVIDE THE MASTER AND PHD DEGREE

2- IT COULD BE POSSIBLE TO APPLY FOR SCIENTIFIC TITLE PRIOR TO THE ACTUAL DATE ACCORDING TO THE FOLLOWINGS:

1- TO APPLY FOR PROFESSOR ONE YEAR IN ADVANCE.

2- TO APPLY FOR ASSISTANT PROFESSOR SIX MONTHS BEFORE.

3- TO APPLY FOR TEACHER THREE MONTHS IN ADVANCE.

BUT GIVING THE SCIENTIFIC TITLE NEED TO COMPLETE LEGAL TIME.

4- THE HEAD OF THE DEPARTMENT WILL ASK THE APPLICANT TO DO A SEMINAR ABOUT HIS OR HER RESEARCH. TIME, DATE AND PLACE WILL BE GIVEN.

#### **5- HEAD OF THE DEPARTMENT CHECKING THE FOLLOWINGS:**

1- COVER LETTER

2- SEMINAR FORM

3- CERTIFICATE OF METHOD OF TEACHING.

4- PREVIOUS DECISIONS OF PROMOTION.

5- FOUR COPIES OF PUBLISHED RESEARCH.

- 6- IF THE APPLICATION OR PAPER WORK WHICH INCLUDES REQUEST LETTER FOR SCIENTIFIC TITLE COMPETED WITH OUT ANY MISTAKE (TWO WEEKS ALLOWED TO AMEND IF THERE IS ANY MISTAKE) THEN WITHIN THREE WEEKS WILL SEND TO THE DEAN AND THEN THE DEAN FILL THE ASPECIFIC FORM RELATED TO PROMOTION AND SEND IT TO THE SCIENTIFIC COMMITTI AND THEN THE COMMITTI MUST INFORM THE APPLICANT THAT THEY RECIVED THE APPLICATION FORM THEN AFTER AMONTH OF THE SEMINAR THE APPLICAN HAS RIGHS TO COMPLIAN IF THERE IS NO NEWS FROM THE COMMITTI.
- 7- FOR ALL PROMOTIONS THE SCIENTIFIC COMMITTI OF FACULTY WILL MAKE THE CHECK UP APART FROM THE PROFESSOR PROMOTION.
- 8- THE PERSON WHO EVALUATE MUST BE :
  - 1- EXPERT AND IN THE SAME FIELD OF THE APPLICANT.
  - 2- THEIR SCIENTIFIC RANK UPPER THAN THE APPLICAN'S RANK.
  - 3- EMPLOYED BY GOVERMENTAL INSTITUTION BUT PREFERED NOT FROM THE SAME UNIVERSITY OF THE APPLICANT.
  - 4- DID NOT RECIVE ANY PENELT BY THE UNIVERSITY IN THE PAST.
- 9- THEY HAVE 60 DAYS TO FINISH THE APLICANT'S PAPER WORK. IF THEY DONOT SEND IT BACK TO THE COMMITTI IN THIS PERIOD THEN THE COMMITTI WILL SEND IT TO ANOTHER ASSESOR.
- 10- AFTER THE APPICATION AND ALL THE PAPER WOEK RETURNED BACK TO THE COMMITTI THEN WITHIN THREE WEEKS THE COMMITTI WILL WRITE THEIR REPORT VIA THE DEAN OF THE FACULTY AND THE DEAN SUBMITTED TO CONCIL OF THE COLLAGE. AND THE COUNCIL WILL REPLY FORMALLY WITH IN THREE WEEKS TIME AND THEY WILL SEND IT TO THE PRESEDENT OF THE UNIVERSITY.
- 11- AFTER THE (KONOSS) MINUTE OF THE SCIENTIFC COMMITT ACCEPTED BY THE PRESEDENT OF THE UNIVERSITY THE DEAN WILL SEND ALL THE PAPER WORK TO THE SECRETERY OF THE PRESEDENT AND THEY WILL SEND IT TO ANOTHER COMMITTI FOR CHECKING.AFTER THAT IF EVERY THING ALL RIGHT THEN A UNIVERSITY DECISION WILL ISSUED.
- 12- FOR PROFESSOR RANK AFTER FOLLOWING ARTICLE ONE THE HEAD OF THE DEPARTMENT WILL SEND IT TO THE DEAN OF THE COLLEAGE.THEN THE APPLICAN



WILL SENT TO THE COMMITTEE THEN AFTER COMPLETED THEY WILL SENT IT TO THREE EXPERT BUT THEY SHOULD HAVE THE FOLLOWINGS:

1- EXPERT IN THE SAME FIELD.

2-THE EXPERT SHOULD HOLD PROFESSOR DEGREE.

3-EMPLOYED BY ONE RECOGNIZED UNIVERSITY.

TWO OF THE ASSESOR SHOULD BE ABOARD OUT OF THE COUNTRY.

IF EVERY THING IS OK THE UNIVERSITY DECISION WILL ISSUE.

13-THE PRESEDENT OF THE UNIVERSITIES WILL SEND TO OTHER UNIVERSITIES BY THE MINISTER CONFEDENTIONAL WAY.

14- PROMOTION FOR ASSISTANT OF THE UNIVERSITYIES AND DEANS THE PRESIDENT OF UNIVERSITIES POWER TO SEND IT TO THE SCIENTIFIC COMMITTI.

## **CHAPRET THREE:**

### **COMPLAIN**

#### **Article: twelve**

1- ANY APPLICANT CAN WRITE COMPLAIN AGAINST THE DECISION OF THE SCIENTIFIC COMMITTI BUT WITH IN 30 DAYS.

2- THE APPLICAN SHOULD WRITE DONE THE POINTS THAT HE OR SHE FEELS UNFAIR AND SUBMIT IT TO THE PRESEDENT OF THE UNIVERSITY VIA THE HEAD OF THE DEPARTMENT AND THE DEAN.

3- THE UNIVERSITY WILL MAKE THE COMMITTI OF THE FOUR MEMBERS AND THE HEAD OF THE COMMITTI.

4- THE COMMITTI WILL CHOICE SOMEONE AS DECISION MAKER.

5- THE COMMITTI WILL LOOK AT COMPLIANES, THEN REPLY.

6- IF THE COMPLIAN COMMITTI THINGES DIFFERENTLY FROM THE SCIENTIFIC COMMITTI THEN THE UNIVERSITY WILL SOR IT OUT.

## **CHAPTER FOUR:**

PROMOTION FOR SCIENTIFIC TITLES IN FINE ART COLLEAGUES:

ASSISTANT LECTURER IN FINE ART COLLEAGE IF APPLY FOR PROMOTION SAME  
PREVIOUS TERMS AND CONDITIONS WILL BE IMPLEMENTED.

1- IF THE APPLICANT APPLIES FOR SCIENTIFIC TITLE AND HIS OR HER BSC DEGREE FROM  
ART :

FOR THE PROMOTION THE APPLICANT SHOULD INVOLVE THE FOLLOWING ACTIVITIES:

1- CINEMA

2- MUSIC

3- PARTICIPATE IN A GALLERY SHOW IN KURDISTAN OR ABROAD.

## **CHAPTER FIVE**

### **FINAL DECISION**

#### **ARTICLE FOURTEEN:**

1- IF THE APPLICANT'S PAPER WORKS ALL ACCURATE THEN THE SCIENTIFIC  
DEPARTMENT WILL ACCEPT IT.

2- PASS THE QUALITY ASSURANCE PROCEDURE.

3- FOR ANY PROMOTION ONLY ONCE WILL USE IT IN THE CONFERENCE.

4- PUBLISH AT LEAST ONE OF THE RESEARCH FOR PROMOTION.

5- FOR PROFESSOR AND ASSISTANT PROFESSOR PROMOTION SHOULD ONE RESEARCH  
ON HIS OR HER OWN.

6- Attend and passed method of teaching course.

7- THE RESULT OF EVALUATION OF THE RESEARCH IT GOES DEPENDS ON 2/3 OF THE  
ASSESSOR.

8- IN THE INSTRUCTION IF THERE ARE ANY UNIVERSITIES MENTIONED IT WILL COVER  
POLYTECHNIC UNIVERSITIES TOO.

- 9- IT IS BETTER THE ASSESOR NOT FROM THE SAME DEPARTMENT OF THE APPLICANT WHO APPLY FOR SCIENTIFIC TITLLE
- 10- PREFERD THE ASSESOR DID NOT SUPERVISE THE APPLICANT'S THE MASTER OR PHD.
- 11- EACH PRIVATEUNIVERSITY SHOULD FIND A TWIN UNIVERSITY AND LET THE MINITERSY KNOW ABOUT IT FOR SCIENTIFIC PROMOTIONS AND THE PRIVATE UNIVERSITY SHOULD RESPONSIBLE FOR ALL THE COST.
- 12- ASSOSIATE PROFESSOR DEGREE IS EQUIVELENT TO ASSISTANT PROFESSOR.
- 13- ANY ACADEMIC MEMBER IF STAY AS A ASSISTANT LECTURER FOR FIVE YEARS HE OR SHE WILL MOVE TO ONE OF THE RESEACH CENTER IN SIDE THE COUNTRY OR ABROAD.
- 14- PROMOTION OF THE DEANS AND ASSISTANT OF PESEDENT OF THE UNIVERSITY OR PRESEDENT OF THE UNIVERSITY THE QUALITY ASSURANCE PROCEDURE FORGIVEN.
- 15- THE APPLICANT ALLOWED TO REQUEST THAT HIS OR HER RESEARCH DID NOT SEND TO TWO ASSESOR.
- 16- FOR PHD HOLDER WHO HAD FINISHED ABROAD AND TAUGHT FOR A CERTAIN PERIOD OF TIME (MORE THAN FOUR YEARS) AND PUBLISHED FIVE RESEARCHES, THE COUNCIL OF UNIVERSITY CAN GIVE THE TITLLE OF ASSISTANT PROFESSOR.
- 17- ANYONE WHO USED THE TITLE THAT HE OR SHE DID NOT GET IT AND DID NOT GO THROUGH THE ABOVE PROCESS THEY WILL BE GILTY AND FACE THE LAW.
- 18- THIS GUIDES PRACTICED FROM 1/9/2013, IF THERE ARE ANY APPLICATIONS SUBMITTED PRI TO THIS DATE IT WILL BE TREATED ACCORDING TO THE PREVIOUS TERMS AND CONDITIONS.