THE AMERICAN UNIVERSITY OF
KURDISTAN

STUDENT HANDBOOK

EFFECTIVE FALL
2024

CONTENTS

AUK CAMPUS DIRECTORY

Office Names	Office Locations	Office Names
President Office	Second Floor, Wing B, Room Number 235 and 236	president.office@auk.edu.krd
Provost Office	Second Floor, Wing C	auk.provost@auk.edu.krd
Admission and Registration	Ground Floor, Wing B, Room Number 23 `nd 32	auk.admissions@auk.edu.krd
Advancement	Second Floor, Wing B, Room Number 217, 218 and 219	advancement@auk.edu.krd
Campus Services	Ground Floor, Wing C, Room Number 48	csd@auk.edu.krd
Center for Academic Professional Advancement	**Front Desk:** Ground Floor, Wing B, Room Number 55 **Main Offices:** Second Floor, Wing A, Room Numbers: 204,205-1, 205-2, 202-11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 23	capa@auk.edu.krd
Career Services	Ground Floor, Wing C, Room Number 47C	Careerservices@auk.edu.krd
Student Affairs	Ground Floor, Wing C, Room Number 47A and 47B	auk.studentaffairs@auk.edu.krd
Counseling Service	Ground Floor, Wing C, Room Number 47A	Counselingservices@auk.edu.krd
Access and Disability Office	Ground Floor, Wing C, Room Number 47A	Accessoffice@auk.edu.krd
Communications	Ground Floor, Wing C, Room Number 46	communications@auk.edu.krd
Finance	Ground Floor, Wing B, Room Number 17	auk.finance@auk.edu.krd
Human Resources	Ground Floor, Wing C, Room Number 49B, 49E, 49F, 49H	hr@auk.edu.krd
Student Government Office	Ground Floor, Wing C, Room Number 35	students.government@auk.edu.krd

Office Names	Office Locations	Office Emails
Legal Office	Ground Floor, Wing A, Room Number 2041	legal.office@auk.edu.krd
Information Technology (IT)	Ground Floor, Wing C, Room Number 50	it@auk.edu.krd
Library	Ground Floor, Wing A, Room Number 1	auk.library@auk.edu.krd
Grants Management	Second Floor, Wing C, Room Number 227-7	gm@auk.edu.krd
Institutional Effectiveness and Planning	Second Floor, Wing B, Room Number 225	iep@auk.edu.krd
College of Arts and Sciences	International Studies: Second Floor, Wing A, Room Number 205-3, 205-4 and 205-5 Design: Second Floor, Wing A, Room Number 201-1 and 201-2 Computer Science and Information Technology: Second Floor, Wing A, Room Number 201-5 and 201-6 Dean's Office: Second Floor, Wing B, Room Number 237	art.sciences@auk.edu.krd
College of Engineering	**Architecture Engineering:** Second Floor, Wing C, Room Number 227-4 and 213-2 **Petroleum Engineering:** Second Floor, Wing B and C, Room Number 227-3 and 213-4 **Electronic and Telecommunication Engineering:** Second Floor, Wing B, Room Number 213-3 **Dean's Office:** Second Floor, Wing B, Room Number 231	engineering.college@auk.edu.krd
College of Nursing	Second Floor, Wing C, Room Number 227-1 and 227-2	nursing@auk.edu.krd
College of Business	Second Floor, Wing A, Room Number 201-7-, 201-8, 201-9 and 201-10	business.college@auk.edu.krd

AUK HISTORY

The AUK was founded in 2014 as a non-profit institution of higher learning by Masrour Barzani. On December 8th, 2013 the cornerstone of the American University of Kurdistan was laid. Nearly a year later, on December 1st, 2014, five initial Colleges and Academic Programs were established: Business and Finance, Computer Science, Interior Design, Public Policy, and Media & Mass Communication. The first day of classes at AUK was January 11th, 2015, with the grand opening of the Mustafa Barzani Building occurring on March 14th, 2016. AUK's first commencement ceremony was on September 19th, 2019.

AUK MISSION AND VISION

MISSION

Founded in 2014 as a non-profit institution of higher learning by Masrour Barzani, the American University of Kurdistan is dedicated to preparing future generations of leaders through curricular and co-curricular excellence in an American style education focusing on transformative knowledge, innovative research, ethical community service, respect for inclusion and diversity, global connectedness, and life-long learning, all aiming to ensure economic, environmental, social and political advancement- regionally, nationally and globally.

VISION

The American University of Kurdistan will be recognized as a premier institution in the Middle East and beyond by cultivating academic excellence, fostering creativity, and engaging in highest caliber of applied research.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is the central point of contact at AUK. Please stop by whenever you want to make use of our services, get information about the University, or simply talk to us.

Mission

The Office of Student Affairs (OSA) supports AUK students on their path to excellence.
The OSA works to ensure that students graduate with a co-curricular and extra-curricular
university experience that ensures their acquisition of the soft skills and leadership skills necessary to become agents of change in Kurdish society and beyond. This includes the cultivation of a dedication to purpose-driven action, where students are encouraged to expand their global mindedness, inclusivity, and ethical community service.
AUK students are recognized as agents of change in Kurdistan and globally, where their innovative spirit, values of inclusivity and diversity, and intellectual excellence impact economic, social, and political progress.

LETTER FROM THE DIRECTOR OF STUDENT AFFAIRS

Dear Students,

Welcome to the AUK Community!

I am very happy to welcome you to the Office of Student Affairs (OSA), where you will be sure to discover opportunities for engagement, collaboration, and fun during your years of study at AUK. You will find yourself welcomed, and surrounded by diverse support services to enable you to grow as an individual, becoming self-sufficient, determined, and better aware of both your potential and ability to succeed in life as a student and as a life-long learner.

While AUK will provide you with all the tools and resources to optimize your educational experience, it is up to you to make sure you benefit from each of the opportunities and services provided through active participation, engagement and proactive collaboration with peers, faculty, and staff on and off campus. We will provide you with the many possibilities to explore campus life at AUK and beyond, be it recreational, cultural, or political.

The OSA staff is committed to working with each of you and help you realise your ambitions and pave your way to excellence.

Looking forward to seeing you. We are on the Ground Level. Stop by the Office!

Yelena Sardaryan

INTRODUCTION

The Student Handbook exists to provide students with guidance on the AUK rules, regulations, services and opportunities. All AUK students, both CAPA and Bachelor's students are expected to be familiar with the contents of this Handbook. These policies and procedures are not exhaustive, and students are expected to keep up to date and seek clarification whenever needed.

STUDENT CLUBS

A club is a group of students with a designated purpose; they have interest and are desire to participate in common and shared activities. Student clubs report to the Office of Student Affairs, and clubs need the approval of Director of Student Affairs to operate. As the management of the club is intended to be a student learning experience, the day-to-day operations of the club are carried out by student members. Each club must have a faculty or staff advisor who plays a supportive role. The advisor may or may not have an affiliation with the group and is chosen by club members.

All clubs must complete the recognition process (membership list, registration form, constitution, and advisor selection) for approval. Once approved, clubs have access to the staff, resources, and services of Student Affairs. Clubs must be open to all students, be registered annually and abide by AUK policies to retain their status.

To establish a student club, applicants must be full-time registered AUK students and have a GPA of 2.0 or higher and be in good academic and conduct standing. A list of members must be provided, including four board members and a faculty/staff advisor. Also, a Club Proposal be submitted that states the purpose of the club, including the club's mission, vision, and goals.

The board members of the student club need to consist of four members:
- President
- Vice President
- Treasurer
- Secretary

To retain Active Status, clubs must meet the following requirements:

Event Calendars

1. After the club is established and members are assigned, the club must submit an event calendar to the OSA for the semester within a week of club approval. After approval, event calendars must be submitted to the OSA at the start of every semester.
2. Event calendars are eligible for amendment. To amend a club event calendar, the club president must submit an amendment proposal form to the OSA, and receive the approval for amendment from the OSA, the Faculty Advisor.

MEETINGS

a. Club members must meet weekly and submit minutes of meeting to the OSA. All board members are required to attend every weekly meeting.
b. Agendas must be set by the President of the Club at least 2 days before the weekly meeting, and sent to all attendees 2 days before the weekly meeting.

REPORTS

a. Monthly reports must be submitted to the OSA by email, copying the Director of the OSA. The report must include:
    i. List of members
    ii. Meeting minutes summary
    iii. Membership activity
    iv. Report on activities, initiatives, or programs that occurred during the month
    v. If no activities, report on planning for upcoming activities, initiatives, or programs

b. A minimum of 2 events, initiatives, or programs must be held each semester by each club. Events, initiatives, or programs can include but are
    not limited to:

- Campaigns
- Competitions
- Social Gatherings
- Trips, visits, expeditions
- Tournaments
- Forums
- Debates
- Conferences

c. In the span of every academic year (3 semesters), a minimum of 2 events must be held off-campus and must include an element of community
    engagement. Community engagement can be defined as but is not limited to:
    - Participation of non-AUK members in events, initiatives, programs, tournaments, forums, conferences, debates, social gatherings, etc.

CLUB FAIRS

Student Affairs will be hosting Club Fairs at the start of each semester. These Fairs are a chance for students to meet with the active and recognized student clubs all at once. Every student is encouraged to get involved in at least two clubs during their academic careers - one associated with academics and one associated with an interest.

STUDENT GOVERNMENT

The AUK Student Government serves the students' needs and supports the University administration in its overarching goal of building a culture of academic and co-curricular excellence. The roles of each member of student government reflect the institutional mission of AUK to create and maintain productive programming that addresses the holistic needs of students, supports their well-being, and prepares them for their future careers.

The Student Government has one leadership committee, the Executive Committee, which includes these members:

- President
- Vice President
- Treasurer
- Secretary

The Executive Committee oversees three supporting committees:

1.   Logistics Committee

The Logistics Committee serves the Executive, Programming, and Student support committees in their logistic requirements. They report directly to the Executive Committee. The logistics committee consists of:

Head of SG Operations: responsible for coordinating with all the units on campus, such as Campus Services, Student Affairs, IT, etc.

Head of SG Media & Public Relations: responsible for all AUK Student Government's communication activities. These responsibilities include: social media management, coverage of events, advertising the impact of the Student Government, and networking off-campus to establish strong branding for the University and Student Government. The Head of Media and Public Relations must coordinate closely with the Media and Communications Office, and no content can be published without the approval of the Media and Communications Office. They must also manage their team effectively, and hold regular meetings to keep all members updated.

Graphic Designer: responsible for handling all graphic design requests from the SG. Requests must be made to the Head of SG Media and Public Relations and be approved by the President.

Photographer: responsible for photographing all SG programming. Requests for photography must be made to the Head

of SG Media and Public Relations, and approved by the President.

Social Media Manager: responsible for managing SG Instagram and YouTube accounts. Requests for posts must be made to the Head of SG Media and Public Relations, and approved by the President.

Videographer: responsible for all videography requested by the SG. Requests for videography must be made to the Head of SG Media and Public Relations, and approved by the AUK Communication Office.

Data Collection Officer: responsible for supporting record keeping and assessment functions for SG programming.

2.   Programming Committee

The Programming Committee's primary function is to design, organize, and execute various programming in accordance to the SG, OSA, and AUK mission and vision. Each role is designed to support a specific section of AUK's priorities regarding the co-curricular development of the student body and the programming committee consists of:

Civic Engagement & Community Service Officer (CECSO): responsible for working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values and motivation to make that difference.
Career Services Officer (CSO): responsible for all services related to improving the career readiness of students. This includes career exploration and selection support, training for the job application process (CV writing, interview prep, email writing, etc.).
Intercollegiate Relations Officer (IRO): responsible for communicating with other universities and designing, organizing, and executing programming in coordination with said universities.

Athletics Officer (AO): responsible for supporting the Athletics supervisor in their role directing the Athletic activities of AUK.

3.   Student Support Committee

The Student Support Committee is responsible for programming that directly supports the overall well-being of AUK's students. The Student Support Committee will be supervised and receive instruction and advice from AUK Counselor. It consists of:
Well-Being Support Officer (WSO): responsible for supporting the development of a culture of positive well-being. As a core mission of the OSA, this role is essential in the support of the OSA Counseling Department.

Residence Life Officer (RLO): responsible for supporting the active engagement of student life within the residence facilities at AUK.

STUDENT LIFE
ATHLETICS PROGRAM

The mission of the Athletics Program is to organize activities that endeavor to create a balance between the students' academic life and their physical/mental wellbeing. The objective of this program is to provide students with activities that engage, excite as well as teach students the spirit of sportsmanship through competition, in a fun, diverse, disciplined manner.

The Athletics Program operates as a branch of student services and include monitoring, counseling and supporting athletes.

The AUK offers students a wide range of sports, athletics, and recreational programs. The Athletics Program is responsible for keeping the AUK community engaged and healthy by organizing a wide range of sports activities with other universities as well as independently. Our university has held and participated in a number of athletic activities such as table hockey, football, tennis, table tennis, pool, and other such tournaments.

CAFETERIA

The AUK's food court comprises a total floor area of 1700 square meters and has the capacity to accommodate over 800 dining chairs. The cafeteria is located on the lower ground (LG) floor.

STUDENT LOUNGE

The Student Lounge is a comfortable open area created for student gatherings, studying, and relaxation in-between and after classes. The Lounge is equipped with comfortable furniture consisting of sofas, tables, chairs, television screens, and magazine tables. It is located on the first-floor.

Game Room

The Game Room is a recreational area designed for students to come together and have fun. It is located in the lower ground (LG) floor opposite from the cafeteria. All staff/faculty and students can socialize and enjoy quality free time. The game room has the following facilities:

- Chess sets
- Table tennis
- Pool tables
- Checkers
- Backgammon
- Various card games

ACTIVITIES

The OSA plays a fundamental role in the organization of events and activities at the University. Organized events span from educational activities such as workshops, seminars, competitions and conferences to a variety of social and community-building activities, such as trips, charitable and community outreach initiatives, and events celebrating ethnic and cultural occasions.

The OSA encourages students to create and participate in student clubs as it enables students to channel their energy positively into activities and projects they feel passionate about, and which in turn creates a dynamic campus. The Office of Student Affairs promotes the importance of participation in student activities, as it improves students' soft skills such as leadership, communication, sportsmanship, confidence, and teamwork among others, all necessary and transferable after graduation.

Furthermore, the Student Government ensures the promotion of student participation and involvement in social clubs and other organizations by providing students with the means to organize social, cultural and academic activities/programs in partnership with the Office of Student Affairs.

CO-CURRICULAR ACTIVITIES

The University is a site for learning. It can take place in the classroom, lab, library, and all other spaces on the campus. Besides the classroom/lab model of teaching and learning where knowledge acquisition and skill attainment is linked to the students' major program of study, co-curricular and extra-curricular activities are those beyond credit-bearing coursework and refer to any and all activities, programs, and learning experiences performed by students that complement or enhance their academic development. Such activities do not award academic credit, yet are assessed to ensure they effectively broaden the students' experiences and advance their skill attainment.

Co-curricular activities can be performed individually or in groups, inside or outside the classroom, or on- or off-campus, yet they are an extension of the formal learning experiences in a course or major program of study. Such activities may include: working at a radio station/video production lab, writing articles for publication on the University's website, debate competitions, hackathons, and innovation/entrepreneurship programs.

Extra-curricular activities are not explicitly connected to academic learning, but aim to provide students with experiences that will enhance their skills and holistic development, such as communication, leadership, and problem solving. Such activities may include: participation in university sport, student government, peer tutoring, leadership programs, and campus and community volunteerism.

HEALTH CLINIC

AUK's Health Clinic is located on the lower ground floor of the Mustafa Barzani Building. The Medical Clinic includes a waiting room, doctor's cabin, female and male restrooms, a lab and numerous medical rooms fitted with the state-of-the-art medical facilities.

The AUK's Health Clinic provides high quality primary healthcare and offers students the following services:
- On-campus Doctor
- Medical care
- Pharmacy (medication only prescribed by AUK's on campus Doctor)
- Physical Therapy (only with provided when prescribed by AUK's on campus Doctor)
- Nutrition Consultations
- Dental Clinic
- Laboratory

CAREER SERVICES

Plan for the career of your future. No matter what you envision in your future, Career Services will provide information and guidance to help you every step of the way. The Center prepares students for post-graduation by facilitating the development of career plans through university programming, counseling sessions, and partnerships with the public and private sectors.

Mission:

AUK's Career Services will provide students and alumni with career counseling and the opportunities to define, develop and realize their career potential. The Center promotes equal opportunity in the workforce regardless of age, race, ethnicity, disability, or gender.
Empowered through a culture of inclusivity, The AUK strives to maintain its student-centered philosophy while working to support the ever-changing needs of students. The AUK is focused on attaining high employability rates among its alumni and contributing toward their professional well-being.

Career Services will provide students the opportunity to:

• Build their resume or CV and develop interview skills
• Explore career options and find directions.
• Find an internship or work placement.
• Network and see their options.
• Engage in "work study" and gain professional experience on campus
• Attend career fairs and events.
• Get insights into starting their own business.

Office hours are open for in-person services from 9:00 am to 4:00 pm.
Director of Career Services: Perwar Almissouri (a.k.a. Peter) Email: Careerservices@auk.edu.krd

COUNSELING SERVICES

Counseling Services promotes AUK's students' psychological, emotional, social, academic and cultural development to become empathetic, resilient, communicative and dedicated through a wide range of services. Counseling Services at AUK values the national, cultural, gender and individual diversity of our student body.

Through the provision of individual and group counseling, psycho-educational group discussions, workshops, crisis intervention and referral services. Counseling Services provides AUK students with tools and resources to solve problems, overcome possible barriers and find effective solutions to issues impeding their academic, emotional, social, personal wellness and integrity.

Counseling Services will provide students the opportunity for:

- Individual counseling
- Group counseling
- Psycho-educational group discussions
- Workshops
- Crisis Intervention
- Referral services

All AUK matriculated students are eligible to benefit from the above-mentioned services, which are based on problem-oriented and solution-focused counseling model.

Counseling Services are open from Monday through Friday from 09:00 a.m. till 16:00 p.m. during the academic year and will function within limited hours during holidays. Open hours for the individual/group counseling are 11:00 a.m. till 04:00 p.m.
Payment: No fee will be charged to students for utilizing any of services offered at Counseling Services.

Confidentiality is of prime importance at AUK, as the students must be provided with a safe, supportive and empathetic space to express themselves. All the information shared with the Counseling Services during the Individual Sessions is subject to full confidentiality, including personal information, content of the sessions, number of the sessions, their frequency, and anything else that the student has shared with the counselor. At the intake session, students aged 18 and above will be presented with the confidentiality procedures and will sign an informed consent form before the counseling session starts. This measure signifies that the student is fully informed and ready to be engaged in the counseling process. The counselor will take all necessary steps to ensure that the student fully understands the confidentiality principles along with the exceptions. In the case of a student below the age of 18, the informed consent form must be signed by a parent or a guardian. In the case of a student under 18 years who approaches Counseling Services with a sensitive issue such as sexual orientation, pregnancy, drug use, relational issues with parents and/or does not want their parent(s) or guardian(s) to know about his/her engagement with Counseling Services, which can potentially inflict more psychological, moral, social and/or physical damage to the student, the student may be allowed to sign the consent form him/herself. This measure is taken to provide students with a safe, protective environment to talk.

Though the counseling process is highly confidential, there are a number of cases which oblige the counselor to report/release the information provided during the counseling with or without the student's permission. The counselor has the right to report to the immediate supervisor:
1. If the counselor assumes that the student might be of danger to himself/herself or others, the counselor must release the information with or without the student's consent. This will allow facilitating better safety both for the student and those potentially involved.

2. If the counselor suspects child abuse (below 18 years old), including sexual abuse, physical abuse and neglect, the counselor must release the information without the student's consent. The counselor is also obliged to report/release the suspected abuse of elderly and vulnerable adults to the Legal counsel of AUK.

The student may review his/her records of the counseling sessions, upon written request, which will become part of his/her counseling records. The counselor can give the student the summary report of the therapeutic notes. Yet, the student's counseling records and files are not educational records and are accessible only to the counselor and the student, thus they are not shared with staff members in other units within AUK. If the student requests any statement from Counseling Services, which meets the professional and ethical competencies of the profession, prior to the release of information to a third party, the student must complete an Information Release Form which must be signed by the student. This form is kept in the student's counseling records.

ACCESS AND DISABILITY SERVICES

The AUK aims to establish a learning environment, which supports the diverse educational needs of students and facilitates their educational success during their educational careers at AUK. Students with physical, psychological, learning, or sensory conditions, be it chronic or temporary, can access the Access and Disability Services (ADS).

ADS will assist students who need accommodations in and outside of the classroom. The unit works closely with students who self-identify their concerns to ensure access to academic life, services, and student experience. ADS' policies guide students to become independent, confident and successful irrespective of their challenges.

To be able to benefit from the ADS, students need to do the following:

1. Submit a copy of their current disability documentation from your doctor or diagnosis. Once documentation has been received, it will be reviewed and follow-up within 2 working days.

2. The student is responsible to have an evaluation by a professional and present this documentation. Currently, no evaluation services are available on campus. AUK does not endorse any specific clinic or professional.

3. The ADS representative will contact the student after the review of documentation and will communicate regarding the next step.

4. Before classes begin, the student should schedule an appointment by sending an e-mail at accessoffice@auk.edu.krd.

5. After scheduling an appointment, there will be a discussion concerning the student's needs and the appropriate accommodations based on the disability-related functional limitations. The student will be asked to share information about how the disability affects the ability to register for the classes, access the classroom, apprehend class materials, and campus services and to explain any services received in the past and their relative success.

6. The student will need to complete the self-reporting form. To continue benefiting from the service per each semester, the student will need to send an e-mail and have a meeting with the representative.

Please note: information regarding students' disabilities will not be released to any faculty, staff, or any other third party without the student's consent. The waiver form must be completed by the student applying for accommodation and will receive support based on this agreement. Records will not be released without written-consent by the student and will be destroyed when student completes their studies at AUK.

RESIDENCE FACILITY

The Residence Facility is considered a home away from home for AUK students. A residence Facility is a building intended or used principally for long-term sleeping accommodations by AUK students. At this time, AUK only has a Residence Facility for female students. There are common kitchens, laundry rooms and spaces for socializing, entertainment, and recreational purposes. All the needed furnishing is provided for student use, along with 24-hour security and utilities.

The external gates of the Residence Facility are open daily from 7:00 am until 11:00 pm; the Residence Facility is not accessible beyond the indicated hours for safety purposes.

There are specific conduct rules in place that all students must adhere to in order to ensure a safe, peaceful, and comfortable residential environment. For more information, please refer to "On-Campus Living Handbook"

Pets and other animals are not permitted on the facility premises, nor are smoking, fireworks, or any inflammable materials, alcohol, controlled substances, weapons, or dangerous items.

COMMUNAL AREA INFORMATION

Kitchens are for the Facility's residents. Students must bring their own cooking utensils. Residents are required to clean the kitchen and utensils after use. Unmarked and unclaimed food and utensils may be disposed of without notice.
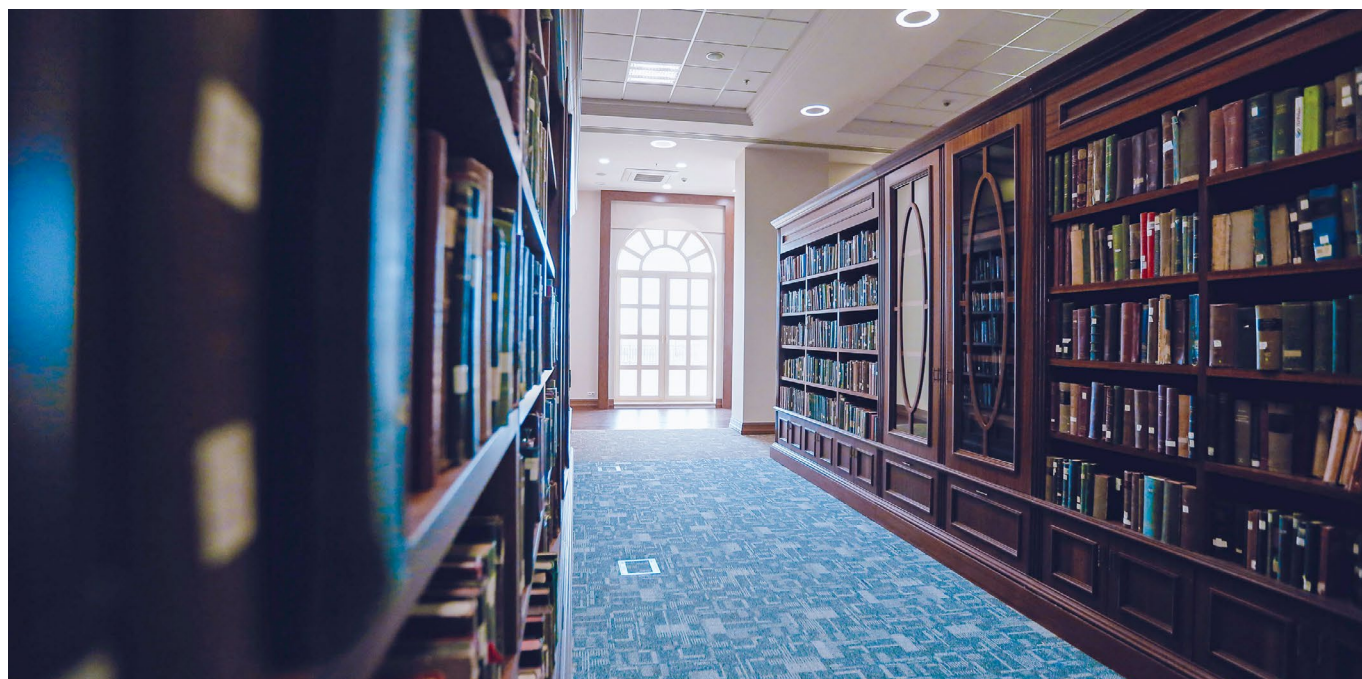
Laundry Rooms are provided with washing and ironing machines, but residents must bring their own detergent, etc.

Social Areas house entertainment equipment such as TV, pool tables, and other equipment and games. This furniture must remain in the social areas of the Facility and may not or taken to another area.

The Gym houses modern machines for students to use. Once a student officially becomes a resident, she is eligible to use the Facility gym. Residents should keep the machines undamaged and turn them off when finished. Residents must always keep the gym's door closed so as not to bother other residents.

Parking is in the designated area. Cars illegally parked in any Facility space will be towed at the owner's expense. Residents should place their parking permit in their front window on the driver's side, lower corner. Only these vehicles may park in Facility spaces.

Facility Repairs & Maintenance is the responsibility of AUK. This includes the fire safety infrastructure, electricity, heating and cooling services, and maintenance of University owned appliances, under normal wear and tear. Residents will be responsible for repairs if they are responsible due to misuse or negligence.

Damages & Labor Charges are the responsibility of residents, including fire damage; for missing or damaged furniture, keys, and other property; and/or labor costs caused by residents to University Residence Facility due to the residents' actions or intentions. Where two residents occupy the same room and responsibility for damage or loss in the room cannot be ascertained by the Residence Staff, the cost of damage or loss will be divided and assessed equally among the residents of the room. The Residence Staff reserves the right to assess common area damage between residents of a house, floor, and/or Facility.

LIBRARY

The AUK Library provides up-to-date sources to assist students with their academic success. The Library is dedicated to advancing the teaching, research, and service initiatives of the University; it functions as a learning hub of knowledge by developing, organizing, and providing access to high-quality information resources and preserves materials to meet the needs of present and future generations of students and scholars.
Students may benefit from these services:

- Providing material that supports the curriculum, student interests, and staff
- Promoting excellence in research contributing to the base of theoretical and practical knowledge in the University
- Providing user-oriented assistance in selecting, locating and using resources in an open and caring environment, always showing concern for and response to students' needs
- Establishing close working relationships with other libraries and community organizations making efficient and effective use of the library's resources
- Ensuring a well-trained and highly capable staff able to provide quality services.

STUDENT ID

To obtain a student ID, the student must complete a registration form provided by the ARD. The student needs to fill the form with their full name, student ID number, and date (registering and expiration date). This information is reviewed by ARD who signs and stamps the form. The student then goes to the cashier to pay the fee; the cashier signs and stamps the form as well. Then, the student is ready for the IT Department to create the ID card and AUK email account.

CODE OF CONDUCT

The Code of Conduct aims to establish clear and objective guidelines for performance and behavior to allow all AUK community members to work and study in a positive and supportive atmosphere. The University provides the conditions for education within the scope of the policies, rules, regulations, and the applicable laws; each student is obliged to thoroughly follow all the rules and regulations stated in the Student Code of Conduct.

The Student Code of Conduct sets forth the collective policies as related to expectations of behavior and ethics for all AUK students. These incorporate those academic issues under the authority of the Office of the Provost, and those related to administrative matters and fall under the purview of the Office of Student Affairs, Finance Department, and ARD. The policy provides information related to the responsible office and consequences. When more than one responsible office is listed, it means that depending on the nature of the violation, more than one office may serve as the responsible adjudication body.

HOW WE WILL COMMUNICATE WITH YOU

The AUK enforces one unified system for all official communications – the AUK email. This is the official venue for important information and updates. It is the student's responsibility to check their emails regularly. The excuse of not accessing their AUK email account will not release a student of any responsibilities or obligations. If you are having trouble with your email account, please visit the Information Technology Department which is responsible for supporting the IT needs of AUK's faculty, staff, and students.

FINANCIAL AID

AUK's Financial Aid Fund assists students who are experiencing financial difficulties during their studies. The Financial Aid Fund provides assistance to students for housing, transportation, and partial tuition assistance. Only female students are eligible to apply for the housing allowance, which is granted for a maximum period of one academic year (fall and spring semesters). Students must reapply annually.

Financial aid is granted to students from vulnerable populations or who are in financial need and cannot meet expenses due to any exceptional circumstance, medical or health-related. This allowance is not granted for repeated courses. Expenses related to off-campus housing, transportation to campus, and university fees may be covered based on the circumstance.

Students should complete applications online and submit appropriate documentation. The Financial Aid Committee reviews all applications, awards assistance, and informs every applicant of the final decisions by email. Financial aid assistance is approved according to the University's Financial Aid Policy. The decisions of the Financial Aid Committee are final.

COURSES, RESPONSIBILITIES, GRADING, AND ACADEMIC STANDING

Once a student has matriculated in a degree program, s/he assumes responsibility for their own course registrations, student learning outcomes, and time-to-degree. It is the responsibility of the advisor to provide guidance as to the study plan and degree progress.

Attendance at all academic and CAPA classes is mandatory. Students are obligated to complete all assigned work. The maximum allowed absence from class is 10% of the scheduled class sessions. Excused absences must be discussed with and approved by the faculty member. Students who exceed the maximum allowed absences from class sessions will fail that course and will not be permitted to continue and take the final examination.

The AUK uses the following grading system. Grade point averages are computed on the following scale with points calculated for each credit hour attempted and earned:

Letter Grade   Numerical Grade Points

> A 90 – 100: 4.0
> B+ 85 – 89: 3.33
> B 80 – 84: 3.0
> C+ 75 – 79: 2.67
> C 70 – 74: 2.0
> D+ 65 – 69: 1.67
> D 60 – 64: 1.0
> F Under 60: 0.0

If the Cumulative GPA (CGPA) drops below 2.0, the student is placed on Academic Probation 1. The student will have two semesters maximum to achieve at least a Cumulative GPA of 2.00. If after the first probation semester, the student still did not manage to increaser his/her GPA to 2.0 at least, the student is placed on Academic Probation 2 and will have only one more semester to reach the required threshold of a GPA of 2.0 or higher. If after the third consecutive semester under a 2.0, the student will be dismissed.

It is the student's right to appeal the dismissal decision to the Student Performance Review Committee by providing a narrative and supporting documentation outlining the case and any serious physical, emotional or personal problems which directly affected the student's academic performance. The appeal letter must be received no later than the stated date outlined in the communication from ARD along with the supportive documentations for the appeal.

When registering for courses, please keep the below in mind:

-       A full-time student is required to register for a minimum of 12 credits per regular semester
-       If a student's CGPA is between 2.0 and 3.29, they can register for 15-16 credits.
-       If a student's CGPA is 3.3 or higher, or if they are in their graduation semester with a CGPA of 2.0 or higher, they can register for up to 19 credits.
-       If a student's CGPA is below 2.0, they can register for up to 13 credits.

The Student Course Load Policy clearly states the expectations for students in respect to time commitment (workload) per course as well as the credit limit that a student is allowed to take per semester. One credit hour means (according to the U.S. Federal Definition) "one hour [50 minutes] of classroom or direct faculty instruction and a minimum of two hours of out of class student work". So, this makes the total student workload for one course credit a total of three hours a week for a 15-week semester.

Technically, a credit hour is comprised of faculty-led discussion/lecture and student preparation outside of the classroom:

• One academic hour equals 50 minutes of class time per week for a 15-week semester (750 minutes).

• Each credit requires a student time commitment of approximately 3 hours per week for a 15-week semester.

• 2 credits equal 1500 minutes of faculty-led instruction per semester (class time only), plus at least 3000 minutes of out of class work

• 3 credits equal 2250 minutes of faculty-led instruction per semester (class time only), plus at least 4500 minutes of out of class work

• 4 credits equal 3000 minutes of faculty-led instruction per semester (class time only), plus at least 6000 minutes of out of class work.

The above number of minutes per credit hour applies also to summer sessions. As the timeline is shorter, 8 weeks in duration, the number of minutes per week per course will be increased in order to meet the requirements. Therefore, students' course loads will be limited during summer sessions.

TUITION FEE PAYMENT

The American University of Kurdistan's annual tuition fees per academic program for full-time enrolment is $6800. Students approved for the Mustafa Barzani Merit Scholarship, the Chairman Masrour Barzani Merit Scholarship, and the Board of Trustees Merit Scholarship need to check the website for tuition rates and scholarships. Currently, there are no scholarship programs for International Students.

AUK also has an English Language Program administered by the Center for Academic and Professional Advancement (CAPA) with 6 levels; the cost of each is $800 per level/course. Students enrol in the courses as per their placement test.

Furthermore, there are some University Required Fees, such as an Admission Fee which is $50, Admission Deposit/ Graduation Fee, $250; this is only refundable upon withdrawal, the ID Card fee is $15, it fees are $60 and paid each semester.

For those who would like to stay at AUK's on-campus Residence Facility, the cost is $1,300 per semester for single occupancy (1 student per room), and $800 per student per semester for double occupancy (2 students per room). These fees cover all the expenses of accommodation in the Residence Facility, including water and electricity fees. The room fees per semester include (all/any) breaks, holidays, and weekends, and a deposit of $250 will be required for the keys to the Residence Facility room at the time of registration. Students requiring wheelchair-accessible rooms will be charged 50% of the Single Occupancy rate ($800). For more information kindly refer to Undergraduate Tuition and Fees – The American University of Kurdistan (auk.edu.krd)

All students must adhere to the deadlines for paying tuition and fees. There are defined time periods during which students are eligible for complete or partial refunds, and specific periods when students must pay a late fee, etc. Note the last day to withdraw from the University with a full refund, the last day to withdraw with a 75% refund, and the last day to withdraw with a 25% refund. Consult the website at The American University of Kurdistan (auk.edu.krd) for more information, or contact the ARD for more information.

Also, the payment period for Summer Session is published; payment after that date will result in late fees. As during the fall and spring semesters, there is a published last day to drop with a full refund, last day to withdraw with a 75% refund with (W Grade), and the last day to withdraw with a 25% refund with (W Grade); there will be no refunds after this date.

For more details and information please refer to academic-calendar-20222023.pdf (auk.edu.krd)

CIVIC HONORS

The Civic Honors Program is a way for the AUK to acknowledge those students who have been active contributors to the life of the University. This Honor can be earned via volunteering and/or civic engagement. Volunteering can be defined as unpaid labor for an organization, group, initiative, event, or any group. Volunteering is also defined as sacrificing one's personal time to complete acts of service within one's community. Civic engagement, is any individual or group activity addressing issues of public concern. This may include communities working together or individuals working alone in non-political actions to protect public values or make a change in a community.

The purpose of the Civic Honors Program is to encourage and recognize meaningful civic engagement in the AUK community and beyond, by institutionalizing the recognition for volunteering, community service, and all other forms of civic engagement. The Office of Student Affairs aims to utilize the Program to incentivize and encourage AUK students to engage in student-led community service activities in vulnerable populations and to support non-profit organizations in the community.

Civic Honors Requirements

You can refer to this link for more information: [AS032-Civic-Honor-Policy.pdf (auk.edu.krd)](AS032-Civic-Honor-Policy.pdf)

To graduate with a Civic Honor Award, AUK students must have completed 100 hours of civic engagement. The 100 hours must include a minimum of 40 hours of event-related volunteering, minimum of 40 hours of community service with vulnerable populations on and/or off-campus as well as minimum of 20 hours of other civic engagement activities. The hours must be completed within the timeframe from the point of the student's matriculation at AUK to their official degree completion date.

Evidence for Hours

If volunteering for an event, organization, or company, as letter must be sent directly from the AUK event supervisor, organization, or company to the Office of Student Affairs verifying the following:

- Date of activity
- Total number of hours
- Description of civic engagement activity
- Level of the student's engagement
- Assessment of the student's performance in this activity
- Supervisor's contact information
- Official stamp/letterhead/signature Letters delivered by the student (electronically or in-person) to the Office of Student Affairs will not be accepted. Letters must be sent directly from the organizing party and/or supervisor.

If the volunteering initiative is student-led, the following will be required as evidence of hours:

- Evidence of resources used
- Photographic documentation of participation
- Letter from the beneficiary community
- Any other form of evidence requested by an OSA staff member.

VALEDICTORIAN SPEECH

The Valedictorian Speech(es) is/are presented to the audience at the Commencement Ceremony by AUK graduate(s) who has/have proven to embody the ideals of the University's mission. To be an eligible candidate, the student must have one of the highest GPAs in their respective college, have a strong record for service to the University and/or community, and be successful in an audition. Names of students having the highest GPA in the program will be provided by the ARD to the deans who review the list with the Department Chairs and Faculty to nominate three students based upon academic performance and contribution to the college. These three students from each college are invited to audition. A committee of three scores the auditions based on the

following criteria: presentation skills, presentation narratives, professionalism and the students' contributions to the university and the community. One valedictorian is selected per college upon the committee's decision.

CAMPUS SERVICES

The Campus Services Department (CSD) is responsible for all operations and maintenance of the University, maintaining the physical structure of the campus, providing utilities, and ensuring support services that surround these functions. Students visit the CSD for the following services:

- Creating a car badge
- Lost and found
- Other security concerns

The CSD is charged with a number of other services: custodial, general building maintenance and repair, electrical and lighting maintenance and installation, plumbing maintenance, heating, and air conditioning maintenance and installation, elevators and escalators maintenance, AUK security systems maintenance which include bag and body scanner, CCTV cameras, fire and gas systems, as well as furniture and equipment repair, carpet cleaning, lock repair and installation, doors and windows repair, painting, and pest control.

AUK ALUMNI

The Office of Advancement manages the Alumni Relations Program, which ensures your connection with AUK is for life. Each student is encouraged to learn about the program, volunteer in the annual reunion event and other activities, and (re)connect upon graduation.
The Alumni Relations Program can help graduates build their professional network, advance their careers, and stay in touch with AUK. It implements the AUK vision of providing new generations of students with the best opportunities for success.
Volunteering opportunities are also open for students at the Office of Advancement to learn about fundraising and engage in real-life experiences of giving through various fundraising programs that aim at building a community of supporters for AUK students and programs locally, regionally, and internationally.

Fall Semester 2024

Thursday, August 01 - Tuesday, August 20	New Students Registration Process for Fall 2024
Wednesday, August 07 - Wednesday, August 14	Continuing Students Registration Process for Fall 2024
Sunday, August 18- Thursday, August 22	Payment Period for Fall 2024. (After August 22, late payment fees apply)
Wednesday, August 21	New Students Orientation
Sunday, August 25	First Day of Classes
Sunday, August 25 - Thursday, August 29	Add /Drop Period (No adding courses after August 29.)
Thursday, September 05	Last day to drop with full refund
Thursday, September 12	Last day to withdraw with 75% refund (W Grade)
Thursday, September 19	Last day to withdraw with 25% refund (W Grade). (No refund after this date)
Sunday, September 15	*Birthday of Prophet Mohammad (Holiday)
Thursday, October 03	Iraqi Independence Day (Holiday)
Sunday, November 03 - Thursday, November 07	Continuing Students Registration Process for Spring 2025
Tuesday, November 12 - Tuesday, November 19	Payment Period for Spring 2025 (After November 19, late payment fees apply).
Thursday, November 14	Last day to drop with W Grade
Thursday, December 05	Last day of classes / Last day to withdraw with WF Grade
Saturday, December 07 - Saturday, December 14	Final Exams
Sunday, December 15	Last day for grade submission
Wednesday, December 18 – Saturday, January 04	Winter Break & New Year Holiday (Campus closed)

Spring Semester 2025

Sunday, November 03 - Thursday, November 07	Continuing Students Registration Process for Spring 2025
Tuesday, November 12 - Tuesday, November 19	Payment Period for Spring 2025 (After November 19, late payment fees apply).
Sunday, January 05- Wednesday, January 08	New Students Registration Process
Wednesday, January 08	New Students Orientation
Sunday, January 12	First Day of Classes
Sunday, January 12- Thursday, January 16	Add /Drop Period (No adding courses after January 16.)
Thursday, January 23	Last day to drop with full refund
Thursday, January 30	Last day to withdraw with 75% refund (W Grade)
Thursday, February 06	Last day to withdraw with 25% refund (W Grade). (No refund after this date)
Wednesday, March 05	Uprising Day (Holiday)

Friday, March 14	Mustafa Barzani's Birthday (Holiday)
Friday, March 21 – Thursday, March 27	Newroz Break (Holiday)
Sunday, March 30 - Tuesday, April 01	*Eid Al Fitr (Holiday)
Sunday, April 06 - Tuesday,April 08	Registration process begins for Summer 2025
Tuesday, April 15 - Thursday, April 17	Payment Period for Summer 2025 (After April17, late payment fees apply.)
Monday, April 21	Last day to drop with W Grade
Thursday ,May 01	International Labour Day (Holiday)
Wednesday, May 07	Last day of classes / Last day to withdraw with WF Grade
Thursday, May 08- Thursday, May 15	Final Exams
Saturday, May 17	Last day for grade submission

Summer Semester 2025

Sunday, April 06 - Tuesday,April 08	Registration process begins for Summer 2025
Tuesday, April 15 - Thursday, April 17	Payment Period for Summer 2025 (After April17, late payment fees apply.)
Wednesday, April 09- Monday, June 02	Registration with late payment fees
Sunday, June 01	First Day of Classes
Sunday, June 01 – Monday, June 02	Add /Drop Period (No adding courses after June 03.)
Thursday, June 05	Last day to drop with full refund
Thursday, June 12	Last day to withdraw with 75% refund (W Grade)
Thursday, June 19	Last day to withdraw with 25% refund (W Grade). (No refund after this date)
Friday, June 06 – Wednesday, June 11	*Eid al-Adha (Holiday)
TBA	Graduation Ceremony
Thursday, June 26	*Hijri New Year (Holiday)
Monday, July 14	Republic Day of Iraq (Holiday)
Thursday, July 17	Last day to drop with W Grade
Thursday, July 24	Regular Monday class schedule.
Thursday, July 24	Last day of classes / Last day to withdraw with WF Grade
Saturday, July 26- Monday, July 28	Final Exams
Tuesday, July 29	Last day for grade submission

(If additional public holidays are announced, the classes may be moved online or rescheduled for Saturdays.) *Tentative: Follows the Hijri year.

POLICIES
Academic

CONFERRING OF DEGREES POLICY
AS001-Conferring-of-Degrees-Policy-1.pdf

STUDENT CLASS ATTENDANCE POLICY
AS002-Student-Class-Attendance-Policy.pdf

ACADEMIC INTEGRITY POLICY
AS004-Academic-Integrity.pdf

AUK LIBRARY POLICY
AS005-Library-Policy.pdf

STUDENT INTERNSHIP POLICY
AS006-AUK-Student-Internship.pdf

AUDITING A COURSE POLICY
AS007-Auditing-a-Course-Policy.pdf

CHANGE OF GRADE POLICY
AS008-Change-of-Grade-Policy.pdf

EXAMINATION PROCEDURES POLICY
AS010-Examination-Procedures-Policy.pdf

INCOMPLETE GRADES POLICY
AS013_-_Incomplete_Grades_Policy.pdf

COURSE SUBSTITUTION POLICY
AS015-Course-Substitution-Policy.pdf

DEGREE AUDIT POLICY
AS017-Degree-Audit-Policy.pdf

CURRICULUM – GRADING AND EVALUATION PROCEDURES POLICY
AS018-Grading-and-Evaluation-Procedures-Policy.pdf

ENROLLMENT – ADMISSION POLICY
AS020-Policy-of-Enrollment-Admission.pdf

CAPSTONE PROJECTS POLICY

AS021-Capstone-Projects-Policy.pdf

CLASS SIZE POLICY

AS022-Class-Size-Policy.pdf

STUDENT COURSE LOAD POLICY

AS024-Student-Courseload-Policy.pdf

COURSE WITHDRAWAL POLICY

AS025_-_Course_Withdrawal_Policy.pdf

ENGLISH-LANGUAGE PROFICIENCY POLICY

AS026-English-Language-Proficiency-Policy-1.pdf

SCHOLARSHIP POLICY

AS027-Scholarship-Policy.pdf

STUDENT ELIGIBILITY TO PARTICIPATE IN THE GRADUATION CEREMONY POLICY

AS029-Student-Eligibility-to-participate-in-the-Graduation-Ceremony.pdf

COURSE SYLLABUS POLICY

AS030-Course-Syllabus-Policy.pdf

PROBATION & DISMISSAL POLICY

AS031-Probation-Dismissal.pdf

ACADEMIC ADVISING POLICY

AS036-Academic-Advising-Policy.pdf

POLICY OF STUDENT RECORDS

AS038-Student-Records-Policy.pdf

POLICY OF STUDENT RETENTION & SUCCESS

AS041-Student-Retention-Success-Policy.pdf

POLICY OF TUTORING MANAGEMENT

AS042-Tutoring-Management-Policy.pdf

Student Life

STUDENT CODE OF CONDUCT POLICY

AS003-Student-Code-of-Conduct-Policy.pdf

POLICY OF MINOR

AS011-Minor-Policy.pdf

STUDENT RIGHTS POLICY

AS012-Student-Rights-Policy.pdf

STUDENT GRIEVANCE POLICY

AS009-Student-Grievance-Policy.pdf

EXTRACURRICULAR PARTICIPATION AND STUDENT ENGAGEMENT POLICY

AS028-Extracurricular-Participation-and-Student-Engagement-Policy.pdf

CIVIC HONOR POLICY

AS032-Civic-Honor-Policy.pdf

POLICY OF WORK-STUDY

AS043-Work-Study-Policy.pdf

STUDENT CLUBS POLICY

AS044-Student-Clubs-Policy.pdf

POLICY OF COUNSELING SERVICES

AS045-Counseling-Services-Policy.pdf

LOST AND FOUND POLICY

FS005-Policy-of-Lost-and-Found.pdf

EMERGENCY RESPONSE PROCEDURES POLICY

FS001-Emergency-Response-Procedures-Policy-Final.pdf

ACTIVITIES AND FACILITY USAGE POLICY

FS004-Activities-and-Facility-Usage-Policy.pdf

STUDENT GOVERNMENT GENERAL POLICY

GA015-Student-Government-Policy.pdf

CONSTITUTION OF THE STUDENT GOVERNMENT

Student-Government-Constitution.pdf

FREEDOM OF EXPRESSION POLICY

GA016-Freedom-of-Expression-Policy-1.pdf

CAMPUS VISITOR POLICY

FS003-Campus-Visitors-Policy.pdf

USE OF UNIVERSITY NAME POLICY

GA008-Use-of-University-Name-Policy.pdf

SOCIAL MEDIA POLICY

GA009-Social-Media-Policy.pdf

THE AMERICAN UNIVERSITY OF
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STUDENT HANDBOOK
EFFECTIVE FALL, 2024