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### **Powers of the College Council**

The College Council exercises the following powers for the purpose of running the college's work and achieving its goals:

#### **1. The Scientific Powers**

1. Drawing the college policy in line with the general policy of the university and achieving its mission.
2. Preparing of the acceptance plans for primary and postgraduate studies in the departments of the college.
3. Preparing the scientific research plan, authoring, and translation of the college departments.
4. Recommending the establishment, integration, or cancelation of the scientific departments or branches.
5. Recommending the establishment of the graduate studies in the college.
6. Considering the plans of the scientific departments regarding inviting the visiting professors, scientific conferences and seminars, dispatches, scientific assignment, loans, and vacations within and outside the country, and recommending them to the President of the University to obtain approval.
7. Approving the titles of theses and dissertations for postgraduate studies, and accepting to name the supervisors of the postgraduate students, and naming the members of the discussion committees.
8. Nominating the members of the comprehensive examination committees for Ph.D. students.
9. Reviewing the curricula of the postgraduate and primary studies periodically and distributing them to the academic stages.

10. Approving the schedules of the postgraduate and primary examinations after being submitted by the scientific departments and branches at the university.
11. Approving the final exam schedules after submitting them from the scientific departments and branches.
12. Approving the scientific promotion of the academic staff member (instructor and assistant professor), and submitting it to the university to issue the university order.
13. Recommending to the President of the University to promote the academic staff member to the rank of professorship after completing its procedures by the Scientific Promotion Committee in the college.
14. Approving the postponement of the academic year of the college students after the availability of the convincing justifications, and documents required.
15. Approving the first extension of the graduate students (6 six months) after the recommendation of the Department Council.
16. Recommending the President of the University to approve the second and third extension of the postgraduate students on the suggestion of the council of the scientific department or branch in the college.
17. Recommending the deputation of the academic staff members and lecturers for postgraduate studies according to the need and duration defined by the departments.
18. Holding the scientific and cultural agreements with the corresponding colleges inside and outside the country, and submitting them to the University to approve them.

## 2. The Administrative Powers

1. Supervising the College's affairs and following up its scientific, cultural, artistic, and sports activities.
2. Preparing the College's staff for the next academic year in the second half of the current academic year on the light of Dean's suggestion and the councils of the departments and branches.
3. Reviewing the titles of technicians and administrators within the authorized staff of the college.
4. Reconsidering the College's staff periodically.

5. Forming committees to assist the council to perform its scientific, administrative, and educational tasks.
6. Imposing the disciplinary sanctions on students.
7. Recommending that the academic staff and employees be penalized for violating laws and regulations in force.
8. Recommending the abolition of penalties imposed on the academic staff and employees after exhausting their purposes.
9. Recommending the abolition of sanctions imposed on the academic staff and employees after the conviction that the justifications removed.
10. Recommending the referral of any of the faculty members to the competent courts as a result of their violation of law provisions.

### 3. The Financial Powers

1. Proposing the annual budget plan, the import plan, and the investment plan of the college and submitting them to the President of the University to unify them with the plans of the other colleges and institutions, and submitting them to the University Council to approve them.
2. Recommending to the University to approve the final accounts of the college.
3. Reviewing and discussing the report of the Board of Financial Supervision of the college, and expressing the opinion in the comments mentioned in it.
4. Authorizing the Dean of the college or institute some powers.

### Powers of the Dean of the College (Institute)

The Dean of the College or Institute shall exercise the following powers to run the work of the College or the Institute, and implementing its goals:

#### 1. The Scientific Powers

The Dean of the College shall exercise the following scientific powers:

1. Implementing the decisions of the University Council regarding the College
2. Administrating the College from the scientific, administrative, educational, cultural, and financial aspects

3. Following the progress of the undergraduate and postgraduate studies in the College
4. Chairing the College Council, and the scientific bodies in it, and submitting their minutes to the President of the University for authentication
5. Preparing quarterly and annual scientific reports about the activities of the college
6. Approving the recommendations of councils of the departments and branches
7. Scientific and administrative supervision on the activities of the scientific departments, and the consulting office
8. Recommending the appointment of heads of the scientific departments, and assistants of the Dean
9. Applying all the instructions and regulations issued concerning the organization of scientific and educational affairs, and the decisions issued by the College Council
10. Inviting the College Council to hold extraordinary sessions
11. Forming the main committees in the college, and issuing their own administrative orders
12. Forming of the examination committees for the college, and the committees to print the exam questions
13. Evaluating the annual performance of the College's academic staff members in consultation with the head of the department or the scientific branch
14. Representing the College in meetings and seminars

## 2. The Administrative Powers

The Dean of the College will exercise the following administrative powers:

1. Raising the members of the College's academic staff, its employees, technicians, and administrators, and granting the annual bonuses to them in accordance with the provisions of laws, decrees, and instructions issued
2. Signing contracts of using the academic staff, experts, and the Arab and foreign technicians and setting the conditions of using them as well as terminating their services in accordance with the terms of the contract, solutions, and instructions issued

3. Dispatching all members of the College including the academic staff, the administrative employees, and workers inside the country for period of (60) days for scientific purposes or for training students or for other purposes required by the college interest and its basic functions, and granting them the prescribed allocations of dispatch. The recommendation of sending them out of the country for the purposes mentioned in accordance with the instructions in force
4. Recommending of transferring the certificate holders (Masters & Ph.D.) and those who are in the same level
5. Contacting the State departments, and all its institutions (except the higher authorities, and the offices of the Ministers) in all matters related to the College from the scientific and educational aspects within the jurisdiction of the College (except as regards the University's policy)
6. Approving of using the services of the academic staff by the State departments and according to the University service law
7. Accepting the resignation of employees, technicians, and administrators in accordance with the provisions of the competent articles in the Civil Service Law after ensuring that they fulfill their obligations to the State if any as well as from their clearances according to the law except for the academic staff (117, 1988)
8. Approving the completion of the academic staff after approving the recommendation of their completion by the department or the concerned branch, and the College Council and granting them the prescribed allocations in return for that
9. Approving the travel of the academic staff, and all other employees outside Iraq during the year (in cases that are not prejudicial to the teaching process) to enjoy the regular leaves in accordance with the provisions of the law. Also, approving the travel of those mentioned during the school holidays (spring & summer), subject to fixed dates in the University calendar for the break-up and direct
10. Paying the salaries of the regular leaves for the retired academic staff for their university and non-university service accumulated up to (180) day in accordance with the provisions of the paragraph (e) of Article (9) of the University Service Law No. 3 of 1979. As

well as paying the salaries of the regular leaves to the technical and administrative employees, transferred on retirement and the social security, and the instructions in force

11. Considering of accepting the medical reports from outside Iraq for the academic staff, and the technical and administrative employees or reject them in accordance with the provisions of the sick leave system No. 76 of 1959 which was amended by the system No. 33 of the year 1969 and granting the sick leave shown therein, subject to the provisions of Article 46 of the Civil Service Law No. 24 of the year 1960 amended and the instructions issued in this regard
12. Those who are absent from official work without a legitimate excuse including the academic staff, and the technical and administrative employees and issuing orders to regard them as resigners of their posts after taking into account the notice of the Directorate of the Legal Department at the University Center for those who have obligations with the State to take action on the settlement of such obligations in accordance with their pledges and signed contracts with the University or other departments
13. Changing the titles of the technical and administrative employees in cases where required in accordance with the evaluation of the Deanship according to the approved grades in the college staff subject to observance of the regulations reported by the University on changing titles
14. Referring technical and administrative employees to retirement at the age of sixty five according to the law of the first amendment in the University Service Law No. 23 of the year 2008, No. 32 of the year 2012
15. Determining the official working hours within the officially scheduled hours according to the need arises, and the nature of the work in the College
16. Granting the leave of the conjugal escort to the academic staff members, technical and administrative employees according to the provisions of laws, decrees, and instructions in force
17. Granting cash and in-kind bonuses to their employees in cases and events that require recognition or motivation and encouragement not exceeding the amount of (50000) fifty thousand dinars for each case, subject to the provisions of the laws, regulations, instructions

in force, and the conditions of availability of the financial allocations

18. Conducting the transfer of the staff in light of the need and interest of the college as well as after coordination between the two colleges and the college should provide the University/Division of Planning and Follow-up/Staff with a copy of the administrative transfer order for the purpose of documenting this in the staff registers as required
19. Granting vacations to the college's members during spring break
20. Appointing the first ten students to the college and providing the university with copies of the orders of their appointment for the purpose of marking and after the availability of certified staff
21. Approving the students' registration for studies
22. Approving the recommendations of committees formed in college

### 3. The Financial Powers

1. Granting allocations of all kinds and in accordance with laws, decisions, instructions, and controls issued by the competent authority and in accordance with the provisions of the University Service Law No. 176 of the year 1976 amended
2. Approving the purchase and import the laboratory means, other supplies, magazines, and books in accordance with applicable legislation
3. Approving the disbursement of rewards for those who are outside the university for training, and teaching within the college as well as the supervision of theses, participation in the comprehensive examination committees, and discussion committees according to the legislations in force
4. Approving the commitment and assignment of various undertakings and contracts specified for conducting the educational activities of the college and according to the limits of the powers mentioned in paragraph 4 above
5. Granting the periods and approving the additional statements of all works or undertakings mentioned in the paragraphs 4 and 5 above
6. Approving the designs, maps, and studies carried out by the engineering divisions or competent consultative offices specialized

- for extensions or additions in the buildings and facilities of the college or its dependencies
7. Rewarding the College's members (workers and non-workers) for the efforts or actions or activities or sacrifices in performing the works and the amount should not exceed 25000 twenty five thousand dinars in each case
  8. Approving the cancellation of the State's damaged property for reasons other than the intentional negligence and the amount should not exceed the limit of one million dinars

### Powers of the Assistant Dean for Scientific Affairs

The Assistant Dean of the college or institute exercises the following powers to facilitate the work of students' affairs in the college or institute:

1. Organizing the final examination schedules in coordination with the scientific departments.
2. Organizing the weekly lesson schedules in coordination with the scientific departments and in the light of the schoolrooms in order to ensure the smooth functioning of the teaching in the postgraduate studies.
3. Supervising the weekly lecture register prepared for this purpose in order to ensure covering of all the hours prescribed for each subject and in accordance with the instructions in force in this regard.
4. Supervising the students' absences register and applying the instructions in force to the students whose absences exceeded the allowable rates.
5. Following up the regularity of the postgraduate students and their discipline according to the regulations and instructions in force.
6. Checking the applications for admission in the postgraduate studies after receiving them from the scientific departments, unifying them, and submitting them to the Presidency of the University.



7. Checking the states of transition to the postgraduate studies from other universities to the postgraduate studies in the college and referring them to the relevant scientific departments for consideration, and addressing the relevant authorities.
8. Following up the postgraduate students in terms of time periods and discharging them to study according to the regulations and instructions.
9. Participating in the meetings of the graduate studies committees in the college when invited by them to discuss matters of postgraduate studies according to the specialization of the departments to ensure good performance.
10. Preparing the statement of a graduate student discussion on week before the date discussion, and preparing minutes of the discussion committees, reviewing them, and submitting them to the College Council.
11. Supervising the preparation of the annual statistics of the postgraduate studies in the college.
12. Delivering and receiving the examination books in accordance with the rules in force.
13. Announcing the results of the examinations after approving them by the committees of postgraduate studies in the scientific departments according to specialization.
14. Providing the scientific departments with marks according to a model prepared for this purpose in order to approve them by the graduate studies committees.
15. Coordinating with the scientific departments on delivering the exam questions for the first and second rounds as is the case in the undergraduate studies
16. Addressing the official departments in all matters related to the career of the graduate student starting from registration to graduation.
17. Addressing the Presidency of the University/Department of Graduate Studies in everything related to the career of the postgraduate student.
18. Addressing the official departments in obtaining their official approvals regarding the lecturers after determining their names and their departments by the competent scientific department.

19. Signing the annual bonuses and promotion forms for the postgraduate staff in his capacity as the supreme president.
20. Addressing the official departments and all institutions except the ministries with regard to those powers.
21. Supervising the work of the Registration Division, and distributing the work among its employees and monitoring their presence.
22. Signing the promotion and annual bonus for the registration staff in his capacity as the direct president.
23. Approving to grant the employees of the Registration Division the regular leaves they deserve within the country tacking into account the provisions of applicable laws and regulations.
24. Signing the correspondences for Iraqi, Arab, and foreign students with the concerned department of the student registration affairs at the university, university colleges, and other official bodies.
25. Organizing lists of the new student admission alphabetically, registering and distributing them to the classrooms in coordination and cooperation with the dormitories.
26. Organizing and checking the certificates, as well as the marks and units of study, and following up the requirements of the preparatory study for all stages.
27. Registering the quarterly marks of the students, preparing the registers of marks, and keeping them after receiving them from the Examinations Committee.
28. Signing the letters that include the referral of students to the health centers and hospitals.
29. Considering the students' absences, entering them into registers, organizing quarterly schedules of student names, the number of absences of each one of them, publishing them in the bulletin board, and warning the students who exceed the legal limit of absences in cooperation and coordination with the scientific departments in the college.
30. Organizing a compendium of students who failed, those who left study, and those dismissed.
31. Signing the identity cards of the students.
32. Supervising the cultural, social, and sports affairs of students in coordination with the Federal Committee of the National Union of Iraqi Students in the college.

33. Preparing everything related to the quarterly and final examinations.
34. Applying the instructions of uniform for students, and taking the disciplinary sanctions against violators.
35. Supervising the implementation of the exam instructions approved by the higher authorities in the ministry and the university.
36. Supervising the printing of the students' needs of photocopying in relation to their study and after the approval of the Head of the Department concerned.
37. Distributing or granting some of these powers to the employees of divisions associated with him.
38. Signing everything related to the exercise of these powers.
39. Approving the disbursement in cases related to scientific and student affairs or postgraduate studies amounted to (20000) twenty thousand dinars in each case provided the availability of the necessary financial support in the annual budget of the college.
40. Approving the disbursement of wages, allocations, and rewards for students of university studies, undergraduate and postgraduate studies, Iraqis, Arabs, and foreigners in accordance with the laws, regulations, and instructions in force.
41. Approving the purchase of books, magazines, periodicals for the library of the college and to the limit of twenty copies each.
42. Granting the financial or in-kind rewards to the members of the administrative and scientific divisions which follow his administration up to (10000) ten thousand dinars for each case provided the availability of financial allocation.
43. Approving the printing of dissertations, theses, reports, and researches in the external offices in case they cannot be printed in the college and disbursing the amounts allocated for this purpose according to the instructions of implementing the budget in force.
44. Issuing the administrative orders for dismissal of students due to absence and cheating.

### **Powers of Assistant Dean for Administrative and Financial Affairs**

Assistant Dean of the college or institute exercises the following powers to facilitate the works of divisions under his administration:

## 1. Administrative Powers

1. Placement of the employees' works, administrators and technicians, in all divisions of the college according to the requirements of work in the college and disturbing them among these divisions in a way that ensures the interest of the college and its needs.
2. Issuing the orders of appointment, placement, retirement, and resignation except for the implementation of revolution leadership board resolution No. 55 of the year 1989.
3. Approving to grant the regular leaves for technicians, administrators, and contractors from the employees of the college to enjoy them inside and outside Iraq.
4. Approving the promotion of the employees of the college including technicians and administrators.
5. Approving the assignment of college's employees and members to additional university work.
6. Approving the acceptance of medical reports issued inside and outside Iraq for all members of the college provided these reports comply with the controls and provisions contained in the sick leave system of the number 76 of the year 1959 and its amendments.
7. Directing letters of thanks and appreciation to the members of the college from technicians and administrators in accordance with the provisions of laws, and regulations in force.
8. Making the necessary transfers in the administrative staff in the college and in accordance with the requirements of the public interest and in coordination with the Deanship of the College and Heads of the scientific departments in it.
9. Signing the issuance of orders for granting of the regular leaves, summer holidays, and rewards which is legally prescribed for those who retire from the members of the college.
10. Signing the annual bonus forms, and promotions for employees including technicians and administrators.
11. Granting the maternity and childbirth leaves to all female members of the college according to the decisions and instructions in force.

## 2. Financial Powers

1. Approving the referral of statements and the additional periods according to the competent committees and according to the general conditions for contracting, laws, and regulations in force.
2. Granting the cash and encouragement rewards to the outstanding members of the college and not exceeding (10000) ten thousand dinars in each case.
3. The authority to distribute the required financial allocations between the scientific departments and in coordination with the heads of the scientific departments.
4. Approving the disbursement of advances of the dispatch for members of the college from the academic staff, technicians, and administrators and for the appropriate periods of time to complete the task.
5. Approving the granting of the professional and engineering allocations, infection allowance, risks, and the other required allocations in accordance with the laws, regulations, and instructions.
6. Recommending the referral of the employees of the department to the investigation in accordance with the State Employees Discipline Law.
7. Proposing the issuance of dismissal decisions due to absence to those who exceed the permitted percentage from the students of the department or branch in accordance with the instructions in force provided that they are accompanied by the approval of the College Council.
8. Issuing the administrative orders concerning alerting and failure of students due to absences or when they fail and violate regulations and instructions.
9. Issuing the administrative orders for lecturing by the members or the external lecturers (in coordination with the Deanship of the College) and opening of registers or forms related to them with auditing them in accordance with the administrative orders issued in this regard and following up the disbursement of them by the Secretariat of the Department in coordination with the financial department in the college.

### **Powers of Head of Department and Scientific Branch**

The Head of the Department or the Scientific Branch exercises the following powers:

1. Scientific Powers

1. Hosting the external lecturers to give lectures on specific subjects to the undergraduate and postgraduate students and proposing the appropriate rewards in accordance with the financial controls.
2. Implementing the decisions of both the University Council and the College Council in respect of his department.
3. Managing the department or the branch from the scientific, administrative, educational, cultural, financial, and technical aspects, in addition to the students' affairs.
4. Supervising the conduct of teaching, methods of teaching, and the fulfillment of the academic staff members of their duties.
5. Preparing the quarterly and annual scientific reports on the activities of the department or branch and submitting them to the Dean.
6. Preparing the programs to train students.
7. Directing the university theses according to the country's developmental needs.
8. Recommending the appointment of the department rapporteur, and his deputy in case of his absence.
9. Forming the examination committee in the department.
10. Nominating the graduate students who apply for study in the scientific department or branches after the approval of the scientific committee and in accordance with the acceptance controls in force at the university.
11. Recommending the addition, deletion, or modification of the curricula for postgraduate students for the purpose of promoting the scientific level and keeping pace with the developments provided that this should be accompanied by the approval of the College Council.
12. Presenting the researches on scientific committees for purposes of promotion.
13. Distributing the students on training sites, and distributing the supervision on them among the members of the department and issuing the necessary administrative orders for this purpose.

14. Proposing the issuance of the administrative orders for university full time and the additional lectures according to the actual need and in conformity with the university controls in force after the approval of the College Council.
15. Supervising the students' scientific affairs for the various stages of study.
16. Proposing the experts to consider the scientific promotions for the academic staff members of the department.
17. Assigning any of the academic staff members to carry out the teaching tasks as needed, regardless of the ceiling specified by the higher authorities.
18. Approving the lecturing by the academic staff members in the teaching or study programs for other departments.
19. Approving the nomination of the academic staff members to participate in the technical, administrative, and scientific committees.
20. Directing the inquiries to the academic staff members in case of absence or delay to enter the lectures, and questioning them.
21. Heading the scientific committee in the department.
22. Approaching the scientific departments at the university and the corresponding scientific departments at the other Iraqi universities and the Technical Institutes Authority in relation to scientific and teaching matters or selecting the lecturers and obtaining the necessary approval to benefit from their services provided that the Deanship of the College knows that.
23. Approaching the other governmental offices and institutions for the same purposes mentioned in the paragraph above provided that the Deanship of the College knows that.
24. Issuing the necessary administrative orders regarding the scientific affairs of department after obtaining the approval of the Deanship in accordance with its scientific authorities.
25. Discussing the curricula of study, their contents, textbooks, and proposing to change and modify them according to the chronological age of textbook.
26. Defining the needs of the department from the academic staff members, technicians, and administrators.

27. Proposing the numbers and the special conditions for admission in the scientific department and according to the absorptive capacity.
28. Recommending the approval of the final results of the students of the department and following up the students in all matters related to their study progress.
29. Distributing lessens to the academic staff members in the scientific department.

## 2. Administrative Powers

1. Signing the annual bonus and promotion form in the field of the direct president for all members of the department and recommending the granting of the bonuses and promotion for them.
2. Approving the granting of regular leaves to the university service employees who deserve them under the paragraph (A) of the Article (9) of the University Service Law No. (142) of the year 1976 to enjoy them inside the country in accordance with the provisions of the paragraph (1) of the Article mentioned earlier.
3. Approving the granting of accumulated regular leaves to the university service employee from the members of the department or the branch for their services and not conflicting with the requirements of the work.
4. Directing the letters of thanks and appreciation to the members of the department or branch as well as those who are outside it in cases of the outstanding performance.
5. Recommending the granting of fellowships and academic leaves to the members of the department.
6. Distributing the duties to the members of the department or branch in accordance with the scientific interest of the department and issuing the administrative orders in this regard.
7. Inviting the Department Council to meet in extraordinary sessions when necessary.
8. Recommending the issuance of dismissal decisions for the students of the department or branch who exceed the permitted percentage of absence according to the instructions in force.
9. Issuing orders of alert and failure of students due to absences or when they fail and violate regulations.



10. Issuing the administrative orders for lecturing by the members and the external lecturers (in coordination with the Deanship of the College) and opening the registers or forms related to them with auditing them according to the administrative orders issued in this regard and following up the payment of their wages by the Secretariat of the Department in coordination with the financial department in the college.

### 3. Financial Powers

The head of the department exercises the following financial powers:

1. Recommending the financial assistance for students in need from those of good behavior.
2. Granting the financial rewards to the members of the department or branch and others provided that they do not exceed (5000) five thousand dinars for each case within the limits of financial allocations and disbursement on the paragraphs and items of the budget up to (one hundred thousand dinars) for each case in the department to provide the needs of the department.
3. Recommending the import of all materials, equipment, and laboratory and applied supplies from outside the country according to the appropriations approved for the department and by committees formed for this purpose.
4. Purchasing the books and periodicals from inside the country within the allocated amount.