

Version: 01

Guidebook For First-Year Students

Starting Your Academic Journey at QIU

Academic Year 2023 - 2024

WELCOME TO
QAIWAN
INTERNATIONAL
UNIVERSITY



Assist. Prof. Dr. Ismail Bin Abd Rahman

QIU President

Dear new students of Qaiwan International University,

On the behalf of Qaiwan International University, I would like to extend a warm welcome to our new students who have joined us today. Congratulations! You're a part of UTM and UiTM which are both internationally recognized and a high-quality institution in the world.

As a new student, you will discover new skills, new interest, and relationships. And as you begin this new journey, you will remember that you are never alone. At Qaiwan International University, we will work together passionately to see you achieve your dreams and success. We have many activities and events for you arranged at faculty level, social activities and clubs. You are most advised to get involved and take the opportunities prepared for you.

We wish you the best, explore the new environment and enjoy!



Assist. Prof. Dr. Ahmed Abdullah Ahmed

Vice President for Scientific Affairs

Dear beloved students,

I am delighted to extend a warm welcome to all of you to Qaiwan International University. This marks the beginning of a very significant chapter in your academic journey, from engaging classrooms to dynamic campus life, flexible communication, extraordinary experiences, future job opportunities, proactive network connection, personal growth and development inside and outside QIU.

We would like to remind you that, no matter how challenging the programs would be, you will not be on your own. Our mentorship programs, local and international exceptional faculty staff, and academic advisors, collectively, will support you to maximize your potential and ensure that your endeavors will prepare you for your future careers. I hope you will exert every effort to enhance your involvement in various academic and extracurricular contexts so as to help transfer the local and global communities into better shapes in diverse terms.

Once again, welcome to Qaiwan International University. We are excited to have you here, and we look forward to more contributions and transformative experiences together, wishing you all the best in your academic and professional life.



Dr. Rebaz M. Nabi

Vice President for Administrative, Finance
and Student Affairs

With great pleasure, we welcome our new Qaiwan International University students as a new spirit with new strength. We extend a heartfelt welcome with the utmost delight. It brings us great joy to see you beginning your university studies at Qaiwan International University this year, a decision that undoubtedly sets you on the right path.

This is the start of your journey as a student at an international university, which provides a one-of-a-kind opportunity for high-level experience and quality education. Our goal is to educate and raise your level of knowledge so that both we and your families will be proud of your future accomplishments. Throughout your time at our university, we are committed to doing our best to support you in achieving your goals and fulfilling your aspirations.

Embrace the friendly environment that offers an unforgettable life-learning experience that will remain a cherished memory for the rest of your lives.

Introduction

Welcome to Qaiwan International University (QIU)! The purpose of this guidebook is to provide essential information and valuable insights for first-year students embarking on their academic journey. Enjoy the process and make the most of your time at QIU.



University Overview

QIU is an international university affiliated with the Universiti Teknologi Malaysia (UTM) and Universiti Teknologi MARA (UiTM) franchises. The courses are in adherence to international standards, ensuring a globally recognized education. Embrace this advanced curriculum and be prepared to meet international academic expectations.

QIU Mission, Vision and Values

Mission

Our mission is to lead in the development of human capital and innovative technologies to solve local and regional challenges in advancing knowledge and contributing to the aspirations of society.

Vision

Our vision is to be distinguished as a centre of academic, technological, and research excellence in the Kurdistan Region of Iraq (KRG) and to be recognized for its distinctive excellence in education. It is an institution of choice for students and prominent scholars, as well as a catalyst for the sustainable socio-economic development of Kurdistan and Iraq.

Values

Excellence: We strive to be a centre of academic, technological, and research excellence in the Kurdistan Region of Iraq (KRG).

Creativity and Innovation: We aim to lead with innovative responses and creative solutions that address social, cultural, and economic needs.

Collaboration and Teamwork: We commit to building effective, coordinated communication and participation to accomplish common goals.

Integrity: We believe in taking responsibility for our actions and building trust within our community through accountability, transparency, and honesty.

Getting Around

Navigating Our Campus

Welcome to our contemporary campus! Do not worry about getting lost; we have you covered.

Key Information

Floors: The building has three floors open: B-Floor, Ground Floor, and First Floor.

Building Size: It is a sizable campus, so take a moment to familiarize yourself. However, fear not! We have clear signage to guide you.

Entrance: There are three main entrances.



Class Schedule: Your personalized class schedule will be sent to you via email. Each class is labelled with a letter indicating the floor (B, G, F1) and a room number.

Parking: Parking for students is restricted to the designated garage. Please ensure that you park your vehicle only in the assigned garage area. This helps maintain a smooth flow of traffic and ensures efficient parking for everyone.

Important Offices

Refer to the chart below for the location of essential offices.

Floors



B

Basement Floor

- IT Unit B-18
- Facility Management Division (FMD) B-06
- Prayer Room (Women) B-16
- Prayer Room (Men) B-15
- Library B-12
- W.C Next to B-07
- W.C Inside the Library

G

Ground Floor

- Board of Trustees G-04
- President G-30
- VP Academic Affairs G-01
- VP Administration, Finance and Student Affairs G-02

F

First Floor

- Academic Division-HR F1-02
- Accounting F1-31
- Quality Assurance F1-63
- Director of Media and Communications F1-34
- Health and Safety F1-29

Ground Floor

Faculty of Engineering and Computer Sciences

Dean	G-21
HOD Software Engineering	G-20
HOD Biomedical Engineering	G-24
Lecturer Room	G-22
Lecturer Room	G-21
Computer Lab	G-19

Faculty of Management and Social Sciences

Dean	G-28
Lecturer Room	G-27
Lecturer Room	G-26
HOD	G-25
Meeting Room	G-29
Labs and Halls	G-06—G-17
Cafeteria	G-32
Stands (Printing Stand, Refreshment Stand)	Near the Cafeteria
W.C	Next to G-02
W.C	Next to G-11
W.C	Next to G-28
W.C	Inside the Cafeteria

First Floor

Faculty of Dentistry

Dean	F1-12
Lecturer Room	F1-11
Consulting Room	F1-10
Consulting Room	F1-13

Faculty of Pharmacy

Dean	F1-05
Lecturer Room	F1-04
Lecturer Room	F1-06
Consulting Room	F1-07
Consulting Room	F1-08

Faculty of Health Sciences

Dean	F1-51
Lecturer Room	F1-52
Lecturer Room	F1-54
Consulting Room	F1-53

Developing and Training Center

Pre-Academic Program (PAP)	F1-58
Lecturer Room	F1-60
Consulting Room	F1-57
Consulting Room	F1-59
Virtual Pharma Lab	F1-03
Optometry Clinic	F1-64
Music Room and Studio	F1-14
Labs and Halls	F1-16—F1-27 & F1-36—F147
W.C	Next to F1-24
W.C	Next to F1-06
W.C	Next to F1-29
W.C	Next to F1-60

Health and Safety Support

Your well-being matters! Feeling sick on campus? Visit our Health and Safety Room (Room 29 on the first floor) for assistance. Guidance and assistance are provided in obtaining the necessary medical care. Do not hesitate to reach out if you have a health concern or require assistance. Your safety is our priority!

Library Services

Check out our library's private study rooms for quiet studying. Simply show your student ID to rent these rooms. In addition to private study areas, our library offers a range of services, including an electronic library catalogue to enhance your academic experience. Explore, learn, and make the most of your time in the library!



Student ID and University Email

You should always carry your student ID. This is the key to safety and access to the library, computer lab, exam, and other services. Your university email is the main communication hub. Check your inbox regularly for important updates. It keeps you up to date on important announcements and notifications. You can maximize your academic journey by staying informed through your university email.

Cafeteria

The campus cafeteria is on the ground floor at G-32. This spot offers reasonably priced and diverse food options. Keep in mind to return your utensils to their designated places for a seamless experience—it is all about maintaining a professional and tidy environment. Enjoy your meals at G-32 as you navigate through your first year with efficiency and satisfaction.



Green Zone Bliss: Relax and Recharge

Take a break in our green areas—perfect for chilling and grabbing a bite at designated spots. Whether it is for studying or a quick snack, unwind, enjoy the fresh air, and relax. It is your go-to green spot on campus.

Accommodation

Explore our Sulaimaniyah Heights accommodation designed for your comfort and convenience.

Room Types and Prices are as follows:

Number	Room Type	Room Price Per Students	Room Capacity
1	Quad Room	130,000	4
2	Hexa Room	120,000	6
3	Octa Room	100,000	8

Necessary Items for Dormitory Admission

Students interested in staying at the dormitories should prepare the following:

1. Copy of Civil Status Identity and Information Card
2. Two pictures
3. Support for residential areas
4. Security code
5. Marriage contract (if applicable)
6. Workplace support (if employed)

Note: All other necessities are provided in the dormitories. Students need to bring blankets, a pillow, and food.

For further information or inquiries, feel free to contact:

- **Girls Accommodation: Ms. Avan at 0771 989 2634**
- **Boys Accommodation: Mr. Ahmad at 0771 141 1414**

Printing House

Discover our affordable Printing House stand, offering ultimate printing convenience and specifically designed for students. It is strategically positioned near the cafeteria for easy access. This budget-friendly service ensures you can easily print documents. You can request printing by sending your PDF file two days in advance to printing.house@uniq.edu.iq. After that, you can collect it from the stand. The Printing and Copying Policy can be found in the student handbook or on the university website for more information and to ensure a smooth printing experience.

Credit System

- A credit hour is a unit of time and effort for a class—typically one hour per week for each credit. A three- credit class, for example, might meet twice a week. Total credit hours for the semester show your overall workload.
- Cumulative Credit Hour keeps track of all the credits you have earned. It is like your academic mileage. Meeting your program's cumulative credit hour requirement means you are on track to complete it successfully.
- Understand your graduation credit requirements and plan your semesters accordingly.
- Do not rush; take on a manageable credit load that allows for a well-rounded learning experience.
- If you postpone, defer a semester, or drop a course, it might create challenges later on. Some courses may be unavailable, such as the prerequisite courses, which may have an impact on your progress. Speak with your advisor about it; they will guide you through the credit system and assist you in making sound academic decisions.
- Attendance is mandatory for all classes. According to university regulations and policy, missing classes without a valid reason can affect your exam performance or lead to termination.

Academic Study

This section summarizes your academic journey in two informative tables. The first table shows the academic CGPA status, and the grading system is explained in the second table. These tables are useful resources for your academic journey.

- If a student is placed on probation for three consecutive semesters, their studies will be terminated.
- As part of the remedial process, the student is required to fill out a pledge during the second probation.
- A GPA of 3.67 or higher every semester places you on the Dean's List for outstanding performance.
- After completing all semesters with a CGPA of 3.67 or higher, you are awarded the prestigious Dean's Award for overall excellence.

Table 1:
Academic CGPA Status

Academic Status	CGPA
Good Status	CGPA > 2.001
Probation Status	1.70 < CGPA < 2.00
Failed Status (Study Terminated)	CGPA < 1.70

Marks	Grade	Grade Point
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
45-49	C-	1.67
40-44	D+	1.33
35-39	D	1.00

Table 2:
Grading System

Course Information

- Your course syllabus is your essential guide; it contains crucial details about dates, deadlines, and assessments.
- Plan ahead, use the course information to organise your calendar, and schedule study time effectively.
- Pay attention to project and assignment requirements; samples and rubrics provided are invaluable.
- Prepare for exams by obtaining previous years' exams and guidelines from your lecturers.
- All courses are taught in English.

COURSE INFORMATION						
Department/ Faculty:	Software Engineering / Computing	Page:	1 of 7			
Course code:	SCSJ 3323	Academic Session/Semester:	2020/2021/1			
Course name:	Software Architecture & Design	Pre/co requisite (course name and code, if applicable):	SCSJ 2203			
Credit hours:	3					
Course synopsis						
This course provides the students with an in-depth look at the theory and practice of software architecture and design. It introduces the important concepts related to software architecture and design. It emphasizes on the design and (faithful) implementation of a large scale software using the widely accepted architecture styles and design patterns. It will also expose students to the use of the industrial strength design notations (e.g. UML) and CASE tools (e.g. Ent Arch, Visual Studio). In addition, it provides other aspects of a large and complex software design such as user interface design, management, leadership, and ethics. At the end of this course, the students should be able to use the techniques, architectural styles, and design patterns in software design.						
Course coordinator (if applicable)						
Dr Adila Firdaus Binti Arbain						
Course lecturer(s)						
	Name	Office	E-mail			
	Dr Johanna Binti Ahmad	N28	shahiza@utm.my			
	Assoc. Prof Dr Wan Nasir b. Wan Abd Kadir	N28a	wnasir@utm.my			
	Dr Adila Firdaus Binti Arbain	N28A	adilafirdaus@utm.my(P)			
Mapping of the Course Learning Outcomes (CLO) to the Programme Learning Outcomes (PLO), Teaching & Learning (T&L) methods and Assessment methods:						
No.	CLO	PLO (ICGPA CODE)	Weight (%)	Taxonomies and generic skills	T&L methods	Assessment methods
CLO 1	Describe the software architecture and design definition, quality attributes, design principles, and processes.	PLO1 (KW)	40	C3	Lecture, active learning	T, F, Q
CLO 2	Design and implement large-scale software using the selected state-of-the-art architecture styles, design patterns, and design techniques.	PLO2 (AP)	40	C6	Lecture, active learning	T, F, GR

Attendance and Permission

Attending classes is vital for your academic success. It not only deepens your understanding of the subjects, but it also helps you connect with classmates and professors, forming a supportive learning community. Regular attendance is a cornerstone for a smooth transition into university life, ensuring you make the most of your educational journey from the start. Active participation in your classes will set a positive tone for a successful and fulfilling first year.

Key Points to Keep in Mind

- Absences and late arrivals are documented and can affect your grades.
- Students automatically receive three warnings (first, second, and last) via email.
- Upon reaching the last warning, a meeting with faculty is necessary to fill out the pledge form.
- After completing the pledge form, students are not permitted to be absent.
- Permission is granted in two situations: first, in cases of illness, according to QIU guidelines; and second, in the unfortunate event of a student-related emergency.
- During class, students are only permitted 5 minutes for an urgent break. Longer breaks are at the discretion of the lecturer; please notify your lecturer and return on time.
- If you become ill, visit the Health and Safety Office for assistance.
- During academic semesters, the faculty approves medical reports. However, during midterm and final exams, approval from the Examination Committee is required.

For detailed information, please refer to the Attendance Policy in the student handbook or on the university website.

Communication

- Regularly communicate with your lecturers; they are there to support you in your academic journey.
- Address issues or problems directly with your lecturers; seek resolutions through proper channels. If necessary, involve your representative, head of department, dean, and relevant authorities respectfully.
- English is the primary language medium.

Essential Skills

- Develop report-writing skills, as they are essential for assignments, projects, and exams.
- Cultivate effective communication with peers, lecturers, and university staff.
- Enhance your public speaking skills, as they will be valuable in various university activities as well as in your professional life.

Getting Involved in University Clubs

Explore Diverse Activities: Branch out from academic life and join a club of interest. QIU Clubs organize a variety of activities to cater to a wide range of interests.

Starting a New Club: If you are interested in founding a new club, fill out the required form available from Media and Communication. Refer to the student handbook for more information.

If you want to apply to become head of a club, Media and Communication will announce opportunities at the beginning of the semester for new heads of clubs.

Active Role in Campus Life: Actively participate in university activities as either a member or a leader.

Membership: To become a member, simply fill out the online form on the university's website and select the clubs you would like to join.

QIU Clubs: The current QIU clubs are shown in the table below.

No.	Club Name	Club Information	Club Email
1.	Art Club	A creative community where artists and beginners can explore and express themselves in an inspiring space. Whether you are a seasoned artist or a beginner, you are encouraged to let your creativity shine bright.	artclub@uniq.edu.iq
2.	Charity and Fundraising	QIU is a community dedicated to raising funds for meaningful causes and fostering a better world through giving back to the community and making a difference.	cafclub@uniq.edu.iq
3.	Entrepreneurs Club	Fostering innovation and cultivating an entrepreneurial spirit. Explores and collaborates on turning ideas into reality, embarking on a journey of innovation and business.	entreclub@uniq.edu.iq
4.	Mental Health Awareness Club	Dedicated to understanding, empathy, and mental health advocacy. Promoting open conversations and resources for a compassionate and healthy community.	mhealthclub@uniq.edu.iq
5.	Music Club	A sonic journey where individuals share their love for music.	musicclub@uniq.edu.iq
6.	Sports Club	It is a thrilling time when those come together to celebrate their love for sports through spirited games, exploring various disciplines, and creating moments of athletic triumph, aiming to forge a legacy of sportsmanship.	sportsclub@uniq.edu.iq
7.	Tech Club	Empowers those interested in tech careers by providing opportunities to learn about the industry, connect with peers, alumni, and faculty, and connect with industry professionals working and recruiting in the tech field.	techclub@uniq.edu.iq
8.	Video Gaming Club	A virtual space where those come together to share their gaming passion, participate in thrilling competitions, explore diverse gaming worlds, and create unforgettable digital adventures.	vgameclub@uniq.edu.iq
9.	Nature Club	Engages in eco-friendly initiatives and creates memorable outdoor experiences, fostering a connection with the outdoors.	nature.club@uniq.edu.iq
10.	Social Club	A vibrant community offers engaging events, diverse activities, and opportunities to foster meaningful connections.	soc.club@uniq.edu.iq
11.	Oral Health Club	Promotes dental well-being and healthy smiles. It offers informative sessions, discussions on oral health practices, and a chance to contribute to a cavity-free community.	oh.club@uniq.edu.iq
12.	Health Science Club	Explores health sciences through discussions and hands-on activities.	hs.club@uniq.edu.iq
13.	English Club	Celebrates the richness of the English language through engaging discussions, literary explorations, and language-focused activities.	English.club@uniq.edu.iq
14.	Volunteering Club	Encourages individuals to engage in community projects, contribute to meaningful causes, and create a lasting legacy of service.	volunteers.club@uniq.edu.iq

Contact Information for Important University Departments

To streamline communication and provide easy access to essential services, please refer to the list of key departmental contacts.

Department/Service	Email Contact	Details
Faculty of Dentistry	fds@uniq.edu.iq	For queries related to the faculty courses, exams, and faculty-related matters.
Faculty of Pharmacy	fph@uniq.edu.iq	
Faculty of Health Sciences	fhs@uniq.edu.iq	
Faculty of Engineering and Computer Sciences	fes@uniq.edu.iq	
Faculty of Management and Social Sciences	fmss@uniq.edu.iq	
Academic Division	academicdivision@uniq.edu.iq	Support letters and student medical reports.
Media and Communications	mac@uniq.edu.iq	Reach out to initiate new clubs or become the head of a club.
Library	library@uniq.edu.iq	For all library-related questions and assistance.
Cafeteria	qiu_cafeteria@uniq.edu.iq	For cafeteria-related issues, such as food options and services.
Printing House	printing.house@uniq.edu.iq	For all printing-related needs, including slides and documents.



Qaiwan International University

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