

Part Nine: Other Policies and Procedures

9.1 Use of University Facilities

Use of Komar University of Science and Technology Facilities by University Related Persons:

- a. University related persons, groups or organizations may use the following university facilities on a space-available basis subject to payment of the established rental fee plus any additional out-of-pocket costs incurred by the university in scheduling and holding of the activity or event, and subject to the ability of the Office of Student Affairs to schedule the equipment, services, and personnel necessary for the requested use, provided that such does not interfere with regularly scheduled university events or activities; or substantial indoor or outdoor areas of the campus as approved by Office of Student Affairs.
- b. All use of university facilities by university related persons, groups, or organizations shall be conditional upon the execution of written agreement between the university and the individual, group, or organization desiring to use the facilities, which agreement shall provide that such individual, group, or organization:
 - 1) Shall pay to the university the established rental fee plus any additional out-of-pocket costs incurred by the university in the scheduling and holding of the activity.
 - 2) Shall supervise the event and accept full responsibility for any loss and/or damage to university facilities and/or equipment and shall hold the university harmless from any claims arising from any personal injuries in the use of the premises.
 - 3) Shall assume all responsibility for the promotion and advertising of the meeting or event and for the providing of and supervision of the use of equipment and paraphernalia of any type, unless otherwise agreed between the university and the individual, group, or organization. The University's name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the University.
- c. Use of University facilities by university persons, groups, and organizations and by the President's Office shall have priority over use of university facilities by university related persons, groups, or organizations provided that determination of priority shall be made at the time a request for the use of facilities is submitted, except that the priority accorded university persons, groups, and organizations shall permit the cancellation of any commitment made under this Policy to a university related person, group, or organization on written notice by the university at least thirty calendar days prior to the scheduled date of use of the facility by that university related person, group or organization.

- 1) Use of University Facilities by Non-University Persons, Groups, and Organizations. It is possible that special conditions might permit the use of university facilities by some organizations in this group, such as educational programs which may be attended by members of private organizations; however, generally speaking, groups in this category will not enjoy the use of campus facilities.
- 2) Use of University Facilities. The Office of Student Affairs has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by the Office of Student Affairs in accordance with its procedures; the Office of Student Affairs has ultimate responsibility for the scheduling of appropriate facilities.

d. Scheduling of Facilities

- 1) In order to allow the efficient scheduling and control of the university's facilities, such as requesting by all groups permitted of a faculty or facilities to utilize such facilities, the request for necessary facilities should be made at least ten days in advance of the event. Scheduling of facilities for events to be held less than ten days following the request will require the submission of a written request for such due. The requesting of any continuing or permanent use of university facilities, for a certain time each week for a number of weeks, shall not be permitted under this rule, which contemplates the use of university facilities for onetime activities and events only.
- 2) Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility, where such method of admission charge or fee is approved by the University Accountant Office.
- 3) All instructional space of the university, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is under the assignment and control of the Department of Facilities Planning and Scheduling. Any use of such facilities under this Policy shall be on a space-available basis through the University Functions Office, which Office shall be responsible for obtaining permission for such use from Facilities Planning and Scheduling.

e. General Conditions Applicable to All Uses of Campus Facilities

- 1) All uses of the university facilities in accordance with this Policy are subject to the laws of KUST and Kurdistan Regional Government.
- 2) Events of a political nature shall be limited to meetings sponsored by University persons, groups, or organizations.
- 3) The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to the approval of the Student Affairs' office, which will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the

university or with other previously scheduled events or campus activities and when the guidelines established by the Student Affairs` office for the use of such equipment are followed.

- 4) All such use of public address systems or other amplification equipment is subject to the other provisions of this policy and shall maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.
- 5) All users of university facilities shall take adequate precautions to avoid endangering the safety of personnel in the area of the facilities used.

f. Activities Requiring the Use of University Auditoria and Conference Facilities

- 1) Programs for KUST Students. For conferences or other special meetings involving Komar University of Science and Technology students only, approval will be secured from the Office of Student Affairs.
- 2) Programs for Faculty, Staff, and Outside Groups, including Non-Local Students.
- 3) For all conferences or special meetings involving outside participants, including non-local students, and requiring the use of university classrooms, auditoria, dining halls, and/or other facilities and services, and Application Form shall first be completed and filed with the Office of Student Affairs.
- 4) When the application is approved, the applicant should make the necessary arrangements for accommodating the needs of the visiting group.
- 5) No alcoholic beverages are permitted on campus.
- 6) In considering requests for approval of the use of university facilities for non-university activities, the Office of Student Affairs will determine, as a basis of such approval, that:
 - A. The group concerned will reimburse the University for all costs` involved.
 - B. The group concerned will be supervised by the sponsoring organization and will accept full responsibility for any losses and/or damages to the university facilities and/or equipment.
 - C. The group agrees to provide the Office of Student Affairs with copies of any subsequent reports of the meeting or activity it disseminates.
 - D. University related activity will not be deprived of meeting space by approval of the proposed Non University related activity.

- g. KUST facilities may be used by private individuals and commercial organizations. For procedures and policies, the applicants should get the approval of the Office of Finance and Human Resources.

9.2 Library

KUST encourage circulation and use of materials inside and outside of the Library. Students, faculty, and staff members should observe the following the rules:

- a. Present an active KUST ID Card
- b. Read and sign the circulation policies and procedures
- c. Users are responsible for any damage to the borrowed resource.
- d. In case of a lost the user should obtain a replacement of the resource of the same edition (year of edition, and publication edition) otherwise, folded fines amounting the book price must be paid.
- e. Tearing off pages, the books marking in pencil or ink is a serious offense.
- f. After reading, newspapers should be folded properly and kept in the designated place.
- g. Students are not allowed to take cuttings from newspapers. One can photocopy the articles that are required.
- h. Receive overdue and recall notices through e-mailed. The library is not responsible for any unread e-mail or undeliverable mail.

9.2.A Loan Periods and limitation

- a. **Students:** 3 books and 2 DVDs, loan period 1 week.
- b. **Staff:** 3 books and 3 DVDs, loan period 1 month.
- c. **Faculty member:** 6-9 books and 6 DVDs, loan period 4 months.

Note: Text books and References are loaned for one day only.

9.2.B Renewal

- a. KUST users are entitled to renew the item on loan. However, any overdue book will impact the student's accessibility to other resources in the future.
- b. Most items are allowed (2) renewals. The length of the renewal is the same as the original check out period.
- c. You can renew by email or phone, Renewals are not allowed if accumulated fines are over 10\$, or if the maximum number (2) of renewals are used up.

9.2.C Return

Library materials must be returned to the attendant at the circulation desk.

9.2.D Overdue item and Fines

We at KUST apply certain fees that encourage appropriate use of our materials so that once returned, the items may be borrowed by others without delay.

- d. The library charges 2\$ per day, per overdue item.
- e. If your fines are over 10\$, you will not be allowed to borrow more items until you have paid.

- f. Pay your overdue fines at the staff desk. The library staff will give you a receipt for your payment.
- g. Failure to return library materials may result in a hold placed on a student's academic record that may affect financial aid, issuance of grades and transcripts, and graduation status.

9.2.E Behavior in the library

The role of the KUST Library is to provide a comfortable and welcoming environment to all users. Mutual respect makes it possible for everyone to enjoy Library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library.

Examples of disruptive behaviors include but are not limited to:

- a. Physical or other harassment.
- b. Using profane, obscene or abusive language, including racial, ethnic or other epithets.
- c. Creating unreasonable noise and engaging in boisterous activity.
- d. Using audible devices without headphones or using headphones set at a volume that disturbs others.
- e. Using any communication devices in a manner that disturbs others.
- f. Failure to comply with a reasonable staff request or failure to leave the Library during emergencies and at closing time.

9.3 Cafeteria

The Cafeteria, which serves food and beverages, is located at (609) 6th floor of the main building. It is open from Saturday to Thursday from 7.30 a.m. to 5.30 p.m. The Cafeteria offers breakfast, lunch, and snack items.

Common sense and good manners should dictate student behavior in the cafeteria. Students should be respectful of each other, the proctors, the cafeteria staff, and the maintenance staff. This respect should also be directed toward keeping the cafeteria neat and clean. Particular care is given to maintain order and cleanliness; students are requested to throw disposable items into the appropriate trash containers.

9.4 Guests (Visitors)

Unregistered persons, whether as student or employees of the University are considered guests or visitors. Visitors to the campus are expected to abide by the University Rules for Student Conduct and all other University rules and policies. Visitors failing to do so may be asked to leave campus and may be declared trespassing and/or subject to arrest.

Persons declared trespassing may not enter the campus for any reason unless receiving special permission from the appropriate University employee or department.

9.5 Computer Usage

9.5.A Purpose

It is the intent of Komar University of Science and Technology to provide a quality technological environment for the University community in which certain standards are observed. Use of University technology resources is a privilege and not a right. Therefore, use of such resources is contingent upon compliance with University policies and standards.

All KUST students should clearly understand and follow university policy related to use of these systems. Access to computer systems and networks owned or operated by KUST impose certain responsibilities and obligations and is only granted subject to University policies. Acceptable use must always be ethical, reflects academic honesty, and observe restraint in the consumption of a shared resource. Computers use demonstrates respect for individuals, intellectual property, ownership of information, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. All acceptable use of these resources must be in accordance with the University Honor Code, and the policies outlined in this Student Handbook. All Komar University of Science and Technology students are responsible for reading, understanding, and complying with these policies.

Acceptable use must demonstrate respect for:

- 1) The rights of others, including the right of privacy.
- 2) Intellectual property rights (e.g., as reflected in licenses and copyrights).
- 3) Ownership of data.
- 4) System mechanisms designed to limit access.
- 5) Individuals' rights to be free of intimidation, harassment, and unwarranted annoyance.
- 6) Policy toward violations.

KUST regards any violation of this policy as a serious offense.

9.5.B Guidelines for Acceptable Use

In making acceptable use of resources, as a student you must:

- 1) Use resources only for authorized purposes.
- 2) Protect your user ID and the system from unauthorized use. (You are ultimately responsible for all activities taking place under your user ID or that originate from your system).
- 3) Access only information that is your own, or is publicly available, or to which you have been given authorized access.
- 4) Use only legal versions of copyrighted software in compliance with vendor license requirements.
- 5) Be considerate in your use of shared resources--refraining from monopolizing systems, overloading networks, degrading services, or wasting computer time, connection time, disk space, printer paper, manuals, or other resources.

9.5.C Unacceptable Use

In making acceptable use of resources you must NOT:

- 1) Install, copy, distribute, share, or otherwise make available or use software, files, or content of any kind.
- 2) Alter system software or hardware or disrupt or interfere with the delivery or administration of system resources.
- 3) Access or attempt to access or facilitate access to another user's account, server, workstation, computing device, files, voice mail, or e-mail without the owner's permission.
- 4) Share personal information, including but not limited to account information, user credentials, and/or access to university systems.
- 5) Misrepresent your identity in electronic communication.
- 6) Engage in conduct or the use of computing resources which interferes with others' use of IT systems, the activities of other users or otherwise impedes workplace productivity.
- 7) Commit acts of vandalism, theft, or tamper with computer resources.
- 8) Use computer programs to decode passwords or to access controlled information.
- 9) Attempt to circumvent or subvert security measures.
- 10) Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- 11) Use University systems for commercial or for partisan political purposes.
- 12) Make or use illegal copies of copyrighted software, store such copies on University systems, or transmit them over University networks.
- 13) Access or attempt to access any of the University's administrative systems and records unless explicit permission has been granted by the Data Owner or their designee; read, delete, or in any way modify any such data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- 14) Use mail or messaging services to harass or to intimidate another person, for example, by broadcasting unsolicited messages sending unwanted mail, or using someone else's name or User ID.
- 15) Waste computing resources, by intentionally placing a program in an endless loop, using excessive amounts of paper through printing needlessly, frivolously, or for amusement, or sending chain letters.
- 16) Use the University's systems or networks for personal gain, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.
- 17) Publish Web pages that use or attach the University name to material that is not appropriate to the University's educational, research or service mission.
- 18) Engage in any activity that does not conform to the General Principles statement above.
- 19) Interrupt or inhibit the access of others to KUST technology resources by actions such as distributing computer viruses, worms, or bulk email. This includes any other procedures that interfere in any way with the information technology resources available to a user.

- 20) Connect any device, other than a computer or printer to KUST computer network.

9.5.D Protecting Electronic Access Privileges

The University is responsible for assuring the integrity of its computing systems. At the same time, the University strives to provide an open, accessible communications network in order to maximize the functionality and usefulness of these resources. The integrity of shared computing resources depends upon responsible behavior on the part of all users.

9.5.D.1 Password and User Name

Computing systems are protected by a system of electronic authentication and authorization procedures that rely on user passwords (PINs) and user names (user IDs) for validation. It is the responsibility of all computing and network users in the University community to safeguard the access privileges granted to them.

- a. The owner of a user password (PIN) and user name (user ID) is exclusively accountable for its use. It is the owner's responsibility to protect the integrity of accessible systems and to preserve the confidentiality of accessible information as appropriate.
- b. Unauthorized electronic access is prohibited.
- c. Guidelines for managing your password
 - 1) Passwords should be managed solely by the owner.
 - 2) Passwords should remain confidential.
 - 3) Passwords should follow the guidelines issued by the granting agency of the University.
 - 4) Passwords should never be displayed, printed, or otherwise recorded in an unsecured manner.

9.5.D.2 Reporting Suspected Security Breaches

Anyone who has reason to suspect a breach of established security policy or procedure should promptly report it to the appropriate Dean, Director, Department Head, or the Information Technology Services Department.

9.5.D.3 Enforcement Regulations

a. User Responsibility

All users of University computing resources are responsible for being aware of University policies governing computing and communications resources.

b. Minor Infractions

Violations of these regulations will be referred to the University Committee on Student Discipline, with a recommendation for disciplinary action subject to review and final action by the Director of Students Affairs and a representative of the Information

Technology Services Department. Action may range from University sanctions to recommendations for legal action.

9.5.E E-Mail Policy

In order to provide easy communication among students, faculty and staff, KUST aims to provide a convenient, fast, functional, and reliable mail server. KUST's goal is to support academic needs at a reasonable cost in money and staff time. Accordingly,

- 1) KUST prohibits forwarding of messages from KUST student accounts to other services such as Hotmail or Yahoo. It is a responsibility of students as members of the KUST community to check their KUST accounts regularly for messages from faculty and administrators. Students are of course welcome to continue using their Hotmail, etc. accounts for their own, non-academic purposes.
- 2) Messages will be retained on the server for an interval equal to one hundred and eighty days (180). Thereafter, they will be deleted on a rolling basis. Students who use an email client are encouraged to download any messages they want to keep to their local machines, and delete them and any attachments from the server on a routine basis.
- 3) A disk quota of 250 megabytes is allocated (enough room for hundreds of messages and some multimedia files). A warning will be sent to student when the limit is approached, and if necessary, messages will be deleted to bring the account under the limit.
- 4) If an e-mail account is being used in conjunction with a class project, a request for additional, temporary space may be sent via e-mail to the KUST Support Center at supportcenter@komar.edu.iq
- 5) Accounts not accessed for 90 days that have exceeded the disk space allocation will have messages over 30 days old that have originated from outside of KUST deleted. In addition, accounts in this category that are subscribed to mailing lists will have their incoming messages rejected for two weeks to allow time for list senders to delete those accounts from their lists.

9.5.E.1 Prohibited Activities

- a. Transmitting unsolicited messages which constitute obscenity, harassment, or threats.
- b. Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of the controlling authority of the computer facility to which it belongs.
- c. Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing, or retransmitting any

computer program or instructions with the intent to gain unauthorized access to, or make unauthorized use, of a computer facility or software.

- d. Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as 'messages,' including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages.
- e. Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility.
- f. Making unauthorized copies of licensed software.
- g. Using College information systems for commercial gain.
- h. Illegally using copyrighted software and materials, storing such materials on College information systems.
- i. Knowingly engaging in any activity harmful to the information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, or instigating unauthorized mass postings of any type).
- j. Circumventing or subverting any system or network security measures.
- k. Promoting any political purpose.
- l. Promoting any commercial purpose, including but not limited to soliciting the purchase, sale, rental, or lease of private personal property, goods, services, or real estate.
- m. Sending threatening or harassing messages, whether sexual or otherwise.
- n. Infringing on any intellectual property rights.
- o. Gaining, or attempting to gain, unauthorized access to any computer or network, or any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs.
- p. Intercepting communications intended for other persons.
- q. Sharing your password information with any other person.
- r. Distributing chain letters.
- s. Accessing online games or gambling sites.
- t. Libeling or otherwise defaming any person.

9.5.E.2 E-mail Privacy

Electronic mail enables users to place information quickly and directly into another person's computer where it can be retrieved, read, revised, stored indefinitely, downloaded, or responded to immediately. E-mail has made employment and academic activities of the university more efficient by enabling us to make better use of our time. While the University respects the privacy of electronic communications and makes every attempt to keep

e-mail messages secure, privacy is not guaranteed. KUST does not routinely monitor or access the content of e-mail messages whether stored on University equipment or in transit on the University network. The content of electronic communications will not be accessed during the execution of systems support, network performance, and related security functions; but system administrators may access and disclose such contents when access and disclosure are necessary to protect the integrity of information technology resources, to ensure that these resources are equitably shared, to respond to health and safety emergencies, or to respond to summons, court orders, or other valid forms of legal process. Where there is evidence of a criminal offense, the matter will be reported to KUST's judicial systems and/or law enforcement. The University will cooperate with the justice system in the investigation of the alleged offense. In addition, with appropriate authorization, the University will investigate complaints received from both internal and external sources about unacceptable use of e-mail that involves KUST's e-mail facilities and/or KUST's computer network. Requests to access or disclose the content of e-mail will be governed within the following guidelines. To avoid these problems, observe the following:

- a. Refrain from disclosing your access codes/passwords to anyone.
- b. Send e-mail only from your personal e-mail address.
- c. KUST's e-mail system is for use by faculty, staff, and students in carrying out their employment and academic activities. It is not intended for personal use.
- d. Prior to sending an e-mail message, ask yourself whether you would feel comfortable if the text of the message were posted on a KUST board on campus or printed in the newspaper. Would public disclosure cause unnecessary embarrassment or create liability?
- e. The privacy of e-mail sent or received on university equipment cannot be guaranteed.

9.5.F Violating KUST's Acceptable Use Outcomes

A violation of this policy constitutes non-academic misconduct, punishable under the Code of Conduct. Explicitly,

- 1) A violation of the terms and conditions of this Policy may result in immediate denial of computer/network access or service and/or penalties that range from the loss of computing privileges to suspension or expulsion from the University.
- 2) In the case of student violations involving the University administrative systems and data, the Director of Students and Registration will consult with the Data Owner concerned regarding the severity and impact of any proven violation.
- 3) Policy violators are liable for any monetary payment or damages and may also be subject to civil or criminal prosecution under regional laws and regulations.

- 4) The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.