

# **Secondary Education School System**

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**Ministry of Education of Kurdistan Region**

**2009**

## Secondary Education School System

Prepared By a special committee - Ministry of  
Education – (Translated from the Kurdish original)

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**In the Name of God Most Gracious, Most  
Merciful**

According to Ministry of Education's adjusted law no (4) Of (1992), and according to the decision number 7 of the Council of Ministers in meeting number 30 on 21<sup>st</sup> January 2009, the clarification has been introduced by H.E the Minister of Education, it has been decided to produce and implement this system:

Secondary Education School System  
( 2009)



## ***Preface***

*Today The Ministry of Education introduces a new Basic and Secondary education school system to the educators and teachers of the Kurdistan Region.*

*Reform and change is a various multi-faceted process, that should be comprised of all the components in its field, which will come together to produce a strategy towards creating a complete and comprehensive system of education.*

*In acknowledgement of the above statement, The Ministry of Education during the fifth cabinet of the Kurdistan Regional Government devised a plan to make fundamental changes to the educational system including all the comprised fields of education.*

*Towards this purpose the Ministry of Education held a successful conference on 22nd -24th May 2007, inviting contributions from educators and specialists of the Kurdistan Region and abroad in order to draw upon their ideas and expertise. This was the first and only conference to submit suggestions for educational reform to the Kurdistan Regional Government Council of Ministers for approval; these suggestions were later voted on by Parliament and were passed with a unanimous vote, thus enabling the proposed reforms to become law. These events came after eight months of preparation and the welcomed participation of nearly 500 educational experts from various education fields at the conference in Hawler, under the slogan of*

*“By changing our philosophical ideas we can make fundamental changes to the educational system to ensure that everyone can reach their full potential”.*

*Today, under the light of this proposal, we have in Kurdistan for the first time a basic and secondary education school system that is in accordance with the*

*articles and items agreed to within the adjusted laws of the Ministry of Education and the directions of the Council of Ministers, which encompasses the components of the modern system and sets the goals of the Ministry of Education to achieve a democratic educational philosophy that will forge the way ahead towards preparing and educating the next generation to become loyal citizens to the homeland with the capacity to think analytically.*

*A citizen with good moral behavior incorporated with a solid educational background in science and arts will be able to understand and participate in local and global changes, enhancing development and leading to respect for human rights and democracy. This belief in democratic principals and citizenship, knowing their duties, feeling and understanding the fundamental principals of freedom and individual responsibility to the society, will produce well rounded individuals that will grow to become useful and productive citizens of the future, with the appropriate skills and knowledge to contribute towards the building and enhancement of the country.*

*The opportunity of access to a free and fair education system should be given to all without prejudice. This new system sets a comprehensive guide and provides support for teachers, headmasters and all educators, enabling them to achieve and implement the reforms in schools, helping them to work towards an improved education system.*

*Dr. Dilshad Abdulrahman Mohammed  
Minister of Education  
1st June, 2008*

# **Secondary Education School System**





## **Approach 1**

### **General and Academic principles**

#### **Article 1**

Secondary education stage study is for students who have completed the basic education stage in order to complete their academic schooling and develop their intellectual, educational and physical abilities. Development in the fields of language, intellect, culture, science, technology, IT, mathematics, sociology, geography and history are included to benefit them in their daily life. At the same time secondary school work enables students to acquire good, experience, which will help them to be successful in their practical life. Secondary school prepares students for universities and institutions and expands their thinking on contemporary ideas, strengthening their sense of national pride, teaching them how to contribute to the building up of their country, whilst at the same time familiarising them with the international principles of human rights and the importance of protecting the environment. Secondary schools through examinations and scientific research go towards delivering science without ignoring the key educational aspects.

#### **Article 2**

The new education system aims to raise self-esteem and provide a democratic framework that will produce

a healthy, faithful and loyal generation. The implementation of a fair system with the principles of equal opportunity introduced to schools will take into consideration individual capacities in the classroom, so that students can reach their full potential. Classroom management and the organization of teaching and learning should reflect these measures.

### **Article 3**

In the new education system of Kurdistan, boys and girls are equal in their rights and duties. Within this system, physical and psychological abuse of students is prohibited and schools will be charged with the responsibility of preventing these abuses. The welfare of the student is at the centre of the system and it will work to achieve the high moral values and knowledge imparted to the student.

### **Article 4**

Learning will consist of imparting and acquiring knowledge through the critical reading of texts. The schools' duty is to educate and prepare students so that they can be useful and productive citizens in the society in the future, acting responsibly, freely and effectively. The school should encourage analytical and creative thinking encouraging participation in all aspects of life.

### **Article 5**

The secondary education stage consists of three school years, which are classes 10, 11 and 12.

## **Article 6**

Under the principles of this system, all students can study in these stages according to their final results at the basic education stage.

## **Article 7**

The Ministry of Education is responsible for the composition of educational and teaching policy for the secondary education stage. The aim of this policy is to form the basis of the national educational development strategy for Kurdistan and work to include schools in this strategy. The Ministry of Education is responsible for preparing educational plans, curricula, school textbooks and other supplementary books, developing pedagogy and providing educational equipment, organizing activities and examinations.

## **Article 8**

**First:** In opening secondary schools these two points should be taken in consideration:

A- Provide an opportunity of study for all students that have passed the basic education stage.

B- Facilitate teachers to teach to the best of their ability, using educational equipment and the school budget appropriately.

**Second:** Evening secondary schools can be opened when needed.

## **Article 9**

The Ministry of Education reserves the right to identify some secondary schools in order to perform pilot

projects pertaining to educational tests and learning, using certain teaching techniques, books, tools and equipment in testing and teaching, on condition these actions does not affect the general educational and teaching process and does not leave or contradict the Kurdistan Region's curricula.

### **Article 10**

Exams are not the main measure of the student's ability, but are used as methods of evaluation, assessing progress, so as to support students reaching their goals.

### **Article 11**

Types of secondary schools are:

**First:** Academic Secondary schools (scientific and literary)

**Second:** Vocational Secondary schools (industrial, agricultural and commercial)

**Third:** opening of any further branches as needed.

### **Article 12**

In appointing teachers, principals and principal assistants in secondary schools these points must be taken in consideration:

**First:** Teachers must have a Bachelors degree or higher.

**Second:** The principal of the school must have experience in teaching for more than 3 years and in this period have displayed his\her skill in subject knowledge, teaching and education management.

**Third:** A- The Principal must have 5 years of service or more in the city centres in teaching and 3 years in districts and communities, displaying his\her skill, subject knowledge, teaching methods and education management. A principal's assistant with some prior experience is a good candidate for this post.

B- When necessary in remote areas, principals will be appointed (temporarily) regardless of their service period.

**Fourth:** The principal should have a strong personality, a good reputation, believe in democracy, human rights and civil society and not have a criminal record or have undergone an investigation on their education practice or professional conduct

**Fifth:** If the teachers or candidates meet with the criteria mentioned above, they must take two written tests and undergo an interview. They must gain a pass mark of 60% in order to be appointed as principal.

### **Article 13**

School staff will consist of the principal, principal's assistant and teachers and together will form a school committee. All the members will work towards carrying out the educational, social and management activities of the school and will work to provide the academic and educational opportunities for the students.



## Approach 2

### Registering the students

#### Article 14

**First:** Any student who has completed the basic education school system or equivalent can be accepted by the secondary schools once the following documents have been submitted;

A- Validated certificate from the basic education school or an equivalent school after being assessed by the Directorate General of Examinations.

B- The registration form must contain all the relevant information which has been checked by the educational directorate.

For example: name, address, place and date of birth with a new photo.

C- National Identity Card

D- Medical documents from a school health committee or any formal medical centres to prove that the student is healthy.

**Second:** A student who has been absent for (30) days at the beginning of the new academic year after registering, will not be accounted as failed but as having withdrawn for that year. This will be indicated in the school record.

**Third:** Students over the age of 21 years old or who will be 21 on the 31st December will not be accepted in class ten in day school.

**Fourth:** Any student more than 24 years old has no right to attend day schools.

**Fifth:** Students can transfer within the Kurdistan Region according to instructions and regulations.

**Sixth:** Special committees from the Ministry of Education will verify the certificates and evaluate the academic level of those students returning from abroad to the Kurdistan Region in order to be registered in a secondary school.

**Seventh:** Students in class 10 can change branch, but this can be done after the approval of the school committee and this should be done before the 15th October.

**Eighth:** Students mentioned in the third point of this article who are more than the legal age to register in day schools, can continue their education in evening schools (if there is one) or can participate in external examinations.

## **Article 15**

**First:** The administration committee is responsible for contacting nearby schools in order to estimate the average number of students who will complete the basic education stage school and will be registered in the secondary school. The General Educational Directorate must be informed of the estimated number of students so as to be able to provide for their needs.

**Second:** The school administration will begin the registration process for class 10 from the 1st July until the 15th November.



## Approach 3

### School Attendance and Holidays

#### Article 16

**First:** The study period of the year is nine months, starting from the middle of September of every year. If the schools are unable to open for any reason they should compensate those days that the students have missed in order to finish the legal period of school time and complete the allocated curricula.

**Second:** Teachers should return to school on September 1st in order to fully prepare their scheme of work and plan of activities for the upcoming year.

**Third:** Holiday times for all secondary education schools are as follows-:

A- First term holiday -: 25th December-2<sup>nd</sup> January.

B- Second term holiday -: 11<sup>th</sup> March -24<sup>th</sup> March.

C- Summer holidays for students -: begin after the final exams until September 14<sup>th</sup> of the same year. Students who participate in the second session exam will not have a holiday.

D- Official holidays

**Fourth:** Summer holidays for the teachers will start on July 1st until 31st of August, considering the requirements of the general examinations.

**Fifth:** The attendance of the school administration committee, administrators and school maintenance

staff will be organized according to the Ministry of Education instructions.

**Sixth:** Secondary school staff are expected to work full time in order to carry out the school year plan.

## **Article 17**

**First:** Teaching staff will continually work towards the full attendance of students at schools. If the students are frequently absent then the teaching staff will meet the students and parents in order to discuss student's attendance. In this case all the instructions and regulations of the Ministry of Education relating to secondary schools will apply and should be taken into consideration.

**Second:** In regard to 'Absence without good reason'; the afore mentioned committee should take the following measures;

**A-**Inform the parents if the absence lasts for one week.

**B-**Call the parents to school if the absence lasts for two weeks.

## **Approach 4**

### **Teaching staff**

#### **Article 18**

The teaching staff should work on the education and learning processes as indicated in this educational system and all related duties given to them by the school committee. All related duties have to be carried out under educational and professional supervision, either through school visits or through seminars, meetings or training sessions. Teachers are encouraged to benefit from continuous professional development during their time as an active teacher; these may take the form of programs, instructions or training sessions, which the Ministry of Education has devised for these teachers.

#### **Article 19**

Teaching staff should work in a friendly and respectful way with colleagues, parents and students. Teachers can participate effectively and positively in teacher unions in order to embody and achieve their goals in learning, education, social and academic affairs.

#### **Article 20**

The teacher is required to make an annual plan particularly for those subjects, which are to be taught throughout the year. In the plan the teacher should indicate in detail the subject content, pedagogy and assessment of any related activities. The plan should

be submitted to the principal before the start of the school year.

### **Article 21**

All teachers should partake in lesson planning and planning of term schedules so that they can be well prepared. They should also have a plan for evaluating and monitoring the student's school work. They must take into consideration the student's welfare. They should teach in a way beneficial to the students.

### **Article 22**

Teachers are required to attend class, unauthorised absence is not permitted. Teachers are required to participate in all activities out of the classroom, such as attending school committees and teacher - parent association meetings.

### **Article 23**

One of the teacher and principals' duties is to participate in the appropriate training courses which have been organized by the Ministry of Education or any other educational organizations, so as to improve and strengthen capacity capabilities of the staff enabling them to fulfil their obligations and tackle problems within the school and familiarise themselves with the modern pedagogy.

### **Article 24**

**First:** Each principal should teach at least five lessons a week and the assistant principal should teach at least ten lessons a week.

**Second:** Any teacher holding a bachelor certificate should teach at least 22 lessons per week, but those who have a MA degree their hours will be reduced to 14 lessons a week, those who have a PhD their hours will be reduced to 10 hours per week. If any teacher has less than this amount he/she should complete the number of lessons in a nearby school or should give lessons in their own or near to their own expertise.

**Third:** In case of teacher absence the principal has the authority to replace the absent teacher with another teacher or the assistant principal. If the teacher is absent for more than a week then another teacher with the same expertise should cover for them.

**Fourth:** Any teacher reaching the age of 50 years old will have two lessons reduced from their timetable.

**Fifth:** If any teacher teaches more than their allocated quota of lessons, then the extra lessons will be considered as overtime and he/she will be paid according to the instructions of the Directorate of Education.

## **Article 25**

**First:** When the number of students in the secondary school reaches 150, an assistant principal will be employed and with every additional 200 students another assistant can be employed. If the school operates in 2 shifts and the number of students exceeds 600, four assistants will be employed. No school can employ more than 4 assistants except if the school operates in 3 shifts and has more than 1000 students.

**Second:** Principal assistants should cooperate with the principal in implementing administration duties in school; both of them are responsible for the administration of the school.

**Third:** According to the secondary school needs, the administration staff, maintenance staff, and guard are employed. The number of staff employed should be in accordance with the number of students and teaching staff at the school. Their duties are laid out in line with the employment instructions.

**Fourth:** Principals should put their assistant or a teacher (if there is no assistant) in his place in the following situations:

A- During summer holiday, permission of leave, sick leave.

B- If the principal wants to leave the school for official duties during normal office hours then he should record his absence in a special record.

## **Article 26**

According to this system and Ministry of Education regulations and instructions, the principal is responsible for administrating the school related duties, which should be carried out in an appropriate manner. The principal is responsible for implementing the decisions and instructions set down by the Ministry of Education regarding education. The Principal is also responsible to make sure the school staff, employees and students are aware of Ministry of Education rules, decisions and instructions.

In order to implement all the points mentioned above the principal should do the following:

**First: School Organization and Commitment:**

The principal is a faithful and constant symbol for his /her school; therefore his/her presence is required during school hours. They should supervise and record the staff and student attendances and absences, requesting reason for absence and reporting it to the Directorate of Education.

**Second: School Maintenance.**

The Principal has to look after the school ensuring it is clean, checking the classrooms and equipment in all areas of the school buildings, filing reports and requests for those areas in need of renovation in good time. The principal should have all the information about the school and prepare comprehensive annual reports.

**Third: Teaching staff Supervision.**

A-Co-operation with the teaching staff in order to improve the teaching and learning process.

B-Divide the subjects and classes between the teachers according to their talent, professionalism and qualifications for the student's benefit. Preparation for the school should be completed by the first week of September.

C- All scheduling and subject dividing between teachers, is the duty of the principal. The draft of the school plan must be sent to the Directorate of Education, this will include the organization of the school program according to the Ministry of Education framework and anything further the Directorate of Education demands.

D-Supervision and presentation of the subject schedule and students registration list in the classrooms.

- E- Follow up the implementation of all subject curricula according to relevant instructions and decisions.
- F- Observation of teacher's performance in the classroom and making them aware of the study plans.
- G- Co-operation and facilitation for supervisors, such as data preparation on information of students and teaching staff.

#### **Fourth: Examination Supervision:**

- A- The principal heads the school examination committee and supervises the exams.
- B- The principal checks the students' evaluation forms which have been prepared by the teaching staff and assists with the development of the forms.
- C- The Principal should inform the entire teaching staff and students of the final and public exams date and dates of both term tests in advance.
- D- The principal should publish and inform the students and parents of both term tests and final exam results (two terms) on time, taking into consideration article 26 of this system.

#### **Fifth: Reports**

At the end of the school year the principal should send the following reports to the Directorate of Education.

- A- A general report regarding the school; including all activities, development, evaluation and results of examinations. This report should include the school's need assessment for the following year.
- B- A special report outlining each teacher's activities and performance. Also the report should include the teacher's relationship with the students and life outside the classroom as well as their participation in the development of the learning process.



C- A report on the state of the school building should include all aspects that have been mentioned in point 2 of this article.

D- A special report on the evaluation of students.

**Sixth: Exchange of formal documents.**

The principal must supervise and take responsibility for the exchange of all the formal documents and letters coming into and going out of the school. All documents and letters should be kept in a special file.

**Seventh: School registers**

**A-** The principal should supervise all the files and school registers and observe the filing system, which should be done in an appropriate manner. He/She is also responsible for the content of the school files.

These registers include the following:

- 1- A register for monitoring the student's academic level.
- 2- A register for educational and professional supervisor visits.
- 3- A special register for school buildings.
- 4- A general register for the student's name list.
- 5- A register for student assessment results.
- 6- A register for curriculum textbooks.
- 7- A register for examination results
- 8- A special register regarding teacher information.
- 9- A register for students' attendance.
- 10- A register for school committee and parents meetings.
- 11- A register for school committee decisions.
- 12- A register for instruction, adjustment committee decisions.
- 13- A register for the school shop.
- 14- A register for library books.

- 15- An incoming and outgoing register.
  - 16- School materials register.
  - 17- School laboratory register.
  - 18- Sport's equipment register.
  - 19- Arts material register.
  - 20- School educational and learning statistics register.
  - 21- A register for principal's classroom observation of teachers.
  - 22- A register for official visits.
  - 23- A special register for staff information.
  - 24- A register for incoming and outgoing certificates.
  - 25- A register on committee decisions in cases of physical abuse against students.
- B-**The administration committee should supervise all the registers under the Ministry of Education orders and instructions.
  - C-** The principal has to supervise all registers (1-4) while he is authorised to request one his assistants to supervise the registers (5-13). He /she is also authorised to divide other registers between his assistants and school staff according to all the instructions that were issued at the beginning of the year.
  - D-** All the above-mentioned registers have to be arranged according to Ministry of Education instructions.
  - E-** According to the Ministry of Education's instructions, the former principal has to hand over the relevant documentation to the incoming principal.
  - F-** The principal is responsible to keep and save school stamps.

## **Article 27**

**First:** On the Principals' order the school committee meets twice a month after the school day, in order to discuss and evaluate the educational, learning, administration and social issues. A work plan should result from the meeting. The school committee is authorized to form a special committee within its staff to perform the schoolwork effectively. Supervisors are advised to be involved in the meetings. The entire committee's decisions have to be recorded.

**Second:** The school committee's responsibilities include the overseeing of teaching staff plans which are implemented in groups or individually in and out of school. One of the duties include taking administrative responsibility and co-operation with nearby secondary schools in order to organize extra classes, conferences, meetings, seminars, preparing learning, educational, social and other physical, and art activities.

**Third:** A draft of the school committee meetings and all the school's activities will be sent to the Directorate of Education and Directorate of Professional and Educational Supervision every month.



# Teaching and Educational Activities

## Article 28

The teaching staff duties include studying and analysing the secondary school curriculum and each member or a group will analyse the specific part of the curriculum which has been given to them and they will study the form, content and pedagogy of this curriculum. The teaching staff members will be distributed amongst several teams so that they can analyse the content in depth adding their comments.

In order to do this, these points should be included:

**First:** Take into consideration their privacy and age, helping them to build a strong personality and to reflect on their differences with others in a positive light.

**Second:** Enhance high moral values in learning the curriculum and work on the embodiment of these morals, which influence and have an impact on the child's daily life. Encourage students to be aware of their own capabilities and to reflect on these values.

**Third:** Students should know that work is one of the basic principles of life, both theoretically and practically.

**Fourth:** Use of Kurdish language and other local languages in the Kurdistan Region, so that students can express themselves freely. The language of instruction should be used competently. These instructions do not apply to those lessons which are taught in a foreign language.

**Fifth:** Training students on academic research methods.

**Sixth:** The teaching staff should be aware of the new pedagogy and use new methods in the classroom introducing new developments through research to the students.

**Seventh:** Highlight the importance of the environment, sports, arts and literature, encouraging them to take a moral standpoint.

**Eighth:** Work on analysing, explaining positive points of co-operation, such as working in groups, tolerance and friendship.

**Ninth:** Patriotism through the instilling of love and loyalty to the Nation, defending Kurdistan's soil, working together to uphold the national and moral views and bringing all these points together in order to raise a good citizen.

## **Article 29**

Students are divided into classes according to their levels. The academic level of the student should be taken into consideration and assistance given to those students in need by the teacher as the teacher has a great effect on the student's learning process.

## **Article 30**

The teaching staff should give importance to the pedagogy and educational equipment and utilise it so as to differentiate between the student's levels thus enhancing the curriculum. The following points should be taken into consideration:

**First:** The teaching staff should improve and update their methods of teaching in order to avoid teaching by rote and work on imparting knowledge and understanding to the student resulting in raising their level. The curriculum content should be made applicable and relevant to the world.

**Second:** teaching staff should work to provide educational equipment from other organizations and they can also develop teaching aids with the students.

**Third:** The teaching staff should prepare the curriculum textbooks and all the reference books indicated in the guidebook by the Ministry of Education. Access to books is essential in improving students' reading skills; it also encourages them to read more.

**Fourth:** Teachers should assist students to be more analytical in their study and be aware of modern trends in the society through research, dialogue and evaluation.

**Fifth:** Teachers should select more than one methodology and implement differentiation teaching methods in the classroom and teach students how to research, debate, discuss and analyse.

**Sixth:** Even though the main responsibility of learning and teaching is with the school, the teacher should

also ensure that the student has homework and are given activities to fulfil outside the school.

### **Article 31**

Efforts should be made to ensure that every secondary school has a library or ensure that they have access to a library in some schools in the vicinity. Teachers and students need to have access to books and documents which should be provided by the Ministry of Education and the General Directorate of Education, they are responsible for providing books for these libraries.

### **Article 32**

Efforts should be made to ensure that every secondary school has a scientific laboratory, art facility, sports hall, sports field and computer lab. The teaching staff will try with the other responsible parties to provide access to these facilities.



## Approach 6

### Social activities

#### Article 33

Teaching staff are responsible to organize various activities in and out of school in order to raise student awareness and understanding regarding the concept of citizenship and society norms in a democratic way.

#### Article 34

Outdoor activities include; learning and educational activities which consist of social, sports, arts, and excursions to companies, public or private organizations such as media, government offices, universities, parliament and ministries. All these activities are planned to increase the academic and social awareness about the natural environment, common work and production processes. Students will be encouraged to form opinions on various issues and connect the school with other parts of the society. For some activities parents can partake if necessary.

#### Article 35

The school committee will form the following permanent committees at the beginning of every year:

**First:** Committees in regard to educational and social activities will include the following:

- A committee for the prevention of violence and harassment against students. (The principal is the head of the committee).
- Educational guidance committee. (The principal is the head of the committee).
- Disciplinary committee.
- Literature, group work, outings and sport activities committee.
- Media committee.
- School shop and expenses committee.
- Examination committee. (The Principal is the head of the committee).
- Supervisory committee).
- Parent - teacher committee.
- Cleanliness and hygiene committee.
- School development committee
- Social and art activity committee.

**Second:** Academic and intellectual committees will be set up according to these fields such as language, natural sciences and social sciences.

**Third:** To set up the above mentioned committees and their professional fields, the formation has to comply with the regulations of the Ministry of Education.

### **Article 36**

Making arrangements for the duties and responsibilities of student's organizations in secondary schools according to the current and future instructions and regulations. This is to encourage students to participate in civil organizations, through a democratic way so that they can have a beneficial effect on the learning and educational processes.

### **Article 37**

Links should be forged between secondary schools and organizations. It is the responsibility of teaching staff to enhance these links through visiting governmental organizations, in order to enforce aspects of the curriculum.

### **Article 38**

**First:** The teaching staff should work to enhance relations between parents and the school; the following measures should be taken;

A- Formation of a teacher - parents committee.

B-The committee have to invite parents to the school in order to discuss the student's performance.

C-The committee can invite parents to partake in some school activities such as sports, art and outings.

**Second:** The above mentioned committee in point 1 of this article, should meet twice a year. At the end of each meeting a report should be given to the school committee and the Directorate of Education.



## **Approach 7**

### **Instructions**

#### **Article 39**

Students should be dealt with in a way so as to develop their own independent personality, have respect for themselves and others. Accordingly the student's personal life should be respected and they should be allowed to develop their cognitive skills.

#### **Article 40**

The teaching staff have a direct influence on the development of the students' personality, therefore it is important to co-operate with the students to prevent child abuse and not annoy them, supporting them by listening to their concerns, respecting them and dealing with them in an ethical manner. Teachers should be a role model for students, as the embodiment of loyalty to work and nation, incorporating the values of respect for human rights, duty, performance and responsibility. Teachers should try to implement the above principles.

#### **Article 41**

The teaching staff should work on instilling the love of the homeland and national loyalty, strengthening the

spirit of affiliation to the home nation. At the same time, students should be taught to deal with problems at home and abroad in a fair and just manner.

## **Article 42**

**First:** Students should be taught to be morally aware in order to set a good example for working in the school and society; they should be able to help the school solve the problems when they occur.

**Second:** During the learning process all kinds of psychological and physical abuse is prohibited. This is in regard to student - student or student – teacher or teacher-student. According to the Ministry of Education regulations, the principal is responsible for resolving any conflict.

**Third:** In the case of any problem occurring, teaching staff should try to solve them through;

- 1- Consultation and estimation of the problems with the concerning student individually or in a group.
- 2- Calling and consulting the student's parents.
- 3- Assessing if the student is in need of psychological assessment and if so they should be sent to a professional as referred to in the Ministry of Education instructions.
- 4- Making the parents aware of the student's negative attitudes.
- 5- Expelling students from school for no more than 3 days.

6- Moving students to another school with a confidential file stating the reason of moving.

**Fourth:**

A. For setting the time of solving normal problems, the solutions of sections 1, 2, and 3, should be implemented and referred to, these points are not counted as a punishment.

B. In the case of a bigger problem or a repeat of normal problems then the principal can follow sections 4 - 5, when appropriate. In this case the student's parents or guardian should be informed by official letter.

C. In the case of bigger problems and the repeating of other problems the school committee on the order of the education guidance committee. Sections 4, 5, 6 can be implemented and the student's parents should be informed by official letter.

**Fifth:** The education guidance committee which is headed by the principal or his assistant, a social worker is a member of this committee or a classroom guide and two teachers which have been nominated by the school committee; they will hold a meeting on the order of the principal or school committee for solving and discussing the issues. All the decisions of this committee should be recorded in a special register and filed. The class guide and student representative take part in the meetings of this committee without having the right to vote.

## **Article 43**

**First:** Any student that is involved in the following will be considered for expulsion by the school committee for the full duration of the school year.

- A. Carrying a knife, gun or any other type of weapon – with or without a licence inside the school.
- B. An attack against a teacher, administrator or school employee during the year, inside or outside the school.
- C. Jeopardise the safety and security of the school individually or in a group.
- D. Spreading bad and corrupt behaviour in the school.

**Second:** In order to apply the rule of section 1 of this article officially, it must go to the Directorate of Education for approval. If the case is not approved it must go back to the school committee for review and further discussion.

**Third:** If the school committee insists on their decision, they will send it back to the Directorate of Education where a final decision will be made regarding the case.

**Fourth:** Students, who have been expelled from their school, are allowed to repeat the year on condition that the student, parents or the student's guardian promise not to let the incident be repeated. The school committee is authorized to suggest the moving of the student to another school (if there is an alternative school available).



## **Article 44**

**First:** Students are not allowed to be absent without a valid reason.

**Second:** In case of absence the school should take the following into consideration:

- A. Absence from four different lessons is equal to one complete day absent from school.
- B. Any student who is absent for more than 25 days will be recorded as failed for the year. In this case, section 1 by 17 of this system, stating parents of failed students should be informed officially by a report.
- C. Students that are absent for 45 complete days for any reason cannot participate in the final examination of year.

## **Article 45**

Any student that damages school equipment or property purposely will be penalised.



## Approach 8

### Examination and Evaluation

#### Article 46

**First:** Teaching staff should evaluate school educational activities, student's academic level and their understanding through a number of modern approaches, and seek to update the methods utilised.

**Second:** Educational activities consist of the form, content and purpose of the curriculum, methods of teaching, assessment and tests.

**Third:** Evaluation of student's performance will be carried out in order to assess their thinking, learning and understanding capabilities. For this purpose appropriate programs and methodology are utilised. Educational supervisors can take part in this process; also they can benefit from other organizations and centres which specialise in psychology and sociology.

#### Article 47

According to the pass rate students are transferred from a class to the next class. Teaching staff will work on developing student's academic ability and overcoming their difficulties, which may cause them to be left behind and fail.

## **Article 48**

The examination of grade 10 of secondary school according to this system for term examinations should be as follows-:

- 1-The school year consists of two school terms.
- 2- In each term there will be a mid- term exam
- 3-The final result of the student is calculated as follows:  
Final result = Total marks of first term + total marks of the Second term ÷ 2

## **Article 49**

The examinations of the secondary stage (grade 11-12) are as follows-:

**First:** Class tests (Daily and monthly):

The purpose is to test the student's effort during the year, the teacher will during the lessons give out a daily quiz. At the end of each month a monthly test will be given, however on condition that the monthly tests are not given then there should not be less than two examinations in each term.

**Second:** Final Examination.

A-The final examination is held in two terms. The first one is held at the end of the school year and the second one held at the end of summer holiday. This examination covers the content of the whole curriculum. The time of holding this examination is set by the General Directorate of Examinations.

B-The Ministry of Education reserves the right to change the secondary examinations system for

grades (11 and 12) towards a term system of examinations.

**Third:** General Examination

A- The General examination of secondary schools is held in two terms according to the instructions of the General Directorate of Examinations.

B- The final results of the general examination for both scientific and literary branches are as follows:

1- student results in the secondary school are calculated as such, that 10% is taken from the average at grade 10 and 15% from the average at grade 11.

2- 75% is taken from the average from the subjects included in the general examination of grade 12.

3- The final result of secondary school is calculated from the total results of the percentages from grades 10, 11 and 12 and is used to apply to universities and institutions.

4- The percentage from both grades 10 and 11 are taken from those subjects which are similar to the subjects included in the general examination for grade 12.

**Fourth:** Holding General Examination

A- By order of the Minister of Education, a committee will be formed which is headed by the Deputy Minister under the name 'permanent committee of general examination' then it is recognized as a permanent committee.

B- Members of the permanent committee choose from persons who are loyal, responsible, fair and experienced in education and teaching. The General Director of Examinations will be the deputy head of the committee.

C- The permanent committee altogether are responsible for running the general examination, setting questions, confidentiality and the organization of special instructions for running of the examination and the announcement of the results and follow-up. The committee's duties are considered as exceptional to the normal administration duties.

### **Article 50**

The subjects included in the general examination of secondary schools are decided by the Ministry of Education along with the instructions.

### **Article 51**

Kurdish is the official school language in all schools in the Iraqi Kurdistan Region and both Arabic and English language are taught next to the Kurdish language.

### **Article 52**

In those schools that study in a language other than Kurdish, Arabic or English, students will be allowed to take the exam in the language of instruction (optional). The Minister of Education will decide to add another subject to general examinations.

### **Article 53**

The Ministry of Education in co-operation with the Ministry of Higher Education and Scientific Research will decide on additional criteria for the results scheme, so as to compete for university places

### **Article 54**

The students can participate in the secondary general examinations;

**First:** if in grade 12 the student passes all subjects of the mock examinations.

**Second:** if in grade 12 they failed in only 3 subjects or less of the mock examinations.

### **Article 55**

The external examinations of the secondary school are set according to the instructions of the Ministry of Education.

### **Article 56**

A- The time of the general examinations will be indicated by the General Directorate of Examinations each year.

B- The Ministry of Education will decide to change the time of examinations when needed.

### **Article 57**

1. There is no fail in the first term of examinations at secondary stage, (they will proceed through the grades no matter how many subjects they fail) and they can repeat the exam.
2. In classes 11 and 12 the average result of the mock exam is calculated by adding the total of the average of the results from term 1 and 2.
3. The final result of class 11 is calculated by adding the average of the mock and final exam.

4. The highest pass rate is 100 and lowest pass rate is 50.
5. If the day of examinations falls on an official public holiday then the examinations will be held on the next day and will continue according to the sequence of the examination timetable.

### **Article 58**

- A- If any student attains 50% or more in a subject this is considered a pass.
- B- Student's fail the year if;
1. The final result of one subject or more is less than 50 in the second term.
  2. He/she does not attend the examinations in the second term no matter what the reason.
  3. The student cheats or tries to cheat during the examinations (first and second term) and the examination invigilator and the supervisor invigilator are convinced that the student has cheated.

### **Article 59**

The oral, written and practical examinations are held under the instructions of the Ministry of Education and according to the specializations of the subjects.

### **Article 60**

**First:** Daily, monthly tests and the class evaluation are set by the teacher, but both term examinations plus the final examination (grades 10 and 11) are set by the examination committees which are mentioned in section 2 of this article.



**Second:** Teaching staff will form some committees which will consist of the same subject teachers or teachers from similar subjects. These committees are headed by a teacher who has been nominated from the committee by the principal. These committees in co-operation with other teachers will organize and facilitate the examinations and mark the papers. They will prepare the annual report and also these committees at the end of the year should give a report to the school committee noting the negative and positive points of the examination process.

**Third:** If there is only one subject teacher available she/he will set the examination paper questions. If there are more subject teachers they will together set the examination questions and they will all be responsible for keeping the papers confidential.

**Fourth:** The examination committees are headed by the principal and the principal's assistant will be a member and a maximum of 3 members from the teaching staff, who have been nominated by the school committee, their duties will be as follows:-

- a) Organizing and facilitating the term examinations and the final examination – both terms.
- b) Supervising, checking and calculating the result according to the sample answer.
- c) Registering the results of the final exams and publishing them plus sending the report to the parents.
- d) Preparing the general annual report about the examinations in which they should mention the student's academic level and special statistics, relating them to the process of learning.

## **Article 61**

The students are not allowed to be absent in the daily, monthly, or term tests and evaluations without a valid reason.

- A- The subject teacher will decide whether to accept the given reason of the student in connection to the daily evaluation and tests.
- B- Both the subject teacher and the school principal will decide whether to accept the given reason in connection to the monthly and term exams.
- C- If a student is sick in the first term according to the medical report of the Medical committee they may sit the examination in the second term.

## **Article 62**

**First:** Students who fail two consecutive years in the same class are not entitled to continue in day school.

**Second:** Those students who fail two consecutive years in the same class are able to continue the third year (of the same grade) in evening class or participate in the general examination as an external student, according to the instructions that will be issued by the Ministry of Education.

**Third:** Those students who have a medical report from the Medical committee will not take the second term examination, according to the instructions, this year will not be considered as a fail.

## **Article 63**

Additional instructions and clarifications might be issued in order to facilitate the implementation of the articles of this system.

### **Article 64**

All previous instructions contrary to this system are abolished on the publication of this new system.

**Nechirvan Barzani**  
**Prime Minister**  
**21<sup>st</sup> January 2009**