

	Ministry of Higher Education and Scientific Research Catholic University in Erbil Academic Year: Choose an item. Semester: Choose an item.	
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(Module Descriptor)

College: Choose an item.

Department: Choose an item.

I. Module General Information			
Module Title:		Module Type:	CHOOSE AN ITEM.
Module Code:		ECTS Credits:	Choose an item.
Module Format:			
Module Leader Name and Rank		E-mail: Office Extension: Office Location: Office Hours:	
Module Instructor Name and Rank (if different from Module Leader)		E-mail: Office Extension: Office Location: Office Hours:	
Assistant Instructor (if any)		E-mail: Extension: Office Location: Office Hours:	
Teaching Schedule:		Teaching Location:	

II. Relation with Other Modules (if applicable)	
Pre-requisites <i>List prerequisite or co-requisite courses or add None</i>	

III. Module Description, Module Learning Outcomes, & Program Learning Outcomes	
Module Description	
Module Learning Outcomes (MLO)	Upon completion of the module, students will be able to:
Program Learning Outcomes (PLO) Addressed in the Module	

IV. Module Delivery	
Structured workload (h/w)	Choose an item.
Unstructured workload (h/w)	Choose an item.
Total workload (h/w)	

V. Weekly Schedule					
Week Material Covered and Details					
1. Indicate mode of delivery as lecture, recitation, laboratory, team-based learning, etc.					
2. Include all methods for assessing student achievement, including assessment rubrics for evaluating the learning activities.					
Week	Topic	Mode of Delivery	Learning Activities and Due Dates	Methods for assessing student achievement	Alignment with MLOs
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 8					
Week 9					
Week 10					
Week 11					
Week 12					
Week 13					

Week 14					
Week 15					
Week 16					

VI. Module Assessment				
	Time/ Number	Weight (Marks)	Week Due	Relevant MLO
Assignments				
Quizzes				
Midterm Exam				
Participation				
Final Exam		50		
Total				

VII. Learning and Teaching Resources		
	Text	Available in the Library/Department?
Required Textbooks		
Recommended Text Books and Journals		
Websites and other links		

VIII. Module Policies	
Component	
Attendance	Students are expected to attend each session and to be fully engaged. Students are required to be physically present at least 90% of the session time during the semester and/or 85% of the session time with an excuse according to MHE regulations. Attendance of at least 90% of all sessions is required; however, if an absence is unavoidable, students should make sure to provide the instructor with the appropriate documentation (e.g., doctor's note, copy of registration from conference, etc.). Excessive absences may lead students to receive the first warning when they reach 5% of their allotted absence time, a second warning when 7% has been reached, and a final warning when the student has reached 10% of their allotted absences with non-legitimate excuses or 15% with legitimate excuses. The final warning will be accompanied by a declaration that the student must sign, attesting that such student will not miss any more classes, or the University will have the right to dismiss the student from the given class, bar exceptional cause.
Due Dates	Written assignments should be submitted before the due date. If an emergency or extenuating circumstance should arise and there is a need to turn in an assignment later than its due date, students must contact the instructor before the assignment is due via email.
Late & Missing Assignments	The instructor may choose how to fairly respond to late and missing assignments. For example: <i>Late submissions will start at 90% of the maximum value of the assessment, and the assignment grade will decrease by an additional 5% for each day thereafter. Late submissions without pre-clearance will start at 80% of the maximum points available, and the assignment grade will decrease by an additional 5% for each day thereafter.</i> <i>It should be noted that no assignment will be accepted for credit more than five (5) days after its original due date, and will be considered missing. Missing work will be assigned a grade of zero.</i>

	<i>The instructor may choose to amend this policy in certain cases to accommodate extenuating circumstances.</i>
Make-up Quizzes and Examinations	Students may only retake midterm examinations with prior approval from the respective Dean and/or Head of Department and with evidence for cause. Students are allowed to retake the final examination up to a total of four times, per MHE regulations, if they do not pass on the first attempt.
Group Work	Individuals must contribute their fair share to any group effort resulting in a deliverable product to the instructor. In addition, everyone in the group will be held accountable for the quality, originality, and proper sourcing of the entire group product.
Technology Tools	Students will be expected to use web browsing, Moodle, and other relevant technologies.

IX. University Policies	
Component	
Academic Integrity Statement (cheating and plagiarism)	CUE adheres to the Bologna Process standards, which concern academic misconduct, including cheating, plagiarism, in-class disruption, and dishonesty. Please be aware that misconduct is vigorously prosecuted, and CUE has a zero-tolerance policy. Both cheating and plagiarism policies are applied to all stages of students at the University. Penalties for academic dishonesty or plagiarism will be determined by the Student Discipline Committee in accordance with MHE guidelines and may include, but are not limited to, the following (individually or in combination): - Fail grade for the assessment. - Fail grade for the module. - Fail grade for the entire year. - Warning letter issuance. - Admonition letter issuance. - Reprimand letter issuance. - Prohibition of receiving any form of financial aid, scholarship, or monetary award. - Prohibition of receiving any form of honor, merit award, or other academic recognition. - Suspension. - Dismissal in extreme cases. - Deregistration in extreme cases. Cheating and Plagiarism: In regard to cheating and plagiarism, refer to the Academic Standing Policy and the Student Handbook. The University has a zero-tolerance policy for cases of cheating and plagiarism. Cheating in examinations or other assessment tasks is defined as attempts to attain academic credit through dishonest, disrespectful, irresponsible, untrustworthy, or unfair means, including but not limited to copying, using external aids in an examination, sharing examination content, or permitting another student to copy one's work. Plagiarism is defined as the failure to follow correct acknowledgment practices. CUE considers plagiarism to be a serious form of academic dishonesty. It is typically defined as using 25% in total and no more than 9% of a single source of words, ideas, or work of others and presenting them as one's own in written assignments, oral presentations, designs, artworks, or other performances. This includes material sourced from websites, journals, books, speeches, diagrams, images, or another student's work. If proper referencing is not used, it constitutes plagiarism. Examples include: - Listing a source in the bibliography but failing to use correct in-text citations - Rearranging the words of a source while keeping the original idea without proper

	referencing ● Quoting from lectures, speeches, or any other work without citing the author correctly ● Referencing secondary sources without properly acknowledging the primary source ● Copying some or all of another student’s work without acknowledgment ● Presenting visual, digital, or physical artifacts created by someone else for assessment Use of AI: In general, CUE students are permitted to use AI tools only for proofreading their work and not for generating or paraphrasing content. AI tools may only be used in assessment tasks if the assessment brief explicitly permits it or if the module lecturer has provided official permission to all students for that specific assessment. If permitted to use AI tools in an assessment, students must: a. Acknowledge the use of AI in their work, either in an in-text citation or in an acknowledgment section b. Include a statement with the submitted work outlining how AI tools were used																					
Grading System	The University uses a standard marking protocol as shown below. <table><tr><th>Marks</th><th colspan="2">Level</th></tr><tr><td>90-100</td><td>Excellent</td><td>نایاب</td></tr><tr><td>80-89</td><td>Very Good</td><td>زۆر باش</td></tr><tr><td>70-79</td><td>Good</td><td>باش</td></tr><tr><td>60-69</td><td>Medium</td><td>ناوهند</td></tr><tr><td>50-59</td><td>Pass</td><td>دەرچوو</td></tr><tr><td>0-49</td><td>Fail</td><td>دەرنه‌چوو</td></tr></table> Note: Decimal places above or below 5 will be automatically rounded to the higher or lower full mark. The passing mark for the undergraduate level is 50%.	Marks	Level		90-100	Excellent	نایاب	80-89	Very Good	زۆر باش	70-79	Good	باش	60-69	Medium	ناوهند	50-59	Pass	دەرچوو	0-49	Fail	دەرنه‌چوو
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This Module Descriptor is

Prepared by:

Reviewed by Department Scientific Committee on:

Approved by Chief of Academic Affairs on: