

Republic of Iraq
Ministry of Higher Education and
Scientific Research
University of Basrah
Department of studies and planning
Organizational Structures Unit

جمهورية العراق
وزارة التعليم العالي والبحث العلمي
جامعة البصرة
قسم الدراسات والتخطيط
وحدة الهياكل التنظيمية



ADMINISTRATIVE STRUCTURE AUTHORITIES MANUAL UNIVERSITY OF BASRAH

First: Authorities of the University Council:

The University Council exercises the following Authorities to conduct the work of the University and achieve the required goals:

First-1 / Authorities of the Scientific University Council:

1. Approving the university's policy and its development in the scientific, artistic, cultural and administrative fields.
2. Recommending the establishment of colleges and institutes required by the scientific process of the university.
3. Approving a plan to open scientific departments, branches and scientific centers.
4. Establishing postgraduate studies in various disciplines in the faculties and institutes of the university, in accordance with the controls, instructions, and conditions.
5. Recommending the appointment of deans of colleges and institutes upon a proposal from the President of the University.
6. Granting the rank of professorship to faculty members in colleges and institutes at the university.
7. Approving full-time scientific work for teachers inside and outside the country in accordance with the University Service Law.
8. Recommending admission plans for undergraduate and postgraduate students in colleges and institutes.
9. Approving scientific research plans in colleges, institutes and centers at the university.
10. Reconsidering the curricula and bringing about change in them for the purpose of continuous consolidation of the scientific situation periodically and in line with the spirit of the times and the scientific and technological developments witnessed by advanced universities.
11. Approving the consideration of the academic year as a non-failure year for the student who is exposed to problems and difficulties that are beyond his

control and prevent regular study and participation in the final exams, after the Council is convinced of his condition and on the recommendation of the President of the University.

12. Approving the consideration of the academic year as a non-failure year for university students as a result of the exceptional circumstances to which the country is exposed.
13. Approval of the third extension for graduate students upon the proposal of the President of the University.
14. Formation of the Central Promotions Committee and its branches.

First-2 / Administrative Authorities of the University Council:

1. Approving the scientific , administrative and technical staff and ordering its implementation in the various formations of the university.
2. Ratification of the conclusion of agreements with universities and scientific institutions in other countries.
3. Approving the rehabilitation and training plan for scientific and administrative staff after a recommendation from the President of the University.
4. Recommending the referral of any of the university's employees to the competent courts for violating the law and by a decision of the university president.
5. Approval of the extension of the service of teachers of the rank of (professor, assistant professor) upon reaching the legal age for a period of one year about to be renewed three times only upon the recommendation of the relevant council of the law.

First-3 / Financial Authorities of the University Council:

1. Approving the annual financial budget plan, the import plan and the investment plan of the university in coordination with the competent authorities.
2. Approving the final accounts of the university.
3. Consider the report of the financial control and discusse and identify the points of deficiencies and work to overcomethem.

4. Approving the budget paragraphs of the investment plan and the import plan within the limits of the approved allocations.
5. Approving the budget paragraphs and separating them upon a proposal from the President of the University in accordance with the circulars for the implementation of the general budget of the state.
6. Delegate some Authorities to the President of the University.

Second: Authorities of the President of the University:

The President of the University shall exercise the following Authorities to conduct the work of the University in doubt.

Second-1 / Scientific Authorities of the President of University:

1. Considering and approving the minutes of college councils.
2. Recommending full-time scientific work for teachers inside and outside the country and in accordance with the University Service Law.
3. Follow up the progress of teaching and scientific research at the university.
4. Granting fellowships (according to bilateral agreements concluded with the university) and study vacations for the affiliates to complete my studies inside and outside the country.
5. Opening the Colleges and the departments to the University Council and canceling it after the recommendation of the Councils of the University.
6. Approving the minutes of the central scientific promotions, deification, consolidation, and translation.
7. Signature to the mural of the graduating students.
8. Issuing university orders for the graduation of undergraduate and postgraduate students.
9. Issuing university orders for scientific promotions for teachers at the university after approval by the relevant authorities.
10. Concluding cultural agreements and concluding them with various universities and scientific institutions in other countries after the approval of the University Council, the Ministry, and other relevant authorities when necessary.

11. Approval of the second extension for graduate students and upon the recommendation of the College Council.

Second-2 / Administrative Authorities of the President of University:

1. Supervising administrative activities and following up on that.
2. Chairing the periodic and emergency meetings of the University Council, calling for them, and implementing the decisions of the University Council.
3. Deciding on the appointment, full-time and transfer of teachers at the university and within the approved scientific and financial staff.
4. Approaching the various state departments (except the offices of ministers) regarding university matters.
5. Approving the secondment of teaching staff services inside and outside the country in accordance with the University Service Law.
6. 6-Approving the dispatch of teachers outside the country in accordance with the controls set by the University Council.
7. 7.Referring technical and administrative employees to retirement upon reaching the legal age in accordance with the Civil Service Law.
8. Referring topics that fall outside his Authorities to the University Council for a pulp.
9. Representing the university in official meetings inside and outside the country.
10. Assigning some of the general years at the university to the tasks that the university's work is required to do in accordance with the university service and civil service laws that are generalized by them.
11. Assigning the heads of departments at the university and its formations based on the recommendation of the dean of the college or the most brilliant and dismissing him, except for the directors of internal departments (and in coordination with the Scientific Supervision and Evaluation Authority).
12. Vault for the resignation of teachers at the university and the refusal of H. A.
13. Recommending to the University Council the appointment of deans of colleges and institutes affiliated to the university.
14. Grant thanks and appreciation to the university employees for their outstanding coordination.

15. Punishing the negligent with one of the appropriate penalties forth employees and technicians after proving what requires that penalty legally, except for the penalties of dismissal and dismissal.
16. Penalties imposed on employees after exhausting their purposes in accordance with the law.
17. Recommending to the University Council that the penalties imposed on teachers be slowed down after exhausting the purposes of it.
18. Granting the university's employees and formations a regular leave for a period of three months and a salary in accordance with the provisions of the law.
19. The President of the University may grant some of the Authorities of his assistants or deans of colleges or to whomever he deems appropriate.

Second-3 / Financial Authorities of the President of the University:

1. All paragraphs of the university's budget and its formations shall be approved in accordance with the budget implementation circulars, and not more than (100,000,000) one hundred million dinars.
2. Approving the disbursement within the investment plan projects and according to what is stipulated in the contracts signed with the university according to the stages of implementation and after a recommendation from the engineering department and not more than two billion dinars (provided that the limits of this validity are reviewed periodically).
3. Granting incentives, cash and in-kind rewards not exceeding (100,000) one hundred thousand dinars in a case.
4. Proposing the university budget and submitting it to the Ministry after the approval of the University Council.
5. Approving the assignment of various companies and contracts related to the university's activities and projects.
6. Approving the purchase and import of materials, equipment, and devices necessary for the conduct of the work of the university and the faculties of it.

7. Granting cash rewards to non-university employees for the services they provide in completing the work and achieving the objectives of the university, not exceeding (50,000) fifty thousand dinars for each case.
8. Gift of in-kind materials and not more than (50,000) fifty thousand dinars for each case and when necessary.
9. Approving the write-off of the university's assets up to (1) million dinars for each case.
10. Distribution of profits of consulting offices and clinics at the university according to the provisions of the law of university consulting offices in force.

Third: Authorities of the Vice President for Scientific Affairs:

The Vice President for Scientific Affairs exercises the following Authorities to facilitate the work of the centers and departments affiliated to thee:

Third-1 / Scientific Authorities of The Vice President for Scientific Affairs:

1. Supervising all scientific centers at the university and departments associated with e.
2. Scientific supervision of scientific activities in the faculties, institutes, and centers of the university.
3. Preparing the scientific research plan at the university and submitting it to the university president to present it to the university council for approval.
4. Recommending to the President of the University to grant scientific studies to graduates in primary and postgraduate studies for all specializations at the university.
5. Follow up students' scientific issues and decide on them.
6. Expressing an opinion on the scientific sabbatical, sending teachers, and recommending this to the President of the University.
7. Representing the university in meetings, conferences and scientific committees related to the nature of his uncle and with the authorization of the university president.
8. Determining the numbers of admissions in the preliminary studies (morning and evening) and the various specializations and submitting the necessary recommendation to the President of the University in coordination with the councils of the concerned colleges.

9. Proposing nominations for fellowships and scientific missions regarding the employees of the University Presidency.
10. Follow up on programs, research, conferences, and scientific seminars held by colleges, institutes, and university centers.
11. Approving students' graduation documents and issuing special instructions in accordance with the relevant laws.
12. Supervising student cultural, artistic and sports activities at the university.
13. Forming the various scientific committees at the university within its competence, except for the Central Promotions Committee and its branches.
14. Approving and implementing the summer training program for students, field practices for teachers, and plans for opening the university to the institutions of the field of work.

Third 2 / Administrative Authorities of The Vice President for Scientific Affairs:

1. Approaching the various state departments, including the ministries (except the Minister's Office) regarding the exercise of these competencies, and giving a copy of these correspondences to the Office of the President of the University.
2. Signing the transactions decided by the President of the University and that fall within his competence.
3. Transfer of staff of centers and departments associated with e after consultation with their direct superiors.
4. Sending letters of thanks and appreciation to the university employees for their distinguished coordination.
5. Any other Authorities granted to him by the President of the University.

Third 3 / Financial Authorities of The Vice President for Scientific Affairs:

1. Granting incentive rewards in scientific fields and not exceeding (50,000) fifty thousand dinars for each case.

Fourth: Authorities of The Vice President for Administrative and Financial Affairs:

The Vice President for Administrative and Financial Affairs exercises the following Authorities to conduct the work of the departments and the formations that fall of his duties:

Fourth 1 / Administrative Authorities of the Vice President of the University for Administrative and Financial Affairs:

1. Supervising all departments of the university.
2. Providing administrative and legal advice to the President of the University.
3. Issuing administrative orders for the appointment of administrative, technical, and teaching staff in the presidency of the university and the scientific centers associated to it accordance with the laws and regulations that applicable.
4. Transfer of administrative and technical staff in the administrative formations of the university presidency and in consultation with their direct superiors.
5. Approving the dispatch of university employees, administrators, and technicians inside and outside the country according to the window
6. Approving the formation of various committees at the university within the competence of e.
7. Forming investigative committees to investigate violations of employees and technicians in the university presidency.
8. Vault for or rejection of the resignation of staff (except teachers).
9. Sending letters of thanks and appreciation to the university employees for their distinguished coordination.
10. Approving the payment of regular and accumulated leave salaries to employees for their services in accordance with the provisions of the law.
11. Change of employees (technicians and administrators) within the university.
12. Granting marital accompaniment leave to university employees.
13. Conducting field and inspection visits to the university's formations.
14. General supervision of all administrative, legal, and financial coordination at the university.

15. Organizing temporary and permanent mandates and following up on the leadership at the university level.
16. Proposing studies, research and activities related to the administrative, legal, and financial aspects of the university.
17. Approaching the various state departments and institutions, including ministries (except the Minister's Office) regarding the work of the departments related to him.
18. Follow up the affairs of the internal departments and overcome the problems facing this a.
19. Signing the transactions decided by the President of the University and that fall within the competence of e.
20. Approving maternity leaves for female employees of the Presidency of the University and its affiliated formations.
21. Refer applicants to assign the teaching staff to the scientific committees to determine the Authorities of their teaching.
22. Recommending the assignment of the staff of the Presidency of the University and its affiliated formations with the additional coordination required by the interest of the University.
23. Recommending the dispensation of the services of probationary employees due to their incompetence.
24. Any other Authorities granted to him by the President of the University.

Fourth 2 / Financial Authorities of The Vice President for Administrative and Financial Affairs:

1. Approving the statements for coordinating and granting additional periods in the university's contracts.
2. Approving the purchase of the necessary administrative and scientific resources required by the various university formations.
3. Preparing the university's annual budget proposal in coordination with the financial department and submitting it to the university president.
4. Payment of accumulated regular leave salaries to employees of the services they are in accordance with the provisions of the law.
5. Granting incentive rewards for the year of Lean and not exceeding (25,000) twenty-five thousand dinars for each case.

6. Approving the granting of allocations of all kinds according to the provisions of the laws and the decisions and instructions considered about the employees of the Presidency of the University and its scientific centers.
7. Proposing the necessary transfers in the budget subjects within the one and the sons of the financial department at the university.
8. Approving the purchase in newspapers, magazines, and official and unofficial publications and within the limits of financial allocations.
9. Approving the disbursement of permanent rolls for the purposes of the activity within the limits of the Authorities vested in him and approving the disbursement of other funds in accordance with the laws and special instructions.
10. Gifting the mother to cash and in-kind and not exceeding (50,000) fifty thousand dinars for each case and in case of necessity.
11. Any other Authorities granted to him by the President of the University.

Fifth: Authorities of the Director of the Center:

The Director of the Center shall exercise the following Authorities:

1. Supervising the performance of work in the center and following up the activities of employees.
2. Distributing tasks among the staff working in the center to conduct the work.
3. Approving the granting of regular vacations, if they do not exceed two weeks, and approving sick leaves.
4. Recommending the approval of regular and sick leaves for more than the week in addition to study leaves.
5. Recommending a penalty for negligent workers
6. Proposing letters of thanks and appreciation to distinguished and creative workers.
7. Recommending the granting of bonuses, promotion, and promotion from one grade to another for employees of the Center.
8. Recommending the assignment and dispensation of the services of any of the employees of the Center in accordance with the laws and instructions in force.

9. Representing the Center in scientific and technical conferences and seminars within the scope of its Center's competence.
10. Distributing tasks and responsibilities among the center's employees in a way that helps develop and improve work performance within the center's specific staff.
11. Recommending the dispatch of the Center's employees inside and outside the country.
12. Recommending the granting of various allocations to all employees of the Center.
13. Evaluate the performance of the center's employees and submit them to the relevant authorities.
14. Assigning a temporary contract for the center's employees to fill the shortage in staff and to ensure the progress of work.
15. Recommending the approval of the confirmation of the Center's employees in their jobs upon completion of the legal and required period.
16. Signing the correspondence that obtains the Bass M Center.
17. Recommending the assignment of the tasks of the center to one of its affiliates if he enjoys regular and sick leaves and dispatch.

Sixth: Authorities of an Administrative Department Manager:

The administrative director of the Department shall exercise the following Authorities to conduct the work of Department. Balch all that is required:

1. Distributing tasks among the employees working in the department to conduct the work.
2. Approving the granting of regular leaves, if they do not exceed ten days, and approving sick leaves.
3. Recommending the approval of regular and sick leaves for more than (10) ten days in addition to study leaves.
4. Supervising the performance of work in the department and following up the activities of employees.
5. Recommending the imposition of a penalty on negligent employees.
6. Proposing letters of thanks and appreciation to distinguished and creative workers.

7. Recommending the granting of bonus, promotion, and promotion from one grade to another for the employees of Department.
8. Recommending assignment and dispensation with the services of any of the employees of the department in accordance with the laws and instructions in force.
9. Proposing the assignment of the public in the department to work overtime outside the official working hours and within the laws and instructions regulating this.
10. Representing Department. in scientific and technical conferences and seminars within the scope of the competence of the Department of H.
11. Distributing tasks and responsibilities among the employees of the Department in a way that helps to develop work performance and improve it within the staff of the specified Department.
12. Recommending the dispatch of Department 's employees into the country for a period not exceeding one week.
13. Recommending the granting of various allowances to all employees of Department.
14. Evaluate the performance of the employees of the department and submit it to the relevant authorities.
15. Proposing the assignment of a temporary contract for the employees of the department to fill the shortages in the staff and to ensure the speed of work.
16. Recommending approval of the installation of Department. employees in their own positions upon completion of the legal and required period.
17. Recommending the assignment of the duties of Department to one of his affiliates if he enjoys regular and sick leaves and dispatch.
18. Any Authorities that give him his direct supervisor.

Sixth B: Authorities of Assistant Director of Administrative Department:

The Assistant Director of the Administrative Department in the Presidency of the University exercises the following Authorities to conduct the work of Department. Balch all required:

1. Provide administrative advice and proposals that will help the administrative workflow, develop, and complete it quickly, accurately, and not delay.
2. Representing Department in scientific and technical conferences and seminars within the scope of the competence of the department by assigning him to do so by the director of the department.
3. Suggesting letters of thanks and appreciation to employees for their outstanding work.
4. Proposing the distribution of tasks and responsibilities among the department's employees that would help him develop and improve work performance within the scope of the department.
5. Carrying out the tasks of managing the department in cases where the department manager enjoys regular and sick leaves and dispatch.
6. The proposal to the director of the department to assign one of the associates to carry out his duties as an assistant manager if he enjoys regular and sick leaves and delegation.
7. Proposing the assignment of the public in the department to work overtime outside the official working hours and within the laws and instructions regulating this.
8. Any Authorities that give him his direct supervisor.

Sixth C / Authorities of an Administrative Division Officer:

The official of the administrative division in the presidency of the university exercises the following Authorities to conduct the work of the division in all required:

1. Distributing tasks among the employees working in the division to conduct work and follow up the completion of work.

2. Follow up the presence of the employees of the division entrusted with its responsibilities and the extent of their commitment to official working hours in terms of attendance and departure.
3. Assigning the staff of the Division to special work in addition to any additional work required by the public interest.
4. Recommendation (b)Approval of granting the staff of the Division all kinds of leave.
5. Expressing an opinion on the performance of the staff of the Division.
6. Work on developing proposals that lead to the development of work in consultation with the staff of the Division and make recommendations thereon in a manner that serves the public interest.
7. Recommending the nomination of the Division's staff to participate in training and development courses inside Iraq.
8. Submit the memoranda submitted to him by the staff of the Division to the higher official.
9. Recommending the assignment of the tasks of the Division to one of its employees if he enjoys regular and sick leaves and delegation.
10. Any other assignments that entitle him to his direct supervisor.

Sixth D / Authorities of an administrative unit officer:

The official of the administrative unit in the Presidency of the University exercises the following Authorities to conduct the work of Department. Balch all required:

1. Distributing tasks among employees in the unit to conduct work and follow up the completion of work.
2. Follow up the presence of the employees of the unit entrusted with its responsibilities and the extent of their commitment to official working hours in terms of attendance and departure.
3. Recommendation to approve the granting of all kinds of leave to the unit's employees.
4. Expressing an opinion on the performance of the unit's employees.
5. Work on developing proposals that lead to the development of work in consultation with the employees of the unit and make recommendations thereon and in the public interest.

6. Recommending the nomination of the unit's employees to participate in training and development courses inside Iraq.
7. Submit the memoranda submitted to him by the unit's staff to the higher official.
8. Recommending the assignment of the tasks of the unit to one of his employees if he enjoys regular and sick leaves and delegation.
9. Any other assignments that entitle him to his direct supervisor.

Seventh / Authorities of the College Council (Institute)

The College Council exercises the following Authorities to conduct the work of the College and to achieve its objectives:

Seventh 1 / Scientific Authorities of the College Council:

1. Establishing the college's policy in line with the general policy of the university and achieving its mission.
2. Preparing admission plans for preliminary and postgraduate studies in the departments of the college.
3. Preparing a plan for scientific research, authoring and translation for the departments of the college.
4. Recommending the creation of departments or scientific branches, merging, or abolishing it.
5. Recommending the introduction of postgraduate studies in the college.
6. Considering the plans of the scientific departments regarding the invitation of visiting professors, conferences, scientific seminars, delegations, scientific sabbatical, secondments, and vacations inside and outside the country and recommending them to the President of the University for approval.
7. Approving the letters and theses for postgraduate studies, approving the nomination of supervisors for graduate students and naming members of discussion committees.
8. Naming the members of the General examination committees for doctoral students.
9. Usually consider postgraduate and preliminary studies periodically and distribute them to the academic stages.

10. Approving the results of postgraduate and preliminary exams after raising the scientific departments and branches in the college.
11. Approving schedules for the final exams after lifting them from the departments and scientific branches.
12. Approving the scientific promotion of the faculty member (teacher and assistant professor) and submitting it to the university to issue the university order.
13. A recommendation to the President of the University to promote the faculty member to the rank of professor after completing the procedures of the Scientific Promotion Committee in the college.
14. Approving the postponement of the academic year for college students after the availability of convincing justifications and required documents.
15. Approval of the extension of graduate students (6 six months) and on the recommendation of the Council of Department.
16. A recommendation to the President of the University to approve the second and third extension for graduate students based on a proposal from the Council of the Department or the scientific branch in the college.
17. Recommending the assignment of faculty members and lecturers for postgraduate studies according to the need and the period determined by the departments and branches.
18. Concluding scientific and cultural agreements with the corresponding colleges inside and outside the country and submitting them to the university for ratification.

Seventh.2 / Administrative Authorities of the College Council:

1. Supervising the affairs of the college and following up the scientific, cultural, artistic and sports activities.
2. Preparing the faculty staff for the academic year in the second text of the current academic year considering the proposal of the dean and the councils of departments and branches.
3. Reconsider the technicians and administrators within the staff of the bumper for you.
4. A habit of looking at the staff of the college periodically.

5. Forming committees to help him perform his scientific, administrative, and educational tasks.
6. Imposing disciplinary sanctions on students.
7. Recommending that teachers and employees be punished with one of the penalties for violating the laws and the laws in force.
8. Recommending an end to the penalties imposed on teachers and staff after exhausting the purposes of H.A.
9. Recommending the abolition of penalties imposed on teachers and staff after obtaining conviction that they have justified.
10. Recommending the referral of any of the college's employees to the competent courts because of violating the law.
11. Recommending the determination of the service of teachers (professor, assistant professor) upon reaching the legal age for one year and renewed for three times.

Seventh.3 / Financial Authorities of the College Council:

1. Proposing the annual budget plan, the import plan and the investment plan of the college and submitting it to the President of the University to unify it with the plans of other colleges and institutes and submitting it to the University Council for approval.
2. Recommending to the university the approval of the final accounts of the college.
3. Review and discuss the report of the National Audit Office of the College and express an opinion on the observations contained in e.
4. Granting the Dean of the College or the Denote College some Authorities.

Eighth: Authorities of the Dean of the College (Institute):

The Dean of the College or the Teaching Assistant shall exercise the following Authorities to manage the coordination of the College or the implementation of its objectives.

Eighth -1 / Scientific Authorities of the Dean of the College:

The Dean of the College exercises the following scientific Authorities:

1. Implementing the decisions of the University Council regarding the college.
2. Managing the college in terms of scientific, administrative, educational, cultural, and financial.
3. Follow up the progress of primary and higher teaching in the college.
4. Chairing the College Council and its scientific bodies and submitting the minutes to the President of the University for approval.
5. Preparing scientific and annual reports on the activities of the college.
6. Approving the recommendations of the departmental and branch councils.
7. Scientific and administrative supervision of the activities of the scientific departments and the advisory office.
8. Recommending the appointment of heads of scientific departments and assistants to the dean.
9. All regulations issued regarding the organization of scientific and educational affairs and the decisions issued by the College Council shall be applied.
10. Inviting the College Council to convene in an exceptional JLSAT.
11. Forming the main committees in the college and issuing administrative orders for H.A.
12. Forming examination committees for the college and committees for printing the examination issues.
13. Strengthen the annual performance of faculty members in consultation with the head of the Department or the scientific branch.
14. Representing the college in meetings and seminars.

Eighth -2 / Administrative Authorities of the Dean of the College:

The Dean of the College exercises the following administrative Authorities:

1. Promoting faculty members, employees, technicians, and administrators and granting annual bonuses to them in accordance with the provisions of the laws, decisions, and instructions in force.
2. Signing contracts for the use of Arab and foreign teachers, experts and technicians and setting conditions of employment for them, as well as their services, in accordance with the terms of the contract, decisions and instructions in force.

3. Dispatching the college's members of all teachers, administrative staff, and workers inside the country for a period of (60) days for the purposes of training students or for other purposes that require the interest of the college and its basic tasks, granting them the prescribed dispatch allocations and recommending the dispatch of them. Out of diameter to the said lands and according to the height of the window.
4. Recommending the transfer of higher degrees (master's and doctorate) and their levels.
5. Approaching the state departments and institutions (except for the higher authorities and the offices of the ministers) in everything related to the affairs of the college from the scientific and educational aspects within the competence of the college, except for what is related to the university.
6. Approving the use of the services of teachers from the state departments and in accordance with the University Service Law.
7. Basement for the resignation of technical and administrative employees in accordance with the provisions of the relevant articles in the Civil Service Law after ensuring that he fulfills his obligations towards the state, if any, as well as the acquittal of their receivables according to the rules except for teachers (Article 117 of 1988).
8. Approving the full-time teaching staff after approving the recommendation to devote them to the Department or the relevant branch and the College Council and granting them the prescribed allocations in return.
9. Approving the travel of teachers and other staff outside the school year during the school year (in cases other than the brain of the teaching process) to enjoy the regular vacations according to the provisions of the law, as well as approving the travel of the during the holidays Academic (spring and summer), provided that the dates fixed in the university strengthening are considered for your and direct disintegration.
10. Payment of the salaries of the regular vacations of the teachers of the local n on retirement for their university and non-university services accumulated up to (180) days in accordance with the provisions of paragraph (e) of Article (9) of the University Service Law with slavery (142) of 1976 prepared for and instructions University service number (3) for the year 1979, as well as the payment of regular leave salaries for technical and administrative

employees referred to retirement and social security and the instructions in force.

11. Notifying those absent from the official medication without a legitimate excuse from the teachers, technical and administrative staff, and issuing orders considering that they are derived from their jobs after youth notice period according to the applicable laws and instructions issued under it, taking into account the notice of the Legal Department Directorate at the University Center For those who have obligations with the state to take action on the settlement of those obligations according to their own standards and contracts signed by the university or other departments.
12. Recommending the change of technical and administrative staff in cases that require it at the discretion of the Deanship according to the grades approved in the faculty staff, provided that the controls stipulated by the university regarding the change of the staff of the college are observed.
13. Referring technical and administrative employees to retirement upon reaching the age of sixty-three years under the condition in accordance with the provisions of the Civil Retirement Law with Slavery Article (33) of 1966 prepared for.
14. Determining the official medication times within the officially scheduled hours as needed and the nature of work in the college.
15. Granting marital accompaniment leave to teachers, technical and administrative staff in accordance with the provisions of the laws, decisions, and regulations in force in the college.
16. Granting cash and in-kind rewards to employees in cases and occasions that require recognition, motivation, and encouragement, not exceeding (50,000) fifty thousand dinars for each case, provided that the provisions of the laws, regulations, and conditions for providing financial allocations are observed.
17. Conducting the transfer of employees considering the need and the interest of the college, after the coordination between the two countries, provided that the university / Planning Division / is provided with a copy of the administrative order to transfer for the purpose of documenting it in the records of the owners duly.
18. Granting vacations to college employees during the spring holidays.

- 19.- Appointing the top ten students to the college and providing the university with a copy of their appointment orders for the purpose of marking and after the availability of the staff s.
- 20.Approval of students' registration forestudies.
- 21.Approving the recommendations of the committees in the college.

Eighth -3 / Financial Authorities of the Dean of the College:

1. Granting allocations of all kinds and in accordance with the laws, decisions, instructions, and controls issued by the competent law and in accordance with the provisions of the University Service Law with slavery 176 of 1976preparedfor.
2. Approving the purchase and import of laboratory media and other supplies, magazines, and books according to the legislation in force.
3. Approving the disbursement of funds to those from outside the university on training and teaching within the college, supervising the messages and participating in the Sham examination committees and discussion committees according to the legislation in force.
4. Spending on all chapters and articles of the college budget and within the limits of the authority contained in the annual law on the implementation of the general budget of the state, and if it is not mentioned in that law, it will be the validity of the disbursement to the extent of (10,000,000) ten million Iraqi dinars in each Condition.
5. Approving the allocation of various companies and contracts for the conduct of the activities of the College and within the limits of the Authorities mentioned in paragraph (4) above.
6. Granting the terms of reference and approving the additional statements for all coordination and undertakings mentioned in paragraphs (5 and 4) above.
7. Approval of the design, maps and studies conducted by the engineering divisions and the specialized consulting offices for expansions and additions in the buildings and facilities of the college or the dependencies of the college.
8. Employees of the college working and non-working in return for c, coordination, activities, or sacrifices in the performance of coordination and a limit of (25,000) one hundred thousand dinars in each case.

9. Approval of the write-off of a damaged or perishing state for reasons other than the intentional and even one million dinars.

Ninth: Authorities of the Assistant Dean for Scientific Affairs:

The assistant to the Dean of the College or the Assistant for Scientific Affairs exercises the following Authorities to facilitate the work of graduate studies and student affairs in the college or the university:

1. Organizing the schedules of the final exams in coordination with the scientific departments.
2. Organizing the schedule of weekly lessons in coordination with the scientific departments and in the light of the classrooms to ensure a sense of the progress of teaching in postgraduate studies.
3. Supervising the registration of weekly lectures prepared for this purpose to ensure that all hours prescribed for each subject are covered and according to the instructions in force in this regard.
4. Follow up the attendance of graduate students and discipline in accordance with the regulations and instructions in force.
5. Checking applications for admission to graduate studies after receiving them from the scientific departments, consolidating them and submitting them to the university presidency.
6. Checking the cases of selection of postgraduate studies from other universities to postgraduate studies in the college and referring them to the competent scientific departments for consideration and addressing the relevant authorities.
7. Follow-up graduate students in terms of time periods and dedication to study in accordance with the regulations and instructions.
8. Participate in the meetings of the graduate studies committees in the college when invited by them to discuss postgraduate matters according to the specialization of the departments to ensure good performance.
9. Preparing the graduate student's discussion statement one week before the date of the discussion, preparing the minutes of the discussion committees, checking them, and submitting them to the College Council.

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10. Supervising the preparation of annual statistics for graduate studies in the college.
11. Toss Lim examination books and receive them in accordance with the rules in force.
12. Announcing the results of the exams after being approved by the graduate studies committees in the scientific departments and according to specialization.
13. Providing the scientific departments with degrees according to a form prepared for this purpose for approval by the graduate studies committees.
14. Coordination with the scientific departments regarding the exam questions and the first and second rounds, according to what is in force in the preliminary studies.
15. Addressing the official departments in everything related to the biography of the graduate student, starting from his registration until his graduation.
16. Addressing the Presidency of the University / Faculty of Graduate Studies in everything related to the biography of the graduate student.
17. Addressing the official departments in obtaining the fundamental approvals regarding the lecturers after determining the names of their departments by the competent scientific department.
18. Signing the forms of annual bonuses and promotion for postgraduate staff and in his capacity as the Supreme President.
19. Addressing the official departments and institutions other than the ministries with all matters related to these Authorities.
20. Supervising the workflow of the Registration Division and distributing work among its employees and monitoring their working hours.
21. Signing the promotion forms and the annual allowance for the registration staff and as the direct supervisor.
22. Approving the granting of the employees of the Registration Division to the regular leaves that they are entitled to within the country, considering the provisions of the laws and regulations in force.
23. Signing the correspondence of Iraqi, Arab and foreign students with the department concerned with the affairs of students at the university and other official faculties of the university.

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24. Organizing basement lists for new students and according to the letters in the coming and registering and distributing them to the divisions and in coordination and cooperation with the internal departments.
25. Organizing and auditing documents, as well as grades, study units and course, and following up on preparatory study applications for all academic levels.
26. Recording students' grades and preparing and keeping transcripts after the examination committee has sent them to the examination committee.
27. Signing books that include referring students to health centers and hospitals.
28. Supervising students' absences, entering them in records, organizing tables with students' names and the number of absences of each of them, publishing them on the notice board, warning students who exceed the legal limit of absences in cooperation and coordinating with the scientific departments in the college.
29. Organizing a summary of the failed and abandoned students and the SollyN.
30. Signature on the students' wishes.
31. Supervising students' cultural, social and sports affairs.
32. Apply the uniform of students and take disciplinary penalties against violators.
33. Preparing everything related to the final exams.
34. Supervising the implementation of the examination instructions approved by the higher authorities in the Ministry and the University.
35. Supervising the printing of what the students need from reproduction and photocopying regarding their studies and after the head of the competent department.
36. Distribute or grant some of these Authorities to the employees of the divisions associated with H.
37. Signing everything related to the exercise of these Authorities
38. Approving the disbursement in cases related to scientific, student or postgraduate affairs up to (20,000) decimal thousand dinars in each case, provided that the necessary financial appropriation is available in the annual budget in the college.

39. Approving the payment of wages, allowances, and bonuses for undergraduate and postgraduate students to Iraqis, Arabs, and foreigners, as approved by the laws, regulations, and instructions in force.
40. Approving the purchase of books, magazines, and periodicals for the college library and up to ten copies of each of them.
41. Granting financial and in-kind rewards to the employees of the administrative and scientific divisions of the administration of H up to (10,000) tendinars for each case, provided that the financial allocation is available.
42. Approving the printing of theses and letters for the university, reports, and research in external printing offices if the college does not have the self-capacity and spending the amounts achieved on it and in accordance with the circulars of the implementation of the budget in force.
43. Issuing administrative orders for a class for students due to absence and cheating.
44. Proposing the issuance of dismissal decisions due to absence for those who exceed the permissible percentage of the students of the professor and the branch in accordance with the instructions in force, if they are approved by the College Council.
45. Issuing administrative orders for students to fail in absences or when they default or violate the regulations and instructions.
46. Issuing administrative orders for giving lectures by external associates or lecturers (in coordination with the Deanship of the College) and opening records or forms related to them with auditing in accordance with the administrative orders issued regarding the E A and following up the disbursement of HA by Department in coordination with the Division of Financial Affairs in the College.

Ninth B / Authorities of the Assistant Dean for Student Affairs:

If the number of students for preliminary studies exceeds (3000) six thousand students, the position of Assistant Dean for Student Affairs shall be created in the college or the student and exercise the following Authorities to facilitate the work of student affairs in the college or the university:

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1. Organizing the schedules of the final exams in coordination with the scientific departments.
2. Organizing the schedule of weekly lessons in coordination with the scientific departments and in the light of the classrooms to ensure a sense of the progress of teaching in the preliminary studies.
3. Supervising the registration of weekly lectures prepared for this purpose to ensure that all hours prescribed for each subject are covered and according to the instructions in force in this regard.
4. Follow up the attendance of students of preliminary studies and discipline in accordance with the regulations and instructions in force.
5. Supervising the preparation of annual statistics for preliminary studies in the college.
6. Test examination books and receive them in accordance with the rules in force.
7. Announcing the results of the exams after being approved by the preliminary study groups in the scientific departments and according to specialization.
8. Coordination with the scientific departments regarding the exam questions and the first and second rounds, according to what is in force in the preliminary studies.
9. Addressing the official departments in everything related to the biography of the student of the initial studies, starting from his registration until his graduation.
10. Addressing the official departments in obtaining the original approvals regarding the lecturers for preliminary studies after determining the names of their departments by the competent scientific department.
11. Signing the annual bonus and promotion forms for the staff of Student Affairs, Registration, and the Documents Unit, in his capacity as the Supreme President.
12. Addressing the official departments and institutions other than the ministries with all matters related to these Authorities.
13. Supervising the progress of work in the Student Affairs and Registration Division and the Documents Unit, distributing work among its employees, and monitoring their working hours.

14. Approving granting the employees of the Student Affairs and Registration Division and the Documents Unit the regular leaves that they are entitled to within the country, considering the provisions of the laws and regulations in force.
15. Signing the correspondence of Iraqi, Arab and foreign students with the department concerned with the affairs of the university and other official faculties of the university.
16. Organizing basement lists for new undergraduate students and according to the letters in the coming and registering them and distributing them to the divisions in coordination and cooperation with the internal departments.
17. Organizing and auditing documents, as well as grades, study units and course, and following up on preparatory study applications for all academic levels.
18. Registration of the grades of preliminary studies students and preparation of records of grades and retention after the examination committee.
19. Signing letters that include referring students for preliminary studies to health centers and hospitals.
20. Supervising the absences of students of preliminary studies and entering them in the records, organizing tables with the names of students and the number of absences of each of them, publishing them on the bulletin board, warning those who exceed the legal limit of absences in cooperation and coordinating with the scientific departments in the college.
21. Organizing a summary of the students of preliminary studies who failed, left and did not
22. Signature of the students of preliminary studies.
23. Supervising the affairs of students of cultural, social and sports preliminary studies.
24. Preparing everything related to the final exams for preliminary studies.
25. Apply uniforms to students of preliminary studies and take disciplinary penalties against violators.
26. Supervising the implementation of the examination instructions approved by the higher authorities in the Ministry and the University.

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27. Supervising the printing of what the students of preliminary studies need from reproduction and photocopying about their studies and after the head of the competent department.
28. Distribute or grant some of these Authorities to the employees of the divisions associated withH.
29. Signing everything related to the exercise of these Authorities
30. Approving the disbursement in cases related to student affairs for preliminary studies up to (20,000) decimal thousand dinars in each case, provided that the necessary financial appropriation is available in the annual budget in the college.
31. Approving the payment of wages, allowances, and bonuses for students of primary studies to Iraqis, Arabs, and foreigners, as approved by the laws, regulations, and instructions in force.
32. Approving the purchase of books, magazines, and periodicals for the college library and up to tenn copies of each of them.
33. Granting financial and in-kind rewards to the employees of the administrative divisions of the administration up to (10,000) ten thousand dinars for each case, provided that the financial allocation is available.
34. Issuing administrative orders for a class for students of preliminary studies due to absence and cheating.
35. Proposing the issuance of dismissal decisions due to absence for those who exceed the permissible percentage of students of preliminary studies in the department and the branch in accordance with the instructions in force, if they are approved by the College Council.
36. Issuing administrative orders for the failure of students of preliminary studies in absences or when he defaults or violatesthe regulations and instructions.
37. Issuing administrative orders for giving lectures for preliminary studies by external associates or lecturers (in coordination with the Deanship of the College) and opening records or forms related to them with auditing in accordance with the administrative orders issued onthe subject and following up the disbursement of the Department in coordination with the Division of Affairs Finance in college.

Tenth: Authorities of the Assistant Dean for Administrative and Financial Affairs:

The assistants of the Dean of the College or the Teaching Assistant shall exercise the following Authorities to facilitate the coordination of the divisions and units subordinate to him:

Tenth -1 / Administrative Authorities of the Assistant Dean for Administrative and Financial Affairs:

1. Coordinating the work of administrative and technical staff in all divisions of the college according to the requirements for work in the college and paralleling it between those divisions in a way that ensures the interest of the college and the needs of the college.
2. Issuing orders of assignment, placement, retirement, and resignation, except for the implementation of the Revolutionary Command Council Resolution No. 550 of 1989.
3. Approving the granting of regular vacations to technicians, administrators, and contractors from the college affiliates to enjoy them inside and outside Iraq.
4. Recommending the promotion of the college's technical and administrative staff.
5. Approving the assignment of college staff and affiliates to overtime work.
6. Approval of the basement of medical reports issued from inside and outside the race for all members of the college, provided that these reports meet the controls and provisions contained in the sick leave system of slaveryM 76 of 1959and the amendments of H.
7. Recommending letters of thanks and appreciation to the college's technical and administrative employees in accordance with the provisions of the college and the laws and regulations in force.
8. Conducting thenecessary transfers in the administrative staff in the college and in accordance with the requirements of the public interest and in coordination with the Deanship of the College and the heads of scientific departments in it.
9. Signing the issuance of orders for granting regular vacations, summer vacations and legally prescribed bonuses for those who are eligible to retire from the college's employees.

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10. Signing forms of annual bonuses and promotions for administrative and technical staff.
11. Granting maternity and childbirth leaves to all college members according to the decisions and instructions in force.

Tenth.2 / Financial Authorities of the Assistant Dean for Administrative and Financial Affairs:

1. Approving the referral of the fees and additional periods in accordance with the competent committees and in accordance with the general conditions of contracting and the laws and regulations in force.
2. Granting cash and incentive rewards to distinguished college employees, not exceeding (10,000) tendinars in each case.
3. The authority to distribute the necessary financial allocations from the scientific departments and in coordination with the heads of the scientific departments.
4. Approval and disbursement of the delegation of teachers, technicians, and administrators of the college employees within the country and for the appropriate periods for the completion of the program.
5. Approving the granting of intentional and engineering allocations, infection and risk allowance and other prescribed allocations in accordance with the laws, regulations, and instructions.
6. Recommending the referral of the college's employees to investigation in accordance with the State Employees Discipline Law.

Eleventh / Authorities of the Head of the Department and the Scientific Branch:

The head of the department and the scientific branch shall exercise the following Authorities:

Eleventh 1 / The general Authorities of the head of the department and the scientific branch:

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1. Hosting external lecturers to give lectures on specific topics to students of primary and postgraduate studies and propose appropriate rewards in accordance with financial controls.
2. Implementing the decisions of the University Council and the College Council regarding the Department of E.
3. The Department House or the branch from the scientific, administrative, educational, cultural, financial, technical and student affairs aspects.
4. Supervising the progress of teaching and teaching methods and the performance of faculty members in their duties.
5. Preparing annual scientific reports on the activities of the department or branch and submitting them to the dean.
6. Preparing student training programs.
7. Directing letters to the university according to the country's development needs.
8. Recommendation to appoint the rapporteur of Department. and his deputy in the absence of H.
9. Recommendation Formation of the Examination Committee and Committees in Department.
10. Nominating advanced graduate students to study in the university or scientific branches after the scientific committee and in line with the admission controls in force at the university.
11. Recommending the addition of the curricula prescribed for graduate students, deleting, or modifying the curricula in a way that leads to enhancing the scientific level and keeping pace with developments, if this is accompanied by the approval of the College Council.
12. Presenting research to scientific committees for consolidation and promotion purposes.
13. Distributing students to training sites, distributing supervision among the employees of Department. and issuing the necessary administrative orders.
14. Proposing the issuance of administrative orders for full-time university and additional lectures according to the actual need and in line with the university controls in force after the College Council.
15. Supervising the scientific affairs of students for the various stages of study.

16. Expert proposal for to consider scientific promotions for teaching Department.
17. Assigning any of the teachers to carry out the teaching tasks as needed, regardless of the position specified by the higher authorities.
18. Approving the faculty members to give lectures in the teaching or study programs of other departments.
19. Approving the nomination of faculty members to participate in technical, administrative, and scientific committees.
20. Directing inquiries to faculty members in case they are absent or late for entering lectures and holding them accountable.
21. Chairing the Scientific Committee and the Graduate Studies Committee in Department.
22. Approaching the scientific departments at the university and the corresponding scientific departments in other Iraqi universities and the Technical Institutes Authority about scientific and teaching affairs or selecting lecturers and obtaining the necessary approval to benefit from their services, provided that the Deanship of the College is aware of this.
23. Approaching other government departments and institutions for the same purposes mentioned in the above paragraph, provided that the Deanship of the College is aware of this.
24. Issuing the necessary administrative orders regarding the scientific affairs of the department after obtaining the deanship's authority on them in accordance with their scientific Authorities.
25. Discuss the curriculum, its vocabulary, and textbooks, propose and modify it according to the chronological age of the book of the HAJ.
26. Determine the needs of Department of teaching, technicians, and administrators.
27. Proposing the preparation and special conditions for the basement in the scientific department and according to the absorptive capacity.
28. Recommending the approval of the results of the students of the department and following up the students in everything related to their academic progress.
29. Distributing lessons to faculty members in the scientific department.

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Eleventh 2 / Administrative Authorities of the head of the department and the scientific branch:

1. Signing the annual bonus and promotion form in the field of the direct supervisor of all the employees of the department and recommending granting them bonuses and promotion.
2. Approval of granting university service employees the regular vacations that they are entitled to under paragraph (a) of Article IX of the University Service Law of 1976 to enjoy them within the country, considering the provisions of paragraph 1 of the article.
3. Approving the granting of regular vacations accumulated for services outside the teaching staff, if any, in accordance with the University Service Law and in a manner that does not conflict with work requirements.
4. Recommending that letters of thanks and appreciation be addressed to the members of the department or branch, as well as to those outside it in cases of outstanding performance.
5. Recommending the granting of fellowships and study leaves to the members of the Department after its approval by the Scientific Committee and according to the need of the department.
6. Distributing duties to the employees of the department or branch according to what has been done to the scientific interest of the department and issuing administrative orders to do so.
7. Invite the Council of Department to convene in exceptional meetings when necessary.
8. Recommending the issuance of leave decisions due to absence for those who exceed the permissible percentage of students of the department or branch and in accordance with the instructions in force.
9. Issuing warning orders to students of absences and recommending failure when they are negligent and violate the regulations and instructions.
10. Recommendation Issuing administrative orders for giving lectures by external affiliates or lecturers (in coordination with the Deanship of the College) and opening records or forms related to them with auditing in accordance with the administrative orders issued regarding the E A and following up the payment of wages in coordination with the Division of Financial Affairs in the College.

Eleventh 3 / Financial Authorities of the head of the department and the scientific branch:

The Head of the department shall exercise the following financial Authorities:

1. Recommending financial aid to needy students with common sense.
2. Granting financial rewards to the members of the department or branch and others if they do not exceed (5000) five thousand dinars for each case and within the limits of financial allocations and spending on paragraphs and materials of the budget up to (one hundred thousand dinars) for each case in the department to provide the needs of the department.
3. Recommending the import of all materials, materials, laboratory, and applied materials from outside the country and according to the approved accreditations of the PLC and through a committee established for this purpose.
4. Purchase of books and periodicals from within the country within the monitored credit.

Twelfth: Authorities of the Scientific Department Coordinator

The coordinator of the scientific department exercises the following authorities:

1. Acting on behalf of the Head of Department in certain of the authorities vested to supervise the organization of Department 's affairs.
2. Representing the presidency of Department in periodic meetings and meetings of the Deanship and each meeting authorized by the head of Department or if he is not present.
3. Coordinating and developing the relations of department within the college, the university and outside the university.
4. Participate in supervising the provision of all department requests, research, administrative, and financial.
5. Implementation and follow-up of the decisions of the department's Council.
6. Submit memos to the head of the department in all cases of students or staff of the department of breach of the required duties or any other violations.
7. Assisting the head of the department in preparing the annual scientific reports on the scientific activities of the Department.

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8. Assisting the head of department in distributing students to training sites and distributing supervision to department.
9. Assisting the head of the Department in supervising the scientific affairs of students for various academic levels.
10. Submit special notes in issuing the necessary administrative orders regarding the scientific affairs of the department after obtaining the Chief Department and the Deanship thereof.
11. Submit notes to determine the needs of teachers, technicians, and administrators.
12. Assist in distributing lessons to faculty members in the scientific department.
13. Assist in setting the study schedules and examination schedules for Department.
14. Assisting in holding meetings with male and female students in Department M not to be able to do more than once per semester to meet their needs and the problems and difficulties that they face during their scientific career at the university and listen to their suggestions and opinions and find the right necessary to do so and submit recommendations to the head of the department and to the dean of the college.
15. Signing the form for disbursement of lecture fees for external teachers and Department.
16. Recommending the approval of granting university service employees regular vacations on behalf of the head of the department when he is not available.
17. Submit memoranda recommending the issuance of decisions of the semester due to absence for students who exceed the permissible percentage of students of the priest or branch in accordance with the instructions in force.
18. Submit memoranda to the Presidency of the Council recommending the issuance of warning orders and failure of students in absences or when they are negligent and violate the regulations and instructions.
19. Supervising the preparation of classrooms and providing the necessary supplies for theoretical and scientific lessons.
20. Supervising the preparation of a hall for various activities.
21. Follow upon students' commitment to university controls and instructions and uniforms.