



# STUDENT GUIDE

2020 - 2021



پوهنتون کاردان  
KARDAN UNIVERSITY

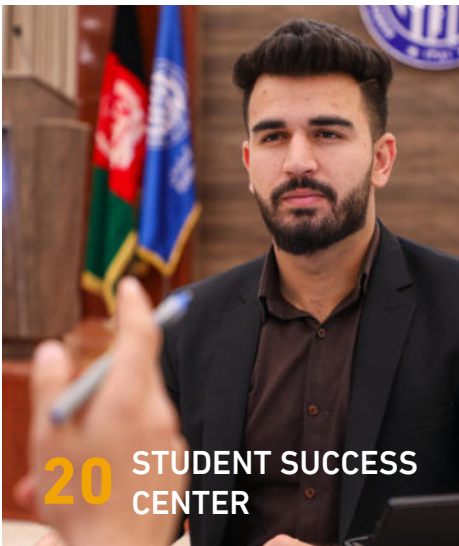


## OUR MISSION

—  
A vibrant university inspiring  
academic and professional  
excellence

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## MESSAGE FROM THE VICE CHANCELLOR

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From our beginnings as the first private university in Afghanistan to our current ranking as the leading university in the country, we have continued to sustain a common goal to inspire academic and professional excellence through our creative, innovative, and accountable approaches.

We keep a firm belief in enhancing the accessibility, inclusion, and relevance of education to better cope with current global socio-economic challenges.

Following our vision of excellence, we incorporate effective approaches to ensure the provision of an enabling academic environment for our students and faculty members.

By broadening our scope of collaboration and partnership with national and international universities and organizations, we strive to provide considerable growth and capacity building opportunities for our community of learners and teachers at Kardan University.

Research is fundamental to the formation of resilient economies and societies. Therefore, Kardan University is taking crucial steps to further its contribution towards research and development and produce new ideas, insights, knowledge, and solutions to address the challenges of Afghan society.

Kardan University envisions leading the sustainable transformation of the economic and social landscape of Afghanistan by embedding world-class academic practices to produce highly qualified and skilled human capital and remain the driver of positive change in the country.

If you wish to be part of this transition, then join Kardan University.



### MEENA RAHMANI

Vice Chancellor for Academic Affairs  
Kardan University

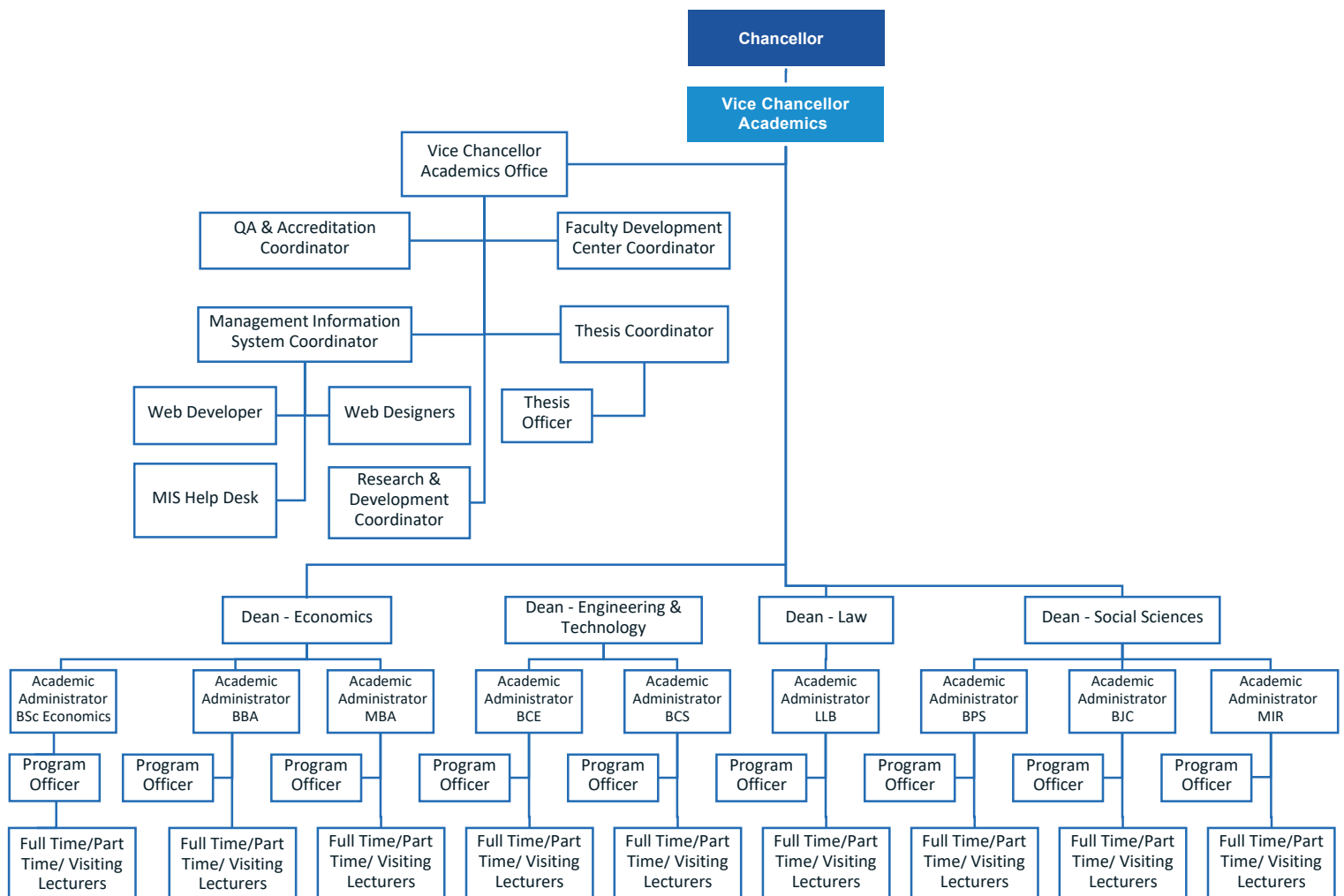


# ACADEMIC STRUCTURE

Kardan University's academic structure is headed by the Academic Council chaired by the Chancellor or Vice Chancellor for Academic Affairs in his absence. The Academic Council has the ultimate authority for overseeing the academic priorities in teaching, research, and learning.

The Academic Council oversees the University's curriculum, quality assurance, program design and management, national and international accreditation standards, and development of academic strategy, policy, and performance. The Academic Council draws membership from the University's leadership, Faculty Deans, Coordinators, Faculty Representatives, and Academic Administrators.

The Office of Vice Chancellor for Academic Affairs oversees several key offices including Quality Assurance and Accreditation, Management Information System, Research and Development, Faculty Development and Thesis Office in addition to the key faculties, as illustrated below.





## FIVE-YEAR STRATEGIC GOAL (2015-2020)

The 5-year strategic goal of the university is to achieve an enabling environment for academic excellence through strengthened student growth, faculty development, research initiatives and sustained innovation. To achieve this goal, we will continue to develop robust policies and procedures while ensuring an enhanced public engagement effort.

# ACADEMIC CALENDAR

The academic calendar dates are subject to change considering unexpected circumstances and events. This calendar will be further revised because of the COVID-19 challenges, if required.

## All Programs - Spring 2020

Semester Spring 2020 (March - September 2020)			Timeline
Before Midterm	Commencement of Classes	March 14, 2020	
	Teaching Weeks	March 14 - May 7, 2020	8 Weeks
	Midterm Examination	May 9 - 21, 2020	2 Weeks
	Eid Holidays	May 23 - 28, 2020	1 Week
After Midterm	Teaching Weeks	May 30 - July 23, 2020	8 Weeks
	Exam Preparation Week	July 25 - August 3, 2020	1 Week
	Terminal Examination	August 4 - 25, 2020	3 Weeks
	Semester Break	August 4 - 25, 2020	2 Weeks
	New Semester Fall 2020	September 12, 2020	

## Activities

Terminal Makeup Exam March 28 - April 2, 2020

Midterm Makeup Exam June 6 - 11, 2020

## All Programs - Fall 2020

Semester Fall 2020 (September 2020 - March 2021)			Timeline
Before Midterm	Commencement of Classes	September 12, 2020	
	Teaching Weeks	September 12 - November 5, 2020	8 Weeks
	Exam Preparation Week	November 7 - 12, 2020	1 Week
	Midterm Examination	November 14 - 26, 2020	2 Weeks
After Midterm	Teaching Weeks	November 28 - January 21, 2021	8 Weeks
	Exam Preparation Week	January 23 - 28, 2021	1 Week
	Terminal Examination	January 30 - February 18, 2021	3 Weeks
	Semester Break	February 20 - March 4, 2021	2 Weeks
	New Semester Spring 2021	March 6, 2021	

## Activities

This schedule is correct as of June 10, 2020 and is subject to change. You will be notified about any changes in the dates through your departments.



# FINANCING YOUR STUDY

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## Kardan University Tuition Fee

Kardan University promotes flexible and reasonable payment options. Even though the students are required to pay the semester fees in advance, they are allowed to divide the semester tuition fee into equal installments and pay them throughout the semester.

### General Principles

Students can access their fee ledgers conveniently through the MyKardan Student Portal. You can access your MyKardan anytime, anywhere as long as you have reliable Internet connection.

It is the responsibility of the students to ensure that their outstanding dues are cleared and the ledger is accurate and updated.

The University reserves the right to apply penalties, such as late payment charges or fines in case the students fail to clear outstanding dues by the due date.

Students must maintain records and copies of their payment receipts as evidence for any follow-up or review.

In exceptional circumstances where a fee waiver is warranted, the University will review such cases based on the well-documented evidence and justification.

## FEE CATEGORIES

### Academic Tuition Fee

The University pursues a Credit Based System (CBS). Based on the CBS standards and requirements, undergraduate students can choose a minimum of 17 credit and a maximum of 21 credits for the bachelor level programs.

For Master level degrees, students must choose a minimum of 6 credits and a maximum of 15 credits per semester depending on their schedule, financial situation, and other personal preferences.



## Credit Transfer Fees

Students who transfer from other national or international institutions to Kardan University will be subject to a transfer fee, determined per credit. The credit transfer is only permissible until the fourth

semester with the required approval from the Ministry of Higher Education and fulfillment of the University's admissions requirements.

## AUXILIARY SERVICES AND FINES

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### Types of Auxiliary Services

The University will charge for auxiliary services requested by the students. Such services may include parking, photocopying services, field trips, promotional items, cafeteria, learning supplies, sports equipment, and general student-led events and activities.

### Makeup Exam

Students with reasonable justifications for missing the regular examinations may apply for makeup exams. Students will be charged a specific administrative fee for missing their exams and appearing in makeup exams instead.

### Course Repeat or Re-take

In case any student wishes to repeat or retake the courses, they will be required to pay the full course fee.

### Courses Withdrawal

After selecting a subject, you can withdraw back from the course within two weeks after the start of the semester, and in case there is space available on the other course you want to take instead.

### Payment Options

Students can make their fee payments through the available tellers. Teller services are available during regular business hours - 8:00 AM to 7:00 PM. The University also accepts cash payments and electronic bank transfers. In each case, appropriate receipts will be provided to the students and their sponsors.

### Fee Payment Terms and Conditions

Students with overdue account balances will receive notifications to meet their financial obligations and avoid possible disciplinary action.

Any student who wishes to dispute the fees charged should write a formal application letter to the Program Officers explaining their justifications and supplying the supporting documentation.

If a student has an outstanding balance, they will not be able to register for new or additional courses until their outstanding dues are cleared. Any continuation of the outstanding balance status will result in disciplinary actions, including but not limited to account suppression.

Only students who do not have outstanding payments will be allowed to attend the University examinations, graduation ceremonies or other relevant activities.

The University may refund the program fee under exceptional circumstances prior to the start of the academic programs and services. Students may submit an application for a fee refund through the Program Officers.

The University reserves the right to apply penalties, such as fines or charges for loss or damage of the University property.

Have any questions or concerns about your tuition fees? Please contact the University's cashiers on your campus or consult your Program Officers.



## SCHOLARSHIPS & FINANCIAL ASSISTANCE

Kardan University is committed to recognizing students' academic achievements and extracurricular activities. The university is also committed to ensuring no student is left behind from pursuing higher education solely for financial reasons.

For the year 2020, over 60 Million AFN is allocated for eligible scholarships and financial assistance applications. This amount includes COVID-19 financial assistance, Chancellor's Financial Assistance Fund, and Spring 2020 financial assistance program.

### Financial Assistance

This program is designed to enable eligible existing and prospective students with financial needs to pursue higher education.

The assistance is offered in the form of tuition fee reductions to students who meet the eligibility criteria.

### Merit-based Scholarships

The goal of the merit-based scholarships is to recognize and encourage academic excellence among Kardan University's undergraduate and graduate students.

### Public Service, Athletic and Co-curricular Scholarships

The Kardan University Public Service, Athletic, and Co-Curricular Scholarships are available to existing and new students with extraordinary achievements in public service, sports, or co-curricular activities.

### Kardan University Equal Opportunity Scholarships

The Kardan University Equal Opportunity Scholarships are intended to extend higher education opportunities to students from underprivileged communities.





Scholarships & Financial Assistance Website:  
<https://kardan.edu.af/Success-Center/scholarships.aspx>



**WE ARE  
FORWARD-THINKERS.**

## KEY OFFICES INFORMATION



### Office of Student Involvement & Events

The Office of Student Involvement and Events provides opportunities for students to engage in co-curricular and extra-curricular activities designed to promote leadership and skills development, self-exploration, sporting, and social interaction. Through supporting students' engagement outside the classroom, we establish student clubs, organize events, seminars, conferences and study tours which offer students and alumni a meaningful educational experience.

Email: [events@kardan.edu.af](mailto:events@kardan.edu.af)

Location: Parwan-e-Du Campus

Website: [https://kardan.edu.af/Success-Center/student\\_involvement.aspx](https://kardan.edu.af/Success-Center/student_involvement.aspx)



### Office of Career Services

The Office of Career Services at Kardan University assists students and alumni in achieving their career goals through a range of programs and services. From training workshops to professional development programs and employment-specific support, we are here to help you accomplish personal and professional success.

Email: [careers@kardan.edu.af](mailto:careers@kardan.edu.af)

Location: Parwan-e-Du Campus

Website: [https://kardan.edu.af/Success-Center/career\\_services.aspx](https://kardan.edu.af/Success-Center/career_services.aspx)



### Office of Scholarships & Financial Aid

Kardan University is committed to recognizing students' academic achievements and extracurricular activities, which will motivate and encourage these and other students to work hard towards further accomplishments. These accomplishments are rewarded with different scholarships detailed in the following sections. The university is also committed to ensuring no student is left behind from pursuing higher education solely for financial reasons. For the year 2020, over 60 million AFN is allocated for eligible scholarships and financial assistance applicants across different study programs.

Email: [f.hakimyar@kardan.edu.af](mailto:f.hakimyar@kardan.edu.af)

Location: Parwan-e-Du Campus

Website: <https://kardan.edu.af/Success-Center/scholarships.aspx>



### Office of Gender and Alumni Relations

The protection and promotion of gender equality principles is a fundamental and strategic priority at Kardan University. The Office of Gender and Alumni Relations at the University is a testament to the institution's unwavering commitment to ensure equity and inclusiveness in its teaching, learning and professional services. The Office promotes a positive learning environment where male and female students can pursue their education in an environment that is free from all forms of harassment, abuse, and discrimination.

Email: [alumni@kardan.edu.af](mailto:alumni@kardan.edu.af)

Location: Parwan-e- Du Campus

Website: <https://kardan.edu.af/Alumni/>





## Office of Quality Assurance & Accreditation

The Office of Quality Assurance and Accreditation seeks to promote a culture of quality at Kardan University in accordance with the national quality assurance and accreditation guidelines and international practices. It helps the University's academic and professional teams to meet the external quality assurance assessment and accreditation requirements.

Email: [w.afghan@kardan.edu.af](mailto:w.afghan@kardan.edu.af)

Location: Parwan-e-Du Campus

Website: <https://kardan.edu.af/Quality-Assurance/>



## Department of Research and Development

The Department of Research and Development works with Kardan University's academic leadership to promote a culture of research across the University. The Department assists all faculties to publish international standard academic journals in collaboration with national and international experts including the University's researchers. The Research Society is another major initiative of this Department, promoting collaborative research excellence among internal and external stakeholders, including students, alumni, and faculty members.

Email: [n.wani@kardan.edu.af](mailto:n.wani@kardan.edu.af)

Location: Kardan School of Graduate Studies

Website: <https://kardan.edu.af/research/>



## Office of International Affairs and Strategic Partnerships (OIASP)

Kardan University's strategic partnership approach advances national and international cooperation to further strengthen Afghanistan's higher education sector. The University works collaboratively with reputable partners to increase rewarding opportunities for research, teaching and learning for thousands of Afghan men and women. From academic accreditation and membership in international networks to industry immersions and job placements for our students, the University has achieved tangible results.

Email: [s.dey@kardan.edu.af](mailto:s.dey@kardan.edu.af)

Location: Parwan-e- Du Campus

Website: <https://kardan.edu.af/International-Affairs/>



## Registrar Office

Registrar Office at Kardan University is responsible for several aspects of students affairs such as student record keeping, processing and verifying academic records, issuing credentials and processing program rejoin and inbound and outbound transfer applications.

Email: [h.bahadur@kardan.edu.af](mailto:h.bahadur@kardan.edu.af)

Location: Taimani Campus



## REGISTRAR OFFICE

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The Registrar Office has the responsibility to maintain the academic and graduation documents of Kardan University's students and alumni, ensuring timely, precise, and secure management of those records.

The Office strives to provide outstanding service to students, faculty members, academic administrators and alumni throughout its processes.

The Office's key responsibilities include transcript management, degree verification, transfer and rejoin, examination records, and graduation processes.

### Obtaining Transcripts

The transcript is your results sheet, which remains updated all the time. During your studies, you can view and print your transcript through the Student Portal. The Registrar's Office issues the final transcript for the four-year program after your final project/thesis completion and financial clearance.

After you complete your course of study here at Kardan University, you will be eligible for formal graduation from the university. To obtain a graduation certificate from the university, you must:

- Complete all your program credits
- Complete and defend your program thesis
- Clear all financial dues.

### Freezing & Re-joining

After starting studying at the university, you can take a break of one semester by freezing it. A student can only freeze two consecutive semesters and will need to continue their studies after completion of the two-semester period. Also, you cannot take a break of more than one year after freezing your semester.

For re-joining the university, you will need to obtain a form and approval from the Registrar's Office. If a student is freezing her/his studies during the semester without completing the semester, her/his achieved grades will not transfer to future semesters.

Those students wishing to re-join the program after the deferral should approach the Office of Registrar during the first two weeks of the semester. Once a student is registered to a program of study and does not show up within two weeks after the starting of the classes without informing the department, he/she will be dropped from the program.

### Joining other Universities

Students of Kardan University can join other universities and transfer their completed credits. If you decide to move from Kardan University to another institution, you will need to obtain a transfer form from MoHE. After you get an agreement from the Chancellor, Registrar, and your Department, you can apply for the other institution's approval, after which, the ministry will authorize your transfer.





A Quarterly Journal of Kardan University



A Biannual Journal of Kardan University

## DEPARTMENT OF RESEARCH AND DEVELOPMENT

The Department of Research and Development (DRD) at Kardan University employs national and international researchers who are engaged in innovative and cutting edge research on socio-economic topics. Since the University was founded in 2002, Kardan University's researchers have conducted cutting-edge and scientific research initiatives that have not only informed policy-making but also created an impact at the national and sub-national levels.

- To build research careers, internationalization of human potential.
- Support to strengthen the knowledge foundation and promote the creation of new ideas blended with cognitive and creative approaches, as well as societal impact of education, research and innovation.

Kardan University has established the following four international journals:

- Kardan Journal of Economics and Management Sciences
- Kardan Journal of Social Sciences and Humanities
- Kardan Journal of Engineering and Technology
- Kardan Journal of Law

### Research Society

The Research Society (RS) provides leadership and support for Afghan researchers, empowering research candidates to achieve their research goals and keep them engaged in creating new knowledge and disseminating new information.

### Membership Categories

The Research Society has three membership categories:

- Expert/Active Membership
- Intermediate /Affiliate Membership
- Student Zero / Beginner Membership

For detailed information about the Research Society, visit the link below:

[https://kardan.edu.af/Research/Research\\_Society.aspx](https://kardan.edu.af/Research/Research_Society.aspx)

### How to apply?

You can apply for membership by filling the online application form available at the link below:

[https://kardan.edu.af/Research/Research\\_Society.aspx](https://kardan.edu.af/Research/Research_Society.aspx)

Email: [n.wani@kardan.edu.af](mailto:n.wani@kardan.edu.af)  
Location: Kardan School of Graduate Studies



# MANAGEMENT INFORMATION SYSTEM

Kardan University Management Information System (MIS) Department was established in late 2007 and is responsible for meeting the technology needs of Kardan University by providing strong software services and support to faculty, students, and staff.

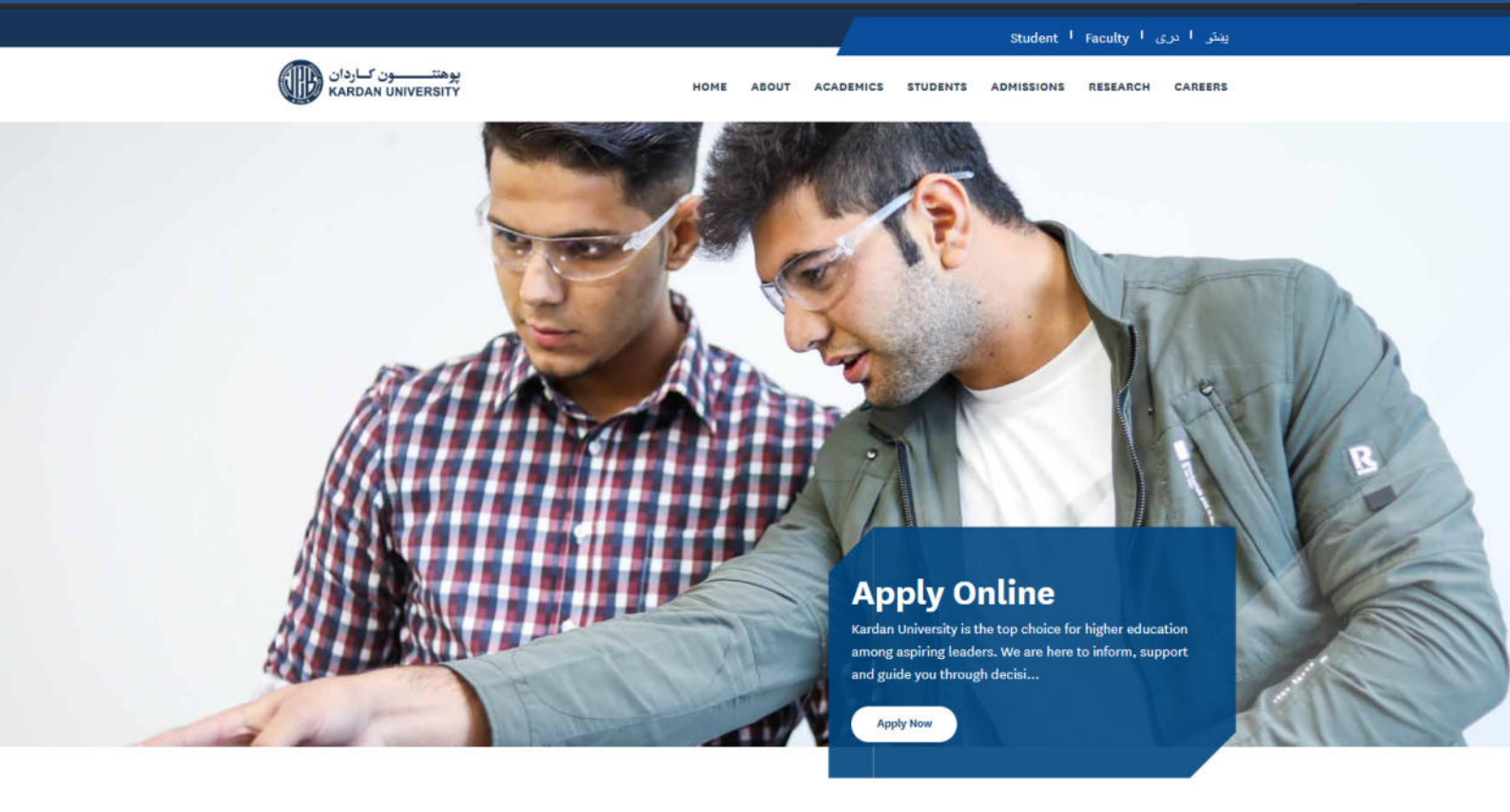
## Official Method of Communication

The official University messages to all students are sent through Kardan dedicated MIS server. All students are requested to share their e-mail ID's with the admission officer at the time of admission and in case of any changes in their e-mail ID, students should approach their respective program officer in the department and update their e-mail ID in the database for the future use. Additionally, students are expected to regularly check their email accounts for official information.

## Kardan University's Website

Kardan University's website is a comprehensive online resource through which students can access all university-related information. We encourage our students to visit our website regularly to keep themselves updated on important information.

Please follow the link below to access our website:<https://kardan.edu.af/>



## Kardan University Mobile App

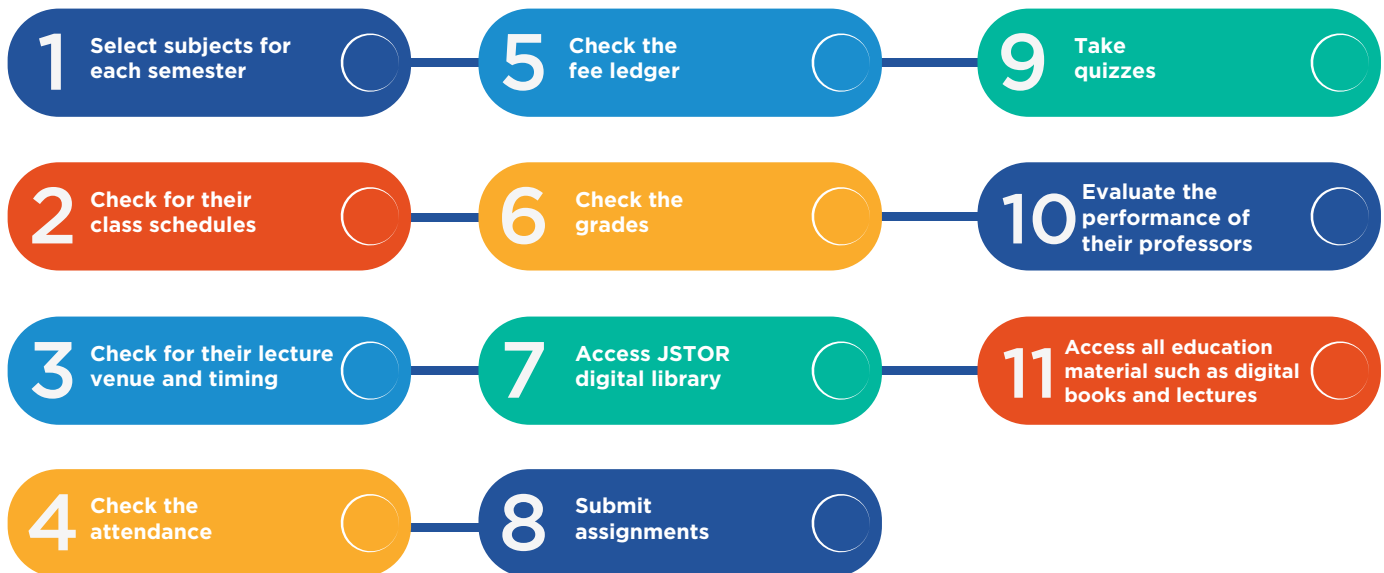
The Kardan University Mobile app was released in August 2017 and is a University-wide initiative to improve the mobile experience of students and visitors, who interact with Kardan's campus and community. Kardan Mobile 1.0 is the latest version of the application with a number of functional, design, and content enhancements. Kardan Mobile 1.0 now has native applications for the Android operating system.



## The Student Portal – My Kardan

Kardan University has developed a dedicated portal for its students called 'My Kardan'. The portal provides academic information and services for students.

Through My Kardan you can:



## Accessing My Kardan

Right at the time of admission, a user name and password are created for each student, which is provided to the students by the department's Academic Administrator.

If you have any questions about your MyKardan Portal, mobile applications or databases, please visit the MIS page on Kardan University's website.  
<https://kardan.edu.af/MIS/>



## LIBRARY SERVICES

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Kardan University library is equipped with first-hand resources, including printed and digital books, computer workstations, and discussion rooms in a quiet and pleasant environment – dedicated to students, alumni, faculty members, and researchers to explore and improve their field knowledge.

Kardan University libraries have resourceful collections in a variety of formats consisting of 17,000 books of different disciplines that offer students and researchers the ease and flexibility to learn without seeking alternative options. The University's digital library (JSTOR) provides access to more than 12 million academic journal articles, books, and primary sources in 75 disciplines. The digital library is available in the MyKardan student portal.

### **Library Key Services:**

- Lending books and providing access to library collections, resources, books, magazines, journals, thesis samples and newspapers.
- Internet access for using digital library resources.
- Fully equipped copy and print center.
- Capacity building programs such as competitions in reading, essay writing and presentation skills as well as Microsoft Office training programs.
- Discussion rooms for group study.
- Computer Lab
- Book Search Engine
- Book Self-Checkout Koisk
- Books Self Return Koisk



## Library Management System

Kardan University library recently got equipped with digital devices, with the activation of searching, borrowing, and returning technologies.

The Library Management system is a system that manages library services including book issuance, book returns and is keeping the record of physical books

Website:[https://kardan.edu.af/Success-center/kardan\\_library.aspx](https://kardan.edu.af/Success-center/kardan_library.aspx)

## Open Databases at Kardan University Library



ScienceDirect



The MIT Press



UNIVERSITY OF OXFORD





# SUSTAINABILITY AT KARDAN UNIVERSITY

Did you know that Kardan University is the first and only university from Afghanistan ranked in the 2020 Times Higher Education Impact Rankings?

As a leading university, we are recognized for our academic community's vital contributions towards sustainable development in Afghanistan. If you are passionate about sustainable development and helping achieve the United Nations Sustainable Development Goals (SDGs), please contact the Student Involvement and Events Office to become a Student Ambassador for achieving the SDGs.



Islamic Republic of Afghanistan  
Ministry of Economy

**PRME** Principles for Responsible Management Education







## STUDENT SUCCESS CENTER

Kardan University's Success Center is the first student-focused initiative of its kind in Afghanistan.

The center assists our students and alumni to achieve personal and professional excellence. The center is a hub for academic and extra-curricular initiatives that aim to help our students and alumni become more efficient, effective and successful.

By partnering with faculty and other university offices, we ensure that our students and alumni excel both academically and professionally. Following are the different services offered through the Student Success Center:

Website: <https://kardan.edu.af/Success-Center/>



## CAREER SERVICES

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The office of Career Services at Kardan University assists students and alumni in achieving their career goals through a range of programs and services.

From training workshops to professional development programs and employment-specific support, we are here to help you accomplish personal and professional success.

We bridge the gap between the academia and job market through creative initiatives like

- Connecting students and alumni to employment and internship opportunities
- Providing students and alumni opportunities to participate in job readiness and capacity building
- Organizing career-related counseling, seminars and programs to equip students for lifelong career development

A wide range of programs and services are offered to help our students and alumni reach their career goals while at Kardan University and after they graduate.

### **Employment Services**

Helping students and alumni with their careers by offering internships and job opportunities.

### **Work-Study Program**

We offer part-time employment within Kardan University campuses for students who have financial limitations.

### **Training Workshops**

We organize training for students and alumni such as resume and cover letter writing, interview techniques, career goals setting, e-mail writing and communication skills.

### **Career Counseling**

Career Counseling is the process of advising students and alumni on setting career goals and selecting the right careers aligned with their field of interests.

**Are you looking for a job? Do you need help with your cover letter and resume? Do you wish to start an internship on campus or with leading public and private agencies? We can help.**

Phone: 0789 87 02 44

Email: [careers@kardan.edu.af](mailto:careers@kardan.edu.af)

Website: [kardan.edu.af/Success-center/career\\_services.aspx](http://kardan.edu.af/Success-center/career_services.aspx)





## GENDER & ALUMNI RELATIONS

The key aim of the Office of Gender and Alumni Relations is to inspire alumni and current students to achieve academic and professional excellence through creation of the Alumni Network, Leadership Development, Gender Awareness and other special events.

With more than 30,000 talented alumni, Kardan University has created the Office of Gender and Alumni Relations to serve as a bridge between the university and its graduates. The office promotes a positive environment for study, in which individuals, both male and female, can study together in an environment free of all forms of harassment, abuse and discrimination.

### Major Activities

#### Alumni Network

The purpose of this network is to connect, engage, and strengthen the relationship between Kardan University and its alumni.

#### Capacity Building Programs

Identifying job and internship opportunities for female students, publishing 'Success Story of the Month' and organizing training programs.

#### Gender Awareness

Creating awareness through workshops, training programs, seminars, debates, campaigns, and the University's Gender Committee.

#### Special Events

40 Under 40 Awards, Alumni Excellence Awards, International Women Day, sports tournaments for female clubs and Alumni Reunion.

The Office of Gender and Alumni Relations works with major industry players to enable Kardan University students and alumni to participate in important national and international initiatives.

Do you wish to benefit from the University's training programs? Are you interested in gender equality initiatives? Would you like to stay connected with Kardan University after you graduate? We can help.

Phone: 0780 00 96 01  
 Email: Alumni@kardan.edu.af  
 Website: <https://kardan.edu.af/Alumni/>





## STUDENT INVOLVEMENT & EVENTS

The Office of Student Involvement and Events provides opportunities for students to engage in co-curricular and extra-curricular activities designed to promote leadership and skills development, self-exploration, sporting, and social interaction.

### Why Should You Get Involved?

Students are highly encouraged to register to Student Clubs and participate in seminars, conferences, and events organized by the Office of Student Involvement & Events as they help you build a wide range of important skills outside of the classroom.

### How to Become a Kardan University Club Member

- |  |   |
|--|---|
| <b>1</b><br>Visit the Office of Student Involvement and Events | <b>2</b><br>Check eligibility for different student clubs |
| <b>3</b><br>Fill Membership Form(s)                            | <b>4</b><br>Participate in the club meetings as needed    |



(Left to right, top to bottom) Mohammad Nazir, Ahmad Jawid Qayumi, Alia Qaderi and Helai Safi, members of Kardan University's Willem C. VIS International Commercial Arbitration Team for the year 2018.





## Debate Club

Kardan University Debate Club is a group of active and talented 50 debaters with experience of numerous debate competitions at a national level. Our Debate Club provides you with opportunities to learn the basics of argumentation and debate through regular team practices and participation in various competitions.

Debate Club sessions are held on Thursdays from 2:30 pm to 4:30 pm.

Website:

[https://kardan.edu.af/Success-center/Debate\\_club.aspx](https://kardan.edu.af/Success-center/Debate_club.aspx)



## Computer Science Club

The purpose of the Computer Science Club (CSC) is to generate, advance, and share students' interests in the Computer and Information Sciences and Technology.

CSC club will help students understand up-to-date computer technology, review current hardware and software products, explore different areas of interest, create a social environment where students with various technology experiences come together, and share information with one another. The CS Club is open to all students with interest in computing, information technology or computer-related issues.

Website:

[https://kardan.edu.af/Success-center/Computer\\_Science\\_club.aspx](https://kardan.edu.af/Success-center/Computer_Science_club.aspx)



## Vis Moot Club

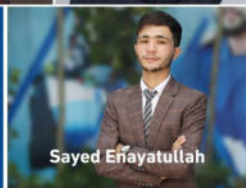
The Willem C. Vis International Commercial Arbitration Moot is a competition for law students. The program was started in 1994 in Vienna, Austria. The competition is held in Hong Kong since 2004 where Afghan teams have been participating since 2014.

The Moot involves a dispute arising out of a contract of sale between two countries that are party to the United Nations Convention on Contracts for the International Sale of Goods (CISG). The Vis Moot objective is to foster a study in the area of international commercial and arbitration laws and encourage the resolution of a business dispute by arbitration.

Website:

[https://kardan.edu.af/Success-center/VISMoot\\_club.aspx](https://kardan.edu.af/Success-center/VISMoot_club.aspx)

INTRODUCING  
KARDAN UNIVERSITY'S  
VIS MOOT TEAM 2021



Sayed Efiyatullah



Tabasum Sadat



Qareeb Urahman





## Cricket Club

Kardan University Cricket club was established in 2013 by the participation of students from different programs. This club is one of the most successful student clubs at Kardan University. The Club welcomes players of all standards from beginners to the advanced, provides professional coaching and is always looking for new players. Every month, Kardan University organizes at least two practice sessions for the club members. Our Cricket team has won several inter-university cricket tournaments and friendly matches so far.

Website:

[https://kardan.edu.af/Success-center/Cricket\\_club.aspx](https://kardan.edu.af/Success-center/Cricket_club.aspx)



## Volleyball Club

Kardan University volleyball club was established for both the male and female students in 2013 by the participation of students from different programs. The main purpose of the club is to provide members with the intercollegiate, league, and internal competitive play and to transform individuals of all ability levels into more competitive players.

Kardan University Men's and Women's Volleyball Teams have participated in the national volleyball competitions more than 4 times and It is worth mentioning that Kardan University Women's Volleyball Team has been selected as a member of Afghanistan's National Volleyball Federation. Kardan volleyball club has played more than 15 friendly matches with well-known teams. Members of this club have practice games at least two times a month.

Website:

[https://kardan.edu.af/Success-center/Volleyball\\_club.aspx](https://kardan.edu.af/Success-center/Volleyball_club.aspx)



## Political Science Club

Kardan University's Political Science Club was recently established with 27 members to provide extracurricular opportunities for students, and to increase interest in politics among the students.

Club members meet to discuss important domestic and international political issues. The club will host and participate in political debates, seminars, and case studies. The political Science Club works to expand students' knowledge and participation in politics at local and national levels.

Website:

[https://kardan.edu.af/Success-center/Political\\_Science\\_club.aspx](https://kardan.edu.af/Success-center/Political_Science_club.aspx)





## Student Volunteers Club

Kardan University's Volunteers Club is formed where students from all programs can become members and participate in two types of campaigns. Assisting the poor and cleaning the city. This club brings students of every background together to collaborate on opportunities to serve the community, meet people, make an impact in the lives of others, and positively represent Kardan University. Major programs considered for volunteering community include Social Services related to helping people in need.

Website:

[https://kardan.edu.af/Success-center/Student\\_Volunteers\\_club.aspx](https://kardan.edu.af/Success-center/Student_Volunteers_club.aspx)



## The Philip C. Jessup Team

This team is a combination of four law students which represents Kardan University in the national and international rounds of the competition.

Kardan University is Afghanistan's first private institution participating in this moot court which is the world's largest moot court competition, with participants from over 680 law schools in 100 countries and jurisdictions.

The Competition is a simulation of a fictional dispute between countries before the International Court of Justice, the judicial organ of the United Nations.

Website:

[https://kardan.edu.af/Success-center/philip\\_jessup\\_club.aspx](https://kardan.edu.af/Success-center/philip_jessup_club.aspx)



## Moot Court

Kardan University has established a Moot Court facility for the Law department which is aimed at giving the students a practical feeling of the courtroom environment.

Students pursuing a degree in Law can hold practical Moot Court sessions and practice criminal, social, and commercial cases under the supervision of their professors and laws experts. The students get a practical experience and are better prepared to serve in the justice and litigation institutions of the country. The university also plans to establish a criminology lab in near future.

Website:

[https://kardan.edu.af/Success-center/VISMoot\\_club.aspx](https://kardan.edu.af/Success-center/VISMoot_club.aspx)





## Football Club

Kardan University Football Club was established in 2017 by the participation of young and energetic students from different programs. This club is a newly organized sports club where more than 400 students participated in trial sessions and 30 qualified for the team to represent Kardan University. Members of this club have practice sessions at least three times a month. Kardan University Football Club has played more than 30 friendly matches with well-known teams so far.

Website:

[https://kardan.edu.af/Success-center/Football\\_club.aspx](https://kardan.edu.af/Success-center/Football_club.aspx)



## Library Club

The Kardan University Library has created a Library Club which welcomes all those students who have a passion for reading. Club members are invited to different book reviews and other relevant events by the club and can have sessions to discuss new titles and suggest new books for the library.

The club also organizes book reading competitions among students of different departments.

Website:

[https://kardan.edu.af/Success-center/kardan\\_library.aspx](https://kardan.edu.af/Success-center/kardan_library.aspx)



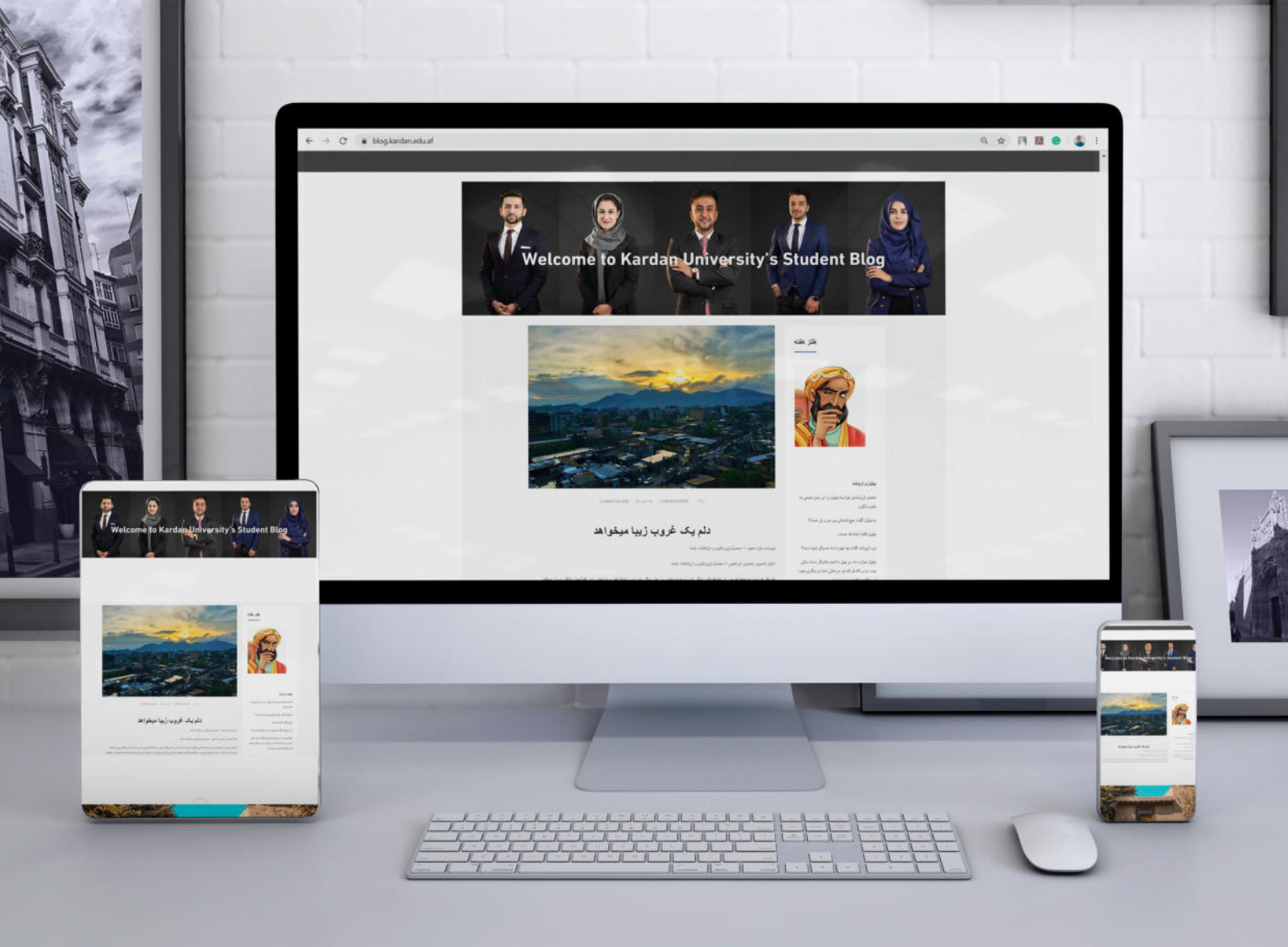
## Journalism Club

The Department of Journalism and Mass Communication has created a Journalism Club which provides the Journalism students with a more focused platform for exploring opportunities of practicing what they learn in the classroom. Members can have discussion sessions on a variety of topics with participation of their lecturers, and industry experts invited on different occasions.

Website:

<https://kardan.edu.af/Academics/bj>





## STUDENT BLOG

Are you a keen and creative writer? Have something to say? Want to improve your communication skills?

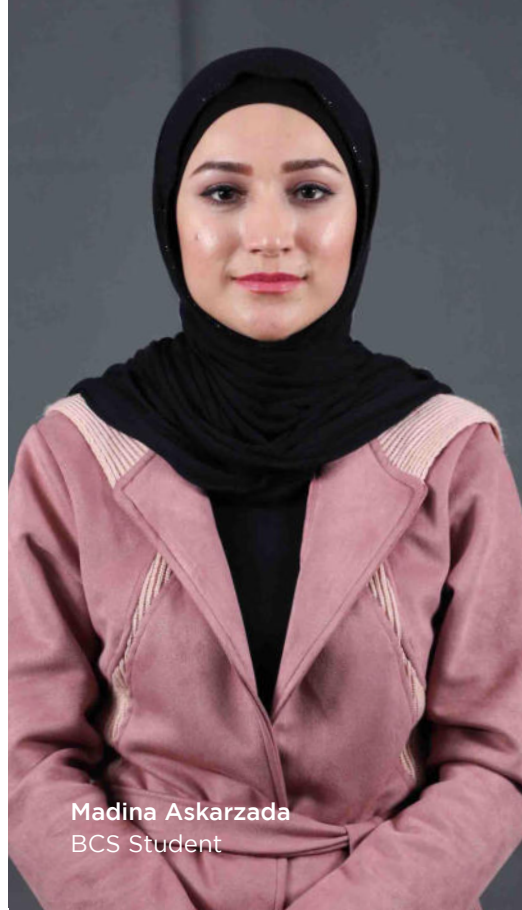
Student Blog is an excellent tool for sharing your thoughts, experiences, fantasies, or anything you want.

Our student blog is open to students of all the years and subject areas. If you are interested in becoming a contributing writer, please email us at [blog@kardan.edu.af](mailto:blog@kardan.edu.af)

[blog.kardan.edu.af](http://blog.kardan.edu.af)



**Tamim Asoulmal**  
LLB Student



**Madina Askarzada**  
BCS Student



**Ahmad Reshad Mirzada**  
MIR Student

## STUDENT AMBASSADORS

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Kardan University has initiated a student leadership development program that gives the students an opportunity to personally, socially and intellectually reflect the values of Kardan University.

Student Ambassadors have the chance to participate in a range of exciting extra and co-curricular activities, leadership development programs, training, mentorship, and career development seminars to enhance their skills, and create a broader network.

The Student Ambassadors are those outstanding students that have not only excelled in their studies but have a significant interest outside the classroom activities too.

The initiative provides a valuable platform for the students to participate in a wide range of exciting extra and co-curricular activities to enhance their skills, and create a broader network with representatives from other institutions while adding to their experience, communication skills, teamwork and working with different age groups.

### Selection Criteria

- 1: Excellent disciplinary and academic record at Kardan University
- 2: A minimum one year commitment as a potential Student Ambassador
- 3: Strong communication (written and verbal) and interpersonal skills
- 3: Exhibiting leadership, initiative, dependability, discipline, and enthusiasm



## Sohrab Solamal

A final year student of Civil Engineering at Kardan University, Sohrab is an Academic Excellence Award winner from 2016. He has performed well in several engineering related innovative projects, exhibitions and competitions. He has worked as a volunteer with Onyx Construction Company, which has helped him develop practical and professional skills needed for his future career. Along with this, Sohrab has worked with multiple national and international Radio stations for social and education related programs.



# EMERGING LEADERS PROGRAM

Inspiring the next generation of globally-minded leaders is at the heart of Kardan University's mission. While our academic and extra-curricular programs are designed to prepare our students and alumni to thrive in complex environments, there is a need to focus on further enhancing their leadership skills through a concentrated and intensive leadership development initiative.

The purpose of this inaugural Emerging Leaders Program (ELP) is to identify, develop, and mentor a critical mass of talented and promising Kardanians (e.g. students and alumni) who are passionate about making a difference in their communities.

## Application Process

Kardan University's undergraduate and graduate students as well as alumni are eligible to apply and will use the online application form to submit their application. The Organizing Committee comprising the University's senior management will select the most promising candidates based on the information provided in their application forms and academic teams' referrals, as required

Website:

<https://kardan.edu.af/elp/applicationform.aspx>



# INTERNATIONAL AFFAIRS & PARTNERSHIPS

Are you interested in study programs at leading regional and international universities?  
Do you wish to gain effective inter-cultural skills?

Kardan University's Office of International Affairs and Strategic Partnerships supports our students, alumni, and faculty members to participate in exciting national and international programs.

Our students have previously participated in regional competitions, short-term training programs, international conferences, and study tours.

If you would like to learn more about these opportunities, please visit the OIASP  
Website at: <https://kardan.edu.af/International-Affairs/>



CHEA International Quality Group



International Accreditation Council for Business Education



International Accreditation Council for Business Education



Global Business School Network



The Erasmus Program



Asia Pacific Quality Network



Accreditation Council for Business Schools and Programs



International Association of Universities



Nine Kardan University Students Avail a Learning Opportunity at Ural Federal University in Yekaterinburg, Russia.



Kardan University's Vis Moot Club members represented Afghanistan in the Middle East Competitions for Pre-Moot Court held in Kuwait, 2016.





Nine Kardan University Students Avail a Learning Opportunity at Ural Federal University in Yekaterinburg, Russia.



Ministry of Higher Education



The Asia Foundation



NETLINKS Ltd



Da Afghanistan Bank



Moby Media Group



Nine Kardan University Students Avail a Learning Opportunity at Ural Federal University in Yekaterinburg, Russia.



A group of Kardan University's BCS Department students attended the AngelHack Global Hackathon Series held in India, 2017.



افغان بیسیم  
AFGHAN WIRELESS

Afghan Wireless Communication Company



AFGHANISTAN TECHNICAL  
VOCATIONAL INSTITUTE

Afghanistan Technical and Vocational Institute



Samiullah Zargarzada, Kardan University Journalism Student, represented Afghanistan in the 12th Bali Democracy Forum held in Indonesia.





## AWARDS & CEREMONIES

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Kardan University promotes a culture of excellence across the community of learners and therefore recognizes and rewards the exemplary academic excellence of students. These recognitions and awards are equally available for all students who fulfill the criteria for each recognition and reward. Student awards or recognitions may include verbal recognition, scholarship, certificate, public ceremony, trophy, medal, gift, or monetary rewards.

### **President's List**

The President's List recognizes students who have made a valuable and distinguished service to the Kardan community or the society at large.

## Gold Medal

The Gold Medal recognizes superior educational performance and achievement by students in the degree programs. To be eligible for such recognition, the student must have completed all graduation requirements of a degree program within the 100% program duration and have achieved a Grade Point Average (CGPA) of 4.0.

Website: <https://kardan.edu.af/News/General/36>



## Academic Excellence Award

This award recognizes superior educational performance and achievement by students on a semester basis. Those students who maintain 3.8 GPA in a semester and a CGPA 4.0 throughout the program of study are eligible.

Website: <https://kardan.edu.af/Events/159>



## 40 Under 40 Awards Ceremony

Kardan University recognizes exceptional students and alumni of the University who are under the age of 40. The winners are selected through a formal nomination and selection process in the categories of Leadership, Service, Impact, and Academics. All past and present Kardan University students are eligible for the award.

Website: <https://kardan.edu.af/FortyUnderForty/>



## Alumni Reunion

At least once a year, Kardan University organizes a gathering of its graduates where they share experiences of their time at the university and the accomplishments they have had after graduating. The event features idea sharing, and social interaction, offering alumni the chance to catch up with former classmates.

Website: <https://kardan.edu.af/Alumni/>







## GRADUATION CEREMONY

Graduation is a special day for all students and their families. It's a luminous moment to celebrate all the great achievements you have gained throughout your university years and the time spent with us. For you to graduate, you need to go through the following steps:

1

Meet the Academic Administrator for status change

2

Update your Bio-Data

3

Visit the Record Office to apply for documents in the system and clear from the record

4

Visit the Cashier to clear financial dues

5

Visit the Record Office to obtain the date for receiving graduation documents





**WE ARE  
DREAMERS.**



# SERVICES & FACILITIES

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## Cafeteria

The cafe provides a variety of regular meals and fast food options. The cafeteria offers an innovative and affordably priced menu.

It serves a broad selection of items that appeal to every taste and dietary preference. In addition to its delicious food, the cafeteria is a great place to gather and connect with the Kardan University community.

The cafe is open every day and offers a variety of drinks and snacks between scheduled meals.



## Classrooms

Spacious classrooms each equipped with a wide-screen LCD, a whiteboard and comfortable chairs to accommodate around 50 students in each class.



## Conference Hall

The University's conference hall is the preferred destination for a diverse range of conferences, workshops, and special events. The conference hall has a capacity of 300 people and can be booked for major public speaking and academic events through the Student Services Department.



## Breakout Rooms

Need to do some group-work or on a team project? Kardan University's breakout rooms are specially designed for group-work, team exercises and joint assignments for our students.

# LABORATORIES

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## Innovation Lab

Kardan University Innovation Lab is an enabling platform for Computer Science and Engineering students to let them put their learned theories to the test, learn new things, get familiar with new technologies, and be an inspiration for others.

In i-Lab, we provide a learning environment where teams of students can build innovative products and gadgets using open-source hardware, open-source software, and available technologies.

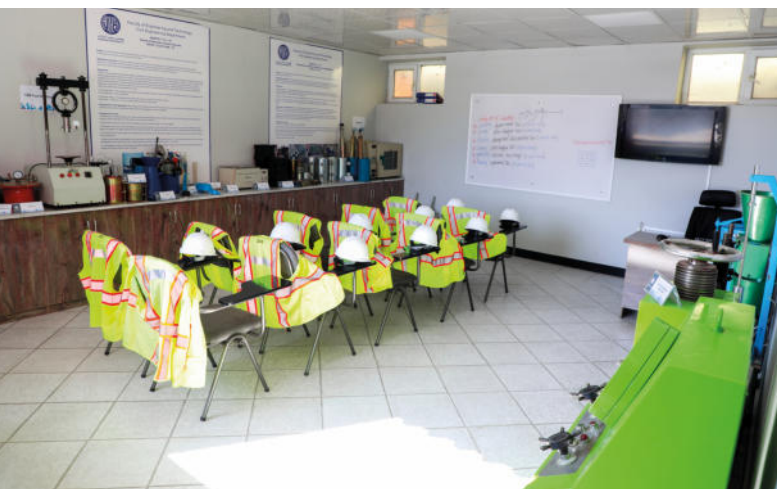
Website: <https://kardan.edu.af/iLab/>



## CISCO Lab

In line with Kardan University's strategic goal of 'Excellence in Innovation and Growth', we are glad to announce the establishment of Kardan University CISCO Lab. The facility will enable Computer Science students, especially those studying networking related subjects, to practice the theories they learn in class. The lab will ultimately prepare the students for going ahead for CISCO Certifications which have high credibility worldwide.

Website: <https://kardan.edu.af/CiscoLab/>



## Engineering Lab

Kardan University Engineering Lab is equipped with the latest equipment which allows Engineering students to practice the theories they learn in class. The lab is devoted to the advancement of practical education and technology in the field of Engineering. Additionally, it offers student the opportunity to put their ideas together and come up with creative solutions to the existing problems related to the field of Engineering.

Website: <https://kardan.edu.af/Academics/Faculty-of-Engineering-and-Technology>





## Computer Labs

Kardan University's computer labs offer modern IT services to students and faculty throughout the academic year.

Computer labs include Windows systems, printers, a wide variety of current software, and high-speed connections to the Internet. Additional resources in select computer labs include flatbed scanners; audio, video, and image editing; web and print publishing.

Website:

<https://kardan.edu.af/News/Library/1071>



## Journalism Studio

Equipped with the latest features, the journalism studio of Kardan University is a perfect place for any professional production and recording. Leveraging its technologies and professional broadcasting equipment allows Journalism students to make anything possible. Also, students can utilize the studio to rehearse their practical work and improve their journalistic skills.

Website: <https://kardan.edu.af/Academics/bj>



## Engineering Showroom

Kardan University Engineering Showroom is designed to illustrate the corporate values of the institution which includes innovation, research and growth – and it showcases the engineering equipment and solutions.

The showroom does not only exhibit the facilities the University provides to its students but also acts as a source of motivation for technology-minded students.

Website: <https://kardan.edu.af/Academics/bce>



## Moot Court

Kardan University Moot Court facility gives students a practical feeling of the courtroom environment. Students pursuing a degree in Law can hold practical Moot Courts sessions and practice criminal, social, and commercial cases under the supervision of their professors and laws experts. The students get a practical experience and are better prepared to serve in the justice and litigation institutions of the country.

Website:

<https://kardan.edu.af/Academics/bj>

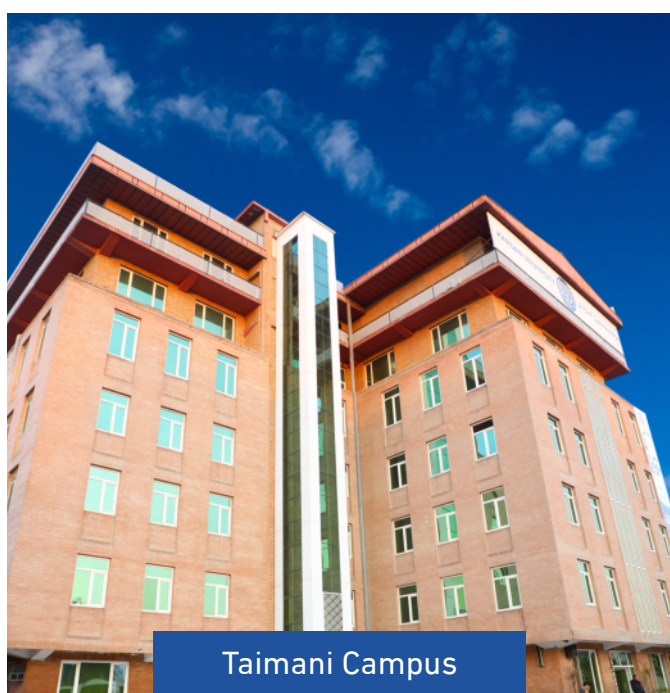
# CAMPUSES

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Kardan University has three campuses in Kabul and these Campuses are:

- Taimani Campus
- Parwan-e-Du Campus
- Kardan School of Graduate Studies

These campuses are managed by experienced administrators who ensure the development of a progressive learning and teaching environment.







**WE ARE  
CHANGEMAKERS.**

# ACADEMIC POLICIES & PROCEDURES

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## Student Code Violations

In the interest of maintaining a respectful and academic environment, students are required to comply with the directions given by the University staff and faculty in pursuing their studies.

Those students who infringe upon the rights of others will be subject to disciplinary sanctions. The following list of behaviors and actions are some of the instances that are deemed to be unacceptable at Kardan University.

1. Dishonestly or knowingly providing incorrect information to the University with the intention to deceive the system and its people.
2. Making, falsifying, altering or forging any University document or record, including transcripts, identification cards, and examination documents.
3. Making false accusations against a member of the University or the University itself.
4. Behavior or language that threatens or endangers the health, well-being, reputation, or safety of the University community.
5. Sexually harassing any member of the University, including verbal abuse and stalking.
6. Exchange of money or services involving undertaking another student's assignment, thesis, or other forms of academic obligations.

## Non-Compliance

While Kardan University is committed to ensuring that each student has the right to appropriate due process and fair treatment regardless of their backgrounds, the University reserve the right to take disciplinary actions of those individuals who are in non-compliance with this code of conduct.

Serious violations will result in expulsion from the University, referral to the legal and security institutions, suspension from the University, and other disciplinary actions that will be decided upon by the Dean of Faculty and Academic Council, as appropriate.



## Credit Definitions

A credit hour is a unit of measuring educational credit, usually based on the number of classroom hours (contact hours) per week throughout a semester. 1 credit hour is equal to 50 minutes of classroom hours\* 16 weeks. Credits are assigned to courses based on the importance of the course to the program of study.

Attempted: The total number of credits in which a student has registered in a semester

Earned: The total number of credits completed with a progress grade in a semester

Points: The total number of grade points earned in a semester or on a cumulative basis.

Students' academic standing at Kardan University is determined at the end of each semester. The maximum Grade Point Average (GPA) at Kardan University is 4.0 while the graduation criterion is a cumulative GPA of 1.5 and higher CGPA at the undergraduate level and 2.25 and higher at the graduate level.

In accordance with Kardan University Grading Policy, the following types of grading entries with respective definitions is used for institutional transcript notations:

### A. Grades Used in the Calculation of Grade Point Average (GPA)

Grade	Note	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failing	0

Each instructor based upon the evaluation of all assigned and completed coursework determines the grades of the students. Course participation, level of learning, and promise of ongoing success in advanced courses in related fields are all criteria used to evaluate progress.

“**A**” represents outstanding understanding, application, and integration of subject material, skillful use of concepts, and ability to analyze and solve complex problems and demonstrates thorough application of the course learning.

“**B**” represents considerable/significant understanding, application, and incorporation of the material that would prepare a student to be successful in next level courses, graduate school, or employment

“**C**” represents a sufficient understanding of the subject matter. The student demonstrates minimal initiative to be prepared for class. Sequenced courses could be attempted, but mastering new materials might prove challenging.

“**D**” represents poor learning, understanding, and applying course materials. Retaking a course may be necessary to prepare for mastering new material in the same field.

“**F**” represents failure in the course.

These categories of classes give students the flexibility to choose courses from the lists of core, specialization, and electives.

At Kardan University, students in all Bachelor programs (except Civil Engineering which is 150 credits) need to complete a total of 138 credits in the four-year period.

While for master’s programs, for those who come with a bachelor’s degree in the same field, the program is for two years and they need to complete a total of 42 credits. Students who come with a different background, need to study an additional semester, making their study period two and a half years.

## Full-time Student Status

Students must be registered for a minimum of 17 and a maximum of 21 credit hours per semester to be eligible for certain full-time status and be able to complete the degree program with the set time period of 4 years for undergraduate and 2 years for graduate programs. All types of scholarships require a full-time status.

## Student Advisement

Before you select your courses meet your faculty advisors and Academic Administrator.

The academic advisory is a service responsibility for faculty. Therefore, students are expected to meet their faculty advisors to get assistance with your course selection. Faculty advisors can also provide students with information about deadlines and checkpoints, and to monitor your progress through programs.

In addition, students can meet Academic Administrators to get advice in course selection. Academic Administrators will be available during the students’ class time.

## Adding and Dropping Courses

After students get the advisements, they can select and register their courses through using Student Portal.

The course selection at Kardan University starts at least one month before the start of the semester, where all students will be given online access to select their classes through their “My Kardan Portal”.

If a student wishes to add a class that is full, he or she may contact the department; the Academic Administrator will check for the availability of seats and will accordingly authorize the student to add.



Students are responsible for adding and dropping courses and maintaining their own class schedules within the scheduled time. All course selection and dropping will close two weeks after the start of the semester. Dropping a course/courses after the two weeks time will be subject to tuition fee charges (Refer to University Fee Policy).

During course selection, if the desired course is full, students can register their names with the Academic Administrator staying in the waitlist and if a seat becomes available, the priority will be given to the students on the waitlist. Adding oneself to a waitlist does not guarantee a seat in the course.

As Kardan University students you do not have to study a fixed number of subjects each semester. Instead, you have the flexibility to choose the number and nature of your courses as per your specific preference or circumstance.

## Student Attendance

In general, 70% of student attendance in classes is required to be able to attend the terminal assessment of a course. A student is responsible for the content of each course in which she/he is officially enrolled. At the beginning of each course, the instructor will define and quantify attendance standards, procedures for verifying unavoidable absences, and methods of dealing with missed assignments and examinations.

Class attendance policies that impact grades will be included in the course syllabus. Instructors will keep a record of daily attendance for each student. This procedure will be important in verifying student attendance for academic, financial or legal reasons.

At Kardan University a student is allowed to take an official leave of up to two classes per course per semester. Students can officially request leave at least a day before the leave is needed; upon approval, the department can accordingly update the attendance record of the student in the database.

## Absenteeism to Participate in University-Sponsored Activities

When students are absent from classes due to participation in a University-sponsored activity (academic events, field trips, athletics, etc.) in connection with some co-curricular or extra-curricular activity, arrangements to complete course requirements must be initiated by the student, in advance, so that the effect on the total instructional program may be considered.

Absence from classes as a result of a University-sponsored activity, official military service, etc. does not in any way relieve a student from responsibility for the work missed.

In some cases, faculty members can make reasonable accommodations for students to complete the work.

Students can check their attendance records through the Student Portal.

## Examination Format

As part of the external assessment, there are two written exams in a semester.

**Midterm Examination:** After 8 weeks in the case of a regular semester, the midterm examination will be conducted covering 50% of the full course.

**Terminal Examination:** The terminal written examination is conducted at the end of the semester after completion of 16 weeks of classes. The terminal examination covers the 100 % course outlines.

# MAKEUP EXAMINATION

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Makeup examination is only available for students who cannot appear in the regular midterm/terminal examination due to a case of emergency, illness, religious obligations, or scheduled assignment by Kardan University.

In the case of illnesses and emergencies, religious obligations, students must contact the relevant department via email or phone.

This contact should be followed up with a written explanation for the missed exam accompanied by a doctor's note, an accident report, travel documents or any other relevant documentation.

The student will be given only one chance for makeup examination. The student will be required to pay the prescribed fees for appearing in the makeup examination.

## Academic Warning

Academic Warning is an official notice to students highlighting below-average grades of the student in a semester. For example, if a student semester GPA is below 1.5 in an undergraduate degree and below 2.25 in graduate degrees, then the student will be given an Academic Warning.

Students on Academic Warning are allowed to continue their enrollment at Kardan University for one additional semester. However, if they fail to raise their cumulative GPA to 1.5 in any future semester will be placed on Academic Probation.

If a student on Academic Warning raises her/his CGPA to 1.5 or higher for an undergraduate degree and 2.25 or higher in a graduate degree program will be lifted out of the Academic Warning .

If the student misses appearing for the midterm makeup examination, he/she would lose the total assigned marks of the exam, but can still appear for the terminal exam. If a student misses the terminal makeup examination, he/she will fail the course and will need to retake the course.

Students applying for the makeup exam will require submitting a written request with supporting documents proofing the reason for their absenteeism during the regular exam a week before the start of the makeup exams.

Those students who miss the regular exam and fail to provide proof documents indicating the reason for their nonappearance during the regular exam will be entitled to a deduction of 20% of total marks in the makeup examination

## Academic Probation

Academic Probation is an official notice to students that they have performed below the established Kardan University, academic standards for a second time (after having been on Academic Warning). Students on Academic Probation are permitted to continue their enrollment at Kardan University.

However, they will need to be restricted to 15 credits while on Academic Probation. Students will remain on Academic Probation if they earn a semester GPA of 1.5 or higher in an undergraduate degree and 2.25 or higher in graduate degree but fail to raise their cumulative GPA to 1.5 in undergraduate and 2.25 in a graduate degree.

Students who return to Good Academic Standing but subsequently fail to meet established academic standards in any future semester would be placed on Academic Suspension after having been on Academic Probation.



## Academic Suspension

Academic Suspension is the suspension of a student's opportunity to enroll in any academic course at Kardan University for period of one semester.

Academic Suspension is a result of performing below the established Kardan University academic standards (after having been on Academic Probation).

Students on Academic Suspension will be withdrawn from courses and issued a tuition refund if they have pre-registered and/or paid any tuition.

Students on Academic Suspension are expected to return to the University after one semester immediately following the semester they were suspended.

Students who do not enroll in their next on-track semester following their Academic Suspension will be withdrawn from the University and will be required to apply for re-admission.

Students who have their Academic Suspension will be placed on Academic Probation after the suspension period until they meet the conditions for Good Academic Standing.

## Academic Dismissal

Academic Dismissal restricts a student's opportunity to attend Kardan University for a minimum of one year.

Academic Dismissal is a result of performing below the established Kardan University cumulative GPA of 1.5 for an undergraduate degree and 2.25 for a graduate degree (after having been on Academic Suspension).

Students who wish to continue a formal education should seek opportunities elsewhere.

## Petitioning Academic Standing

Students may not appeal Academic Warning or Academic Probation (including the 15-credit enrollment limit) because these standings do not prevent their ability to enroll in courses or access University resources.

Students who feel they have special circumstances that justify an exception to the Academic Standards Policy may appeal their Academic Suspension or Academic Dismissal to the Academic Council of the University. The Academic Council may choose to allow an exception, instructing certain requirements the student must meet, after which the student may be considered for re-enrollment to Kardan University. Exceptions are entirely at the discretion of the council.

## Courses Retake

Retake courses replace the credit and grade of a previously completed equivalent course even if the previous grade was higher. The most recently completed course is calculated into the GPA, earned credits, and degree requirements. The previous courses will be replaced with the retaken course in the transcript.

Students are allowed to retake a course previously taken and either failed or a student is wishing to improve the grades. A maximum of four retakes during a degree is allowed (i.e., Course A four times; Course A and B two times each; Course A, B, C, D a total of one time each, etc.)

In the cases, where a student fails a general or specialization course and requires retaking that course where the department is not planning to offer that specific course in the near semesters, the student can replace the course with an equivalent course to avoid delay in student program completion. While, in case of core courses, the student will require to wait until the department offers the course.

## Courses Withdrawal

After selecting a subject, you can withdraw back from the course within two weeks after the start of the semester, and in case there is space available on the other course you want to take instead. Consult your Academic Administrator for more specific guidance.

If a student does not appear for studies after one year, the student's registration will be canceled. For rejoining the university, the Registrar's office will give you a form to fill and your Academic Administrator will approve your rejoining. Consult your Academic Administrator for more specific guidance. If a student is freezing her/his studies during the semester without completing the semester, her/his achieved grades will not transfer to future semesters.

Those students wishing to rejoin the program after the deferral should approach the office of Registrar during the first two weeks of the semester. No rejoin will be processed after the two weeks from the start of the semester.

Once a student is registered to a program of study and does not show up within two weeks after the starting of the classes without informing the department will be dropped from the program and will require re-registering with a new registration number in the future semesters. The entry test results of the student remain valid for a period of one year and if a student wants to join the degree program after one year will need to reappear for the entry test.

Those students, who make the course selection and freeze their studies without informing the department, will be charged a tuition fee for the semester and will need to clear the dues before their rejoin is processed.

## Freezing & Re-joining

After starting studying at the university, you can take a break of one semester by freezing it. A student can only freeze two consecutive semesters and will need to continue their studies after completion of the two-semester period. Also, you cannot take a break of more than one year after freezing your semester.

## Joining other Universities

Although Kardan University does not accept credits transfer from other universities in Afghanistan, students of Kardan University are allowed to join other universities and transfer their completed credits.

If you decide to transfer from Kardan University to another institution, you will need to obtain a transfer form from MoHE. After you obtain an agreement from the Chancellor, Registrar, and your Department, you can apply for the other institution's approval.

After their approval, the ministry will authorize your transfer. Students, who consider transferring to other universities, can request the Registrar Office for the official transcript and fulfill other documentation requirements.

Students will only be able to transfer the gained credits to other Universities. Incomplete credits are not transferable.

## Academic Honesty

Honesty is a fundamental principle in all-academic activities, and those privileged to be members of a university community have a special obligation to observe the highest standards of honesty and a right to expect the same standards of all others.

Academic misconduct in any form is unfavorable to the purposes and functions of the University and therefore is unacceptable and severely prohibited.

## Academic Misconduct

Any act which improperly affects the evaluation of a student's academic performance or achievement. The following terms illustrate but do not limit the definition of academic misconduct:



## Cheating

Cheating is the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration.

The active involvement of the student in the cheating or noncompliance of the exam rules and regulations is considered as Unfair Means (UFM).

Both deliberate and even unintentional mistakes of noncompliance of instructions/guidelines for the examination may also be charged as UFM.

## Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own, including:

- Direct quotation without both attribution and indication that the material is being directly quoted; e.g. quotation marks;
- Paraphrase without attribution;
- Paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own;
- Expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;

## Fabrication

Fabrication is the falsification or invention of any information or citation in an academic exercise.

## Fraud

Fraud is the misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification or misrepresentation of other academic records or documents, including admissions materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty.

## Investigation of Misconduct & Sanctions

Before imposing a grade penalty for academic misconduct, a preliminary inquiry is initiated to determine that the misconduct has taken place.

A complain is filed against the student and he/she is referred to the departmental-level Academic and Non-Academic Misconduct Committee (ANMC).

The committee schedules a meeting with the student to consider the information and arguments presented in the dispute, and determine whether the student did engage in an academic misconduct. Then the committee members, holding equal votes, will set the penalty considering the gravity of the misconduct.

Kardan University has a zero-tolerance policy towards violation of Academic Honesty. Violating students may receive a written warning, be suspended and even expelled from the university based on the severity of the violation.

## Reporting Academic Misconduct

Any University administrative staff or faculty member may bring a complaint of academic misconduct by submitting a written report as provided hereafter. Students who identify an act of academic misconduct should report that act to an administrative, faculty, or staff member so that a complaint may be filed.

# CODE OF NON-ACADEMIC CONDUCT

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It is expected that all members of the Kardan University community respect the personal dignity, worth and rights of others who study, work and live within it while having a shared commitment to the goals of education.

It is expected that while students are attending the University they will, both on campus and while in the community, conduct themselves in a manner, which demonstrates the following:

- Integrity
- Respect for the right of self and others to be part of a safe and supportive environment free from harassment, discrimination, bullying, threats, and assault.
- Respect for diversity.
- Respect for rules and regulations in effect on University properties and at University-sponsored events.

All students who enroll at Kardan University become members of the Kardan community. These rights and responsibilities outlined apply equally while attending classes at any campus or location of Kardan University including the online environment, placements, or in any University-sponsored event and activity.

The University expects that students will make themselves aware and conform to the policies and procedures in place. Students have certain responsibilities to:

- Be a good citizen respecting the rights of the community and environment
- Conduct themselves in a courteous, safe and non-threatening way
- Respect the rights and dignity of others and other people's property
- Ensure their guests are conducting themselves in an appropriate manner
- Use facilities of the University only if permission has been granted
- Provide accurate information

- Abide by fire and safety regulations
- Act in a way that does not negatively impact other students' learning
- Act in a way that does not interfere with teaching and learning
- Pay fines, fees, and loans owed to the University
- Submit work which is their own in accordance with Policy on Academic honesty and Integrity

## Student Non-academic Code of Conduct Sanctions

If a student violates the Code of Conduct, there may be sanctions applied as a result of an action taken.

### Minor Misconduct

Minor misconduct refers to an action that is unacceptable, but not criminal. The decisions to apply a minor sanction will rest with the person working within the area. For example, if a student is disrupting a class, a professor may choose to remove that student from the class.

### Major Misconduct

Major academic misconduct is any action that may be committed intentionally or accidentally that lead to an improper advantage for the student or group of students. While the decision to categorize an incident as a minor or major academic misconduct depends on the panel's decision, some common types of major academic misconduct are plagiarism, collusion, examination misconduct, falsification of records, official documents, data or unauthorized manipulation of the University's equipment and services.



## Sexual Harassment

Sexual harassment is defined as any unwelcome conduct of a sexual nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment of a student may deny or limit, on the basis of gender, the student's ability to participate in or receive benefits, services, or opportunities in University programs.

The policy against sexual harassment extends not only to students of the University but to employees as well. If sexual harassment or gender-based discrimination is encountered, students or employees should immediately contact the Office of Gender at Kardan University.

## Sanctions

### Examples of Minor Sanctions

- A written letter of warning/reprimand
- Immediate removal from class
- Compensation for damages
- A verbal or written apology from the respondent to the complainant
- Completion of an educational/awareness program
- Removal of privileges from facilities on campus
- Fines imposed
- Community work

### Examples of Major Sanctions

- Temporary (10-20 days) suspension from the program of study
- Longer suspension for up to one semesters
- Transfer order from the program of student
- Expulsion from the program of study

## Major Sanction Hearing

The hearing of the major sanctions (transfer, expulsion cases only) is recommended by the Academic Council of the University post the investigation of the ANMC.

The conducts that are subject to the major sanctions will be brought to the Academic Council of the University for the final recommendation.

The final recommendation of the Academic Council will be submitted for the final approval of the Ministry of Higher Education, Afghanistan before the final hearing.

## Social Media Policy

**The followings are the principles of social networking:**

**Responsibility:** Anything you post that can potentially tarnish Kardan University's image will ultimately be your responsibility. We do encourage you to participate in the online social media but urge you to do so responsibly.

**Transparency:** The university does not condone manipulating the social media flow by creating "fake" destinations and posts designed to mislead followers and control a conversation

**Accountability:** Kardan University holds accountable everyone who uses university services.

**Plagiarism and Copyright:** The responsible staff must always ensure that they acknowledge the work of others when they are posting on social media. Do NOT take someone else's work and use it as your own.

**Be Aware of Liability:** You are legally liable for what you post on your own site and on the sites of others.

Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, or obscene. Using Kardan University's computing resources to threaten or harass anyone is in violation of the law as well as this policy.



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