Duhok Polytechnic University

Student Completion Targets Policy for Students from Low-Income Households

Policy information	
Policy number	DPU-POL-SA-02
Policy category	Student Affairs
Version	1.1
Policy owner	Vice President for Student Affairs
Responsible office	General Registration Directorate
Approving authority	University Council
Approval date	30/06/2024
Effective date	30/06/2024
Last review date	30/06/2025
Next review date	30/06/2027
Related policies	Free & Equitable Admission Policy (Policy No. 01)
SDG alignment	SDG 1 (No Poverty), SDG 4 (Quality Education), SDG 10 (Reduced Inequalities)

1. Policy statement

Duhok Polytechnic University (DPU) commits to helping students from the lowest-income households not only to enter the university but to complete their studies and graduate. DPU sets measurable completion targets for these students and provides the support needed to reach them.

2. Purpose

This policy:

- sets graduation and completion targets for students from the bottom 20% of household income
- defines how these students are identified
- sets out the support DPU provides to help them complete their studies
- assigns responsibility for monitoring and reporting progress

3. Scope

This policy applies to all domestic students on regular (morning) study in DPU's five technical colleges and six technical institutes, on the Duhok, Zirka, Zakho, Shekhan, Amedi and Shingal campuses, and to all units that support them.

4. Definitions

Term	Meaning
Target group	Students from the bottom 20% of household income in the Kurdistan Region and Iraq, identified as in Section 5.1
Completion rate	Share of an entering cohort who graduate within the normal duration of their programme plus one year
Completion gap	Difference in percentage points between the completion rate of the target group and that of all DPU students in the same cohort

Term	Meaning
Retention rate	Share of an entering cohort who continue to the second year of study
Cohort	All students who start a programme in the same academic year

5. Policy provisions

5.1 Identifying the target group

A student belongs to the target group if any of the following applies at admission or during study:

1. The student receives financial aid from DPU or the Ministry of Higher Education because of low family income.
2. The student's family is registered with the social protection or social welfare programme of the Kurdistan Regional Government or the Federal Government of Iraq.
3. The student is an internally displaced person or refugee living in a camp or in comparable hardship.
4. The student comes from a district or neighbourhood that official statistics identify among the poorest in the governorate.
5. The student is an orphan or from a family without a regular income, as confirmed by the Vice President for Student Affairs.

The General Registration Directorate flags target-group students in the student records system each year. These data are confidential and used only for support and monitoring.

5.2 Graduation and completion targets

No.	Target	Target value
T1	Completion rate of the target group	At least 85%
T2	Completion gap between the target group and all students	No more than 5 percentage points
T3	First-year retention rate of the target group	At least 90%
T4	Target-group students leaving DPU for financial reasons	Reduced every year, aiming for zero

The targets apply from the first cohort admitted after the policy takes effect and are measured every year.

5.3 Support for the target group

To reach these targets, DPU provides target-group students with:

- tuition-free regular study, as set out in the Free & Equitable Admission Policy
- priority for places in the university dormitories
- financial aid and scholarships through the Vice President for Student Affairs, and help applying for Ministry scholarships
- free access to the e-library, Moodle, the digital repository, computer labs and campus facilities
- free counselling from the Psychological and Social Counseling Center
- an academic adviser in each department who follows up target-group students
- an early-warning check after mid-term and final exams, so that students at risk of failing or dropping out are contacted and offered support
- career guidance and internship placement through the Career Development Center

6. Roles and responsibilities

Role	Responsibility
University Council	Approves the policy and target values; reviews the annual report
Vice President for Student Affairs	Owns the policy; coordinates financial aid and student support
General Registration Directorate	Identifies the target group; calculates the indicators
Deans of colleges and institutes	Appoint academic advisers; act on early warnings; prepare improvement plans
Psychological and Social Counseling Center	Provides counselling to target-group students
Career Development Center	Provides career guidance and internship placement
Quality Assurance Directorate	Checks that the policy is applied and the data are accurate

7. Monitoring and reporting

1. The General Registration Directorate calculates the indicators in Section 5.2 every year, by college and institute.
2. The Vice President for Student Affairs presents an annual report on the targets to the University Council.
3. A summary of the results is published on the DPU website.
4. Where a target is missed, the colleges and institutes concerned submit an improvement plan within three months.

8. Related documents

- Free & Equitable Admission Policy (Policy No. 01)
- Regulations of the Ministry of Higher Education and Scientific Research, Kurdistan Region
- DPU Institutional Strategic Plan for University Reform 2024–2027

9. Policy review

The policy and its target values are reviewed every two years, or earlier if national regulations change.

10. Version history

Version	Date	Description	Approved by
1.0	30/06/2024	First approval	University Council
1.1	30/06/2025	Revised	University Council

11. Approval

Approved by the University Council of Duhok Polytechnic University, created on 30/06/2024, and revised on 30/06/2025.

