



Directorate of Quality Assurance and Curriculum Development
How to name your approval letters and certificates before uploading to your portfolio website?

Question Bank

For one part file;

Q-Bank_Course Code.PDF

Example: Q-Bank_KNU12345.PDF

For more than one part file;

Q-Bank_Course Code_Part-1.PDF

Example: Q-Bank_KNU12345-Part-1.PDF

Q-Bank_KNU12345-Part-2.PDF

Certificates

Degree.Field.University.Year.PDF

Example of BSC Certificate: BSC.Computer_Science.Baghdad_University.1992.PDF

Example of MSC Certificate: MSC.Computer_Science.Baghdad_University.1995.PDF

Example of PhD Certificate: PHD.Computer_Science.Baghdad_University.1998.PDF

Appreciation Letters

Appreciation_Type.Date.PDF

Example of Ministerial Appreciation Letter: Appreciation_Letter.MHE.10-1-2012.PDF

Example of University Appreciation Letter: Appreciation_Letter.KNU.10-1-2012.PDF

Presenting a Seminar

- Presenting a seminar inside KNU

No need for a proof

- Presenting a seminar outside KNU

Seminar_Place_date.PDF

Example: Seminar.Sulaimani_University.2012.PDF

Publishing a Journal Paper

Journa_Journal Name.Vol.No.Year

Example: Journal_IJEPA.03.16.2013.PDF

Publishing Books

Book_Pub House.Year

Example: Book_JohnWiley.2012.PDF

Publishing a Conference Paper

Conference_Conf Name.Year.PDF

Example: Conference_PIERS.2012.PDF

Articles Review

- For International Journal article review:

Review_Int_Journal name.Year.PDF

Example: Review_Int_IEEE.2012.PDF

- For National Journal article review:

Review_Nat_Journal name.Year.PDF

Example: Review_Nat_KNU.2012.PDF

- For Promotion article review:

Review_Prom_University.Month-Year.PDF

Example: Review_Prom_Salahaddin.11-2012.PDF

Note: All reviews belong to one academic promotion is considered as one review

- For Conference paper review

Review_Conference_Conference name.Year.PDF

Example: Review_Conference_ICT2017_2017.PDF

Workshop, Conference and Training Course Organization Certificate

Workshop_Organization.Day-Month-Year.PDF

Example: Workshop_UNESCO.07-12-2013.PDF

Conference_Organization.Day-Month-Year.PDF

Example: Conference_WIT.07-12-2013.PDF

Training_Course_Organization.Day-Month-Year.PDF

Example: Training_Course_KNU_07-12-2013.PDF

If you have CAD-G from TQA Office

Conference_Organization_CAD-G.day-Month-Year.PDF

Example: Conference_WIT.CAD-G.07-12-2012.PDF

Workshop inside University

Workshop_KNU.Day-Month-Year.PDF

Workshop inside Faculty

Workshop_FEDU.Day-Month-Year.PDF

Committees Approval letters

Committee_Type.Date.PDF

Example of Ministerial Committee:Committee_MHE.10-1-2013.PDF

Example of University Committee:Committee_KNU.10-1-2013.PDF

Example of College Committee:Committee_CENG.10-1-2013.PDF

Example of Department Committee:Committee_DSWE.10-1-2013.PDF

Thesis Review/Examination

Review_Thesis Type.University.Year.PDF

Example of MSC Thesis Review: Review_MSC.KNU.2012.PDF

Example of PhD Thesis Review: Review_PhD.KNU.2012.PDF

Exam_Thesis Type.University.Year.PDF

Example of MSC Thesis Exam: Exam_MSC.KNU.2012.PDF

Course Book

CB.Course Code.PDF

MD_CB_Course Code.PDF

or CB.Course Title.PDF

Example: CB.ACD6500.PDF

Course Peer Review

Course code_peer_review.PDF

Example: KNU12345_peer_review.PDF

Membership of a Journal Editorial Board

This activity is considered as a committee:

1. A member of the editorial board of a journal not indexed by Thomson Reuters is scored by 2 points:

Editorial_Board_JournalName.PDF (If the Journal is indexed by Thomson Reuters)

Example: Editorial_Board_GovayKoya.PDF

2. A member of the editorial board of a journal Indexed by Thomson Reuters is scored by 4 points:

Editorial_Board_JournalName_TR.PDF

Example: Editorial_Board_ARO_TR.PDF