



The American University of Kurdistan
Policy of Campus Parking and Vehicle Permit
***Pilot Phase – Until Further Notice**

Policy Number: FS006
Effective Date: May 25, 2026

1. **Policy:** This policy establishes the framework for the regulation and management of campus parking at The American University of Kurdistan (AUK). It governs the allocation, use, and oversight of parking facilities for students, faculty, staff, and authorized visitors. All related procedures must align with the provisions of this policy and be communicated clearly to the University community. The policy supports operational efficiency, equitable access, and compliance with applicable institutional and local regulations. The policy shall be reviewed periodically and made publicly available through official University channels. Members of the AUK are not exempt from any policy that has been approved by the AUK Board of Trustees (BoT).
 - a. **Purpose:** This policy establishes the guidelines for the allocation, use, and management of campus parking facilities. It aims to ensure that parking resources are used efficiently, safely, and in alignment with the University's operational priorities and applicable regulations.
 - b. **Scope:** This policy applies to all members of the University community, including faculty, staff, students, and authorized visitors, who operate or park vehicles on University-managed property.

2. Definition of Terms:

Accessible Parking: Parking spaces reserved for individuals with disabilities, in accordance with applicable laws and University policy, requiring a valid disability placard or license plate.

Citation: A formal notice issued for violations of this policy, which may include fines, warnings, or other penalties.

Designated Parking Area: Specific zones or lots on University property assigned for parking by permit type (e.g., student, faculty/staff, visitor, accessible).

Enforcement Hours: The days and times during which parking regulations are actively monitored and enforced by University personnel.

Parking Permit: An official authorization issued by the University allowing a vehicle to park in designated areas on campus, subject to the terms and conditions outlined in this policy.

Reserved Parking: Parking spaces designated for specific individuals, departments, or functions, which may not be used by the general campus community without explicit authorization.

Temporary Permit: A short-term parking authorization issued to individuals who require campus parking for a limited duration, such as event attendees or short-term contractors.

Unauthorized Vehicle: Any vehicle parked on campus without a valid permit, in violation of posted regulations, or in restricted areas without approval.

Visitor Parking: Parking spaces allocated for individuals who are not members of the University community but are temporarily on campus for official purposes.

3. Responsibilities:

- a. **Issuing Unit:** The Campus Services Department (CSD) holds primary responsibility for implementing this policy, managing campus parking operations, overseeing permit issuance, monitoring compliance with parking regulations, and addressing violations or misuse as appropriate. CSD is also responsible for collecting and analyzing parking usage data to assess the effectiveness of the policy and support continuous improvement.
- b. **Other Stakeholders:** Office of Finance, Citation Processing and Payment Collection

4. Procedures

Vehicle Permit Procedures and Parking Regulations

- All students, faculty, and staff at AUK are required to obtain and display a valid vehicle permit in order to park on campus.
- Students must visit the Office of Finance to pay a one-time vehicle permit fee. Upon receiving payment confirmation, students may proceed to complete and submit the Vehicle Permit Application Form. Employees are not charged for the vehicle permit.
- Applicants must complete the Vehicle Permit Application Form and provide a valid vehicle registration along with their AUK ID card at the time of submission.

All provisions governing parking on the AUK campus shall be aligned with the following requirements.

- All drivers on campus are expected to comply with all University regulations and adhere to the provisions outlined in the Duhok Police and Traffic Law.
- Parking regulations are enforced 24 hours a day, 7 days a week unless otherwise noted.
- The speed limit on campus is 16 km/h
- Vehicles are to be parked only in designated areas on campus property.
- No vehicle is to be parked in restricted areas, roadways, on sidewalks, or in grass areas on campus.
- The indoor parking area within the Mustafa Barzani Building (MBB) has designated parking spots allocated to each unit. These spots are reserved exclusively for employees of the respective units. Parking arrangements must be coordinated with the unit supervisor to ensure proper allocation. Each designated spot is reserved for a single vehicle only; under no circumstances should multiple vehicles occupy the same parking space. Overnight parking is not allowed in any of the parking areas on campus unless prior permission is obtained from the CSD.
- Performing vehicle maintenance or repairs in parking lots is prohibited unless authorized by the CSD.
- No vehicle shall be abandoned on campus, whether operable or not. The CSD will make reasonable efforts to contact the vehicle permit holder (owner) of any vehicle abandoned for more than two days by email or phone to address its condition. Vehicles are subject to towing at the owner's expense if the permit holder cannot be contacted or fails to take corrective action.
- Parking spaces in open lots are available on a first-come, first-served basis unless reserved. Lack of space is not considered a valid justification for violating University parking regulations.
- All vehicles must be parked within a designated parking space and must not cross or park on the painted lines or extend past the painted limits of a parking space.

- A vehicle that does not display any legitimate license plates (temporary or permanent) is subject to immediate towing unless prior notification to the CSD.
- Parking options may change during certain major events, such as Commencement, MEPS, etc.
- CSD will monitor parking areas regularly through patrols and surveillance cameras.
- CSD reserves the right to change the designated use of lots or roadways at any time.
- CSD reserves the right to temporarily suspend or restrict access to the car parks in the event of an emergency, safety concern, or operational need. Such emergency or temporary suspensions shall be implemented in alignment with the University's Emergency Response Policy and related enforcement procedures. Notice of any suspension will be communicated to the University community through appropriate channels as soon as practicable.

Enforcement and Violations

- Individuals who violate this policy will be issued a citation, as applicable, in accordance with the violations and corresponding penalties published separately. All fee and fine amounts are published separately (See Section 6: Related Documents)
- An official email will be sent to the vehicle owner, as listed on the Vehicle Permit, who committed the violation, detailing the nature of the offense and the associated citation. The individual will be given a specified period to settle the payment through the Office of Finance.

All provisions related to the enforcement of this policy and handling of violations on the AUK campus shall be aligned with the following requirements.

- Individuals who park in reserved spots without authorization will first be contacted and requested to remove their vehicle. If the vehicle is not removed within the specified timeframe, a citation will be issued in accordance with the penalties outlined in the published fees and fines.
- Any vehicle parked in violation will be subject to an immediate ticket and an additional ticket at the beginning of each new day.
- Failure to settle issued tickets may result in disciplinary action in accordance with the applicable Policy of Employee or Student Code of Conduct.

Access for Contractors, Deliveries, and Visitors

Contractors, delivery personnel, and other visitors who require temporary access to the AUK campus will be guided on campus rules by security staff upon arrival at the campus gates. Security personnel will provide directions regarding appropriate parking areas, unloading zones, and duration of stay. All such vehicles must comply with campus traffic and parking regulations during their time on campus.

Accessible Parking and Support for Individuals with Disabilities

Individuals with disabilities are provided with designated accessible parking spaces across the AUK campus. Upon arrival, security personnel are available at the campus gates to offer guidance and assistance as needed. Vehicles displaying a valid disability parking permit will be allowed to park in these designated spaces. All accessible parking areas must be used appropriately and exclusively by those with proper authorization. Misuse of accessible parking may result in citation and enforcement action.

Citations Appeals

Employees who wish to appeal a decision related to parking allocations or the denial of a vehicle permit should refer to the Policy for Employee Grievances. This policy provides a clear and structured process for raising concerns and requesting a formal review, ensuring that all appeals are handled fairly and in accordance with organizational procedures.

4. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Announcement	CSD	February – March, 2026	Email, social media	Announce the policy, outlining its purpose, scope, and effective date.
Pilot Phase	CSD	As necessary	Email	As per the University Cabinet’s decision, the policy will enter a pilot phase and will not be fully implemented until further notice, as parking is currently limited. Until then, only reminders will be sent for any violations.

6. Related Documents

- [Vehicle Permit Application Form](#)
- [Published Fees and Fines](#)
- [Policy of Emergency Response](#)
- [Policy of University Transportation Services](#)
- [Policy of Activities and Facility Usage](#)
- [Policy of Health and Safety](#)
- [Policy of Smoking Restriction](#)
- [Policy of Employee Code of Conduct](#)
- [Policy of Employee Grievance](#)

7. Ways to Measure Success

- Citation Rate Trends: Reduction in policy violations over time (e.g., fewer cars parked in reserved/unauthorized areas).
- Permit Registration Rate: % of vehicles on campus with valid permits.

8. Policy History

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 25, 2026