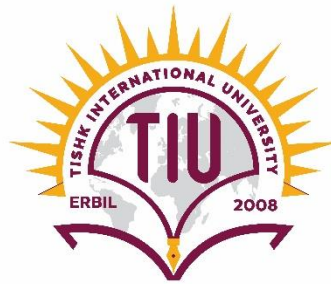



# Litigation Process

## Process Definition



Rasha Alkabbanie  
QMS COORDINATOR

	<b>Litigation Process</b>		<b>Document No</b>	<b>TIU.QM.PR.086E</b>
			<b>Issue Date</b>	01/11/2017
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## 1. SUMMERY

- 1.1. This document defines the process of litigation affairs at Tishk International University.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM.IN.001E].

## 2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.


Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	15/05/2015	0	3 years	Original Release	Mustafa Butani	Rasha Alkabbanie	Dr. Mehmet Ozdemir
2	01/11/2017	1	3 years	The format has been changed, other items has been added to the content	Rasha Alkabbanie	Dr. Wasfi Kahwachi	Dr. Idris Hadi Salih

## 3. PROCESS DEFINITION

- 3.1. The purpose of this process is to ensure that all the legal rights of Tishk International University are preserved.

## 4. PROCESS OBJECTIVES AND METRICS

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- 4.1. Process objectives for this process are defined in the “Quality Objectives of Tishk International University” document.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
All legal right of the university shall be preserved	% of successful legal cases	-

## 5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Lawyer of the University**.
- 5.2. **The Lawyer of the University** will ensure proper fulfillment of the requirements of this process.
- 5.3. The **Board of Trustees** will ensure proper resources are provided for this process.

## 6. TYPICAL PROCESS INPUTS AND RESOURCES


- 6.1. Technical Information Needed.
  - None
- 6.2. Resources/Facilities and Techniques needed:
  - None
- 6.3. Resources/Personnel needed:
  - The Lawyer of the University.
- 6.4. Special training needed
  - None

## 7. SUP-PROCESSES WITHIN THIS PROCESS:

- Litigation against the University
- Litigation by the University

## 8. TYPICAL PROCESS OUTPUTS

- 8.1. Service produced:
  - Legal Rights of the University are defended.
- 8.2. Records produced:
  - None

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## 9. STEPS

### **9.1 Litigation against the University**

- The University Council receives the Demand Letter and does a background check of the issue.
- University Council responds to the Letter depending on the findings.
- University Council holds arbitration where necessary.
- University Council asks the University Lawyer to hold the case.
- University Lawyer receives the plaint/sermons.
- University Lawyer prepares the documents for defense.
- University Lawyer prepares the witnesses and oversees the proceedings in Court.

### **9.2 Litigation by the University**

- The University Council receives complaints from departments.
- The University Lawyer collects all the relevant documents regarding the issues identified.
- University Lawyer follows up on all the mentions and hearings.
- University Lawyer prepares witnesses for the case.
- If the judgment is not in favor of the University, an appeal shall be lodged or the judgment executed.