

ECTS CREDIT ALLOCATION POLICY		POLICY NUMBER: CUE- AA004
		OWNER: ACADEMIC AFFAIRS
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		EFFECTIVE DATE: Jul-2025 REVIEW DATE: Jul-2028

THE CATHOLIC UNIVERSITY IN ERBIL

ECTS Credit Allocation Policy

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I. PURPOSE

This policy establishes the framework for European Credit Transfer System (ECTS) credit allocation at the Catholic University in Erbil (CUE). The policy supports consistency, transparency, student workload alignment, compliance with Ministry of Higher Education and Scientific Research (MHE) requirements, and alignment with institutional standards, applicable accreditation expectations, and the University's mission.

II. SCOPE

☒ University-Wide

☐ Departmental Specify Department(s): _____

This policy applies to all academic programs, modules, and credit-bearing educational activities offered by CUE.

The policy applies to all colleges, academic departments, faculty, academic administrators, and University offices responsible for the development, approval, implementation, and administration of academic programs and credits.

Student registration, academic progression, transfer credit processes, and degree completion requirements are governed by applicable University policies, procedures, and published requirements in the CUE Academic Catalogue.

III. DEFINITIONS

Academic Year: The annual period of academic instruction consisting of approved semesters and academic activities established in the University Academic Calendar.

Bologna Process: A higher education cooperation framework that established the European Higher Education Area and supports transparency, comparability, quality assurance, mobility, and recognition of qualifications across higher education systems.

European Credit Transfer and Accumulation System (ECTS): A learner-centered credit system of the European Higher Education Area (EHEA) that supports transparency, comparability, credit accumulation, recognition, and student mobility.

ECTS Credit: A unit used to measure student workload associated with achieving defined learning outcomes. In accordance with MHE requirements, CUE calculates one (1) ECTS credit as equivalent to twenty-seven (27) hours of student workload.

MHE Letter No. 1723 (Bologna Framework): The Implementation Guide for the Bologna Process in Kurdistan Region Universities, circulated to all universities by MHE letter Ref. 1723 dated 7 November 2022. Citations in this policy (No. 1723) refer to the sections and articles of that guide.

Module: A structured educational component within an academic program that includes defined learning outcomes, learning activities, assessment methods, and assigned ECTS credits.

Student Workload: The estimated time required for students to complete all learning activities necessary to achieve expected learning outcomes, including scheduled instruction, practical activities, independent study, assignments, projects, assessment preparation, examinations, and other academic activities.

Student structured workload - The number of hours students spend in the classroom or in direct-faculty instruction.

Student unstructured workload - The number of hours students spend on supplemental coursework, or coursework done outside of the classroom.

Student Learning Outcome (SLO) - A statement of what a student is expected to learn after direct exposure to teaching and learning. SLOs are articulated at three levels: Module Learning Outcomes (MLO), Program Learning Outcomes (PLO), and Institutional Learning Outcomes (ILO).

Module Learning Outcome (MLO) - A statement of what a student should be able to know and do upon completing a given module.

Program Learning Outcome (PLO) - A statement of what graduates of a particular degree program should be able to know and do.

Institutional Learning Outcome (ILO) - A statement of what graduates of the university as a whole are expected to be able to know and do.

IV. POLICY STATEMENT

1. ECTS Framework and Bologna Process Alignment

The Catholic University in Erbil uses the European Credit Transfer and Accumulation System (ECTS) as its academic credit system in accordance with applicable Ministry of Higher Education and Scientific Research requirements.

CUE applies ECTS to support transparency, comparability, academic recognition, student mobility, and alignment with Bologna Process principles. ECTS credits shall reflect the student workload required to achieve defined learning outcomes and competencies within academic programs and modules.

2. Credit Allocation and Student Workload

In accordance with Ministry of Higher Education and Scientific Research requirements, one (1) ECTS credit represents twenty-seven (27) hours of student workload.

Student workload calculations include structured learning activities, such as lectures, examinations, assignments, projects, presentations, seminars, and other faculty-directed activities, as well as independent learning activities completed outside scheduled class time.

A full academic year consists of sixty (60) ECTS credits, representing approximately 1,620 hours of student workload. Students may not register for more than thirty (30) ECTS in a semester (No. 1723, Section 7, Article.19). Students are allowed to register for six (6) extra ECTS in a semester with written permission from the department for carry-on (No. 1723, Section 7, Article 19).

3. Academic Program Credit Requirements

Academic programs shall maintain approved ECTS credit requirements consistent with MHE, institutional standards, and published requirements in the CUE Academic Catalogue.

Bachelor's degree programs shall normally consist of eight semesters and two hundred forty (240) ECTS credits for four-year programs, or ten semesters and three hundred (300) ECTS credits for five-year programs, unless otherwise approved according to applicable requirements.

Student registration, semester credit loads, carry-on modules, and academic progression requirements shall be administered according to the Registration and Withdrawal Policy (AA001).

4. Credit Recognition, Transfer, and Equivalency

Transfer credit evaluation, academic progression, and student registration requirements shall be administered according to applicable University policies, including the Admissions Policy (SA001), Registration and Withdrawal Policy (AA001), and the transfer section of the Academic Catalogue.

Credit equivalency reviews, including comparisons between ECTS and other credit systems, shall be conducted according to CUE ECTS Credit System and Equivalency Guidelines.

5. Quality Assurance and Continuous Review

CUE shall maintain processes to ensure that ECTS credit allocation remains aligned with student workload, learning outcomes, academic requirements, and quality assurance. See ECTS Credit Allocation Procedure (AA004PR) for details.

V. PROCEDURE STATEMENT

The ECTS Credit Allocation Procedure (AA004PR) establishes the processes for assigning, reviewing, approving, documenting, and monitoring ECTS credits. The procedure defines the responsibilities, required actions, approvals, and documentation necessary to ensure ECTS credit allocation aligns with student workload, learning outcomes, MHE requirements, institutional standards, and quality assurance processes.

VI. POLICY HISTORY

- a) Owned by: Academic Affairs
- b) Reviewed by: Policy and Procedure Review Committee, University Council,
- c) Approved by: President's Cabinet
- d) Date approved: Jul-15 2025
- e) Related Policies: Registration and Withdrawal Policy (AA001); Curriculum Development Policy (AA003); Admissions Policy (SA001); Assessment and Grading Policy (AA005); Quality Assurance Policy
- f) Related Procedures: ECTS Credit Allocation Procedure (AA004PR); Registration and Withdrawal Procedure (AA001PR); Curriculum Development Procedure (if applicable)
- g) Version: 2026-06-18_CUE-AA004 ECTS CREDIT ALLOCATION POLICY
- h) Revision dates: Jul-15 2025 (Original); Jun-18 2026 (Substantive; Procedure separated)

APPENDIX A: KRG Higher Education Qualification Framework and ECTS Requirements

This framework identifies credit expectations for higher education qualifications in accordance with applicable MHE requirements.

EQF Level	Cycle	HEQF- KRG	CREDIT
1	Pre-Higher Education		
2			
3			
4			
5	Short Cycle	Diploma Degree	120 ECTS
6	First Cycle	Bachelor's degree	240 ECTS
7	Second Cycle	Higher Diploma Degree	60 ECTS
		Master's Degree	120 ECTS
8	Third Cycle	Doctor of Philosophy Degree	Not Specified