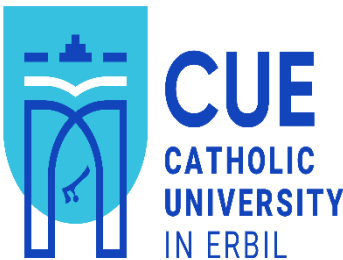


ECTS CREDIT ALLOCATION PROCEDURE		PROCEDURE NUMBER: CUE-AA004PR
		OWNER: ACADEMIC AFFAIRS CONTACT INFORMATION: Khalid.ibrahim@cue.edu.krd
		EFFECTIVE DATE: Jul-2025 REVIEW DATE: Jul-2028

THE CATHOLIC UNIVERSITY IN ERBIL

ECTS Credit Allocation Procedure

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I. PURPOSE

This procedure establishes the processes and responsibilities for assigning, reviewing, approving, documenting, and monitoring ECTS credits at the Catholic University in Erbil (CUE). The procedure supports consistent implementation of the ECTS Credit Allocation Policy, alignment with student workload and learning outcomes, compliance with Ministry of Higher Education and Scientific Research requirements, and coordination with curriculum development, registration, academic records, and quality assurance processes.

II. SCOPE

X University-Wide

☐ Departmental Specify Department(s): _____

This procedure applies to all academic programs, modules, and credit-bearing educational activities requiring the assignment, review, revision, or approval of ECTS credits. This procedure applies to all colleges, academic departments, committees, and University offices involved in the development, approval, administration, and quality assurance of ECTS credits.

III. DEFINITIONS

Bologna Process Committee: The University committee responsible for ensuring alignment of ECTS credit allocation and module development with Bologna Process principles and standards.

Coursebook: The official module document containing required academic information, including module information, learning outcomes, learning activities, assessment methods, workload expectations, assigned ECTS credits, and other information necessary for curriculum review, approval, and communication to students.

Program Learning Outcomes (PLOs): A statement of what graduates of a particular degree program should be able to know and do. PLOs serve as the primary reference for ECTS credit assignment across the Program Curriculum.

Other learning outcome terms: Student Learning Outcomes (SLO), Module Learning Outcomes (MLO), and Institutional Learning Outcomes (ILO) have the meanings given in the ECTS Credit Allocation Policy (AA004).

IV. PROCEDURE STATEMENT

This procedure provides the required steps for implementing the ECTS Credit Allocation Policy (CUE-AA004) through consistent assignment, review, approval, documentation, and monitoring of ECTS credits. ECTS credit allocation follows a two-stage process: first, program-level credit assignment establishes the credit framework for the full Program Curriculum; second, module development ensures that individual modules are developed in accordance with that approved framework. Subsequent steps address credit system documentation and periodic review. ECTS credit allocation processes shall ensure that academic credits are aligned with student workload, learning outcomes, curriculum requirements, Ministry of Higher Education and Scientific Research requirements, and applicable University quality assurance processes.

V. PROCEDURE STEPS

Step 1: ECTS Credit Assignment in the Program Curriculum

Responsible Party: Departmental Scientific Committee; Bologna Process Committee; Quality Assurance Office; Department Council; Head of Department and/or Dean; University Council

Required Actions:

1.1 The Departmental Scientific Committee, taking Program Learning Outcomes (PLOs) as a primary reference, shall assign ECTS credits for each module across the 4- or 5-year Program Curriculum. Credit assignment shall reflect the expected student workload, module complexity, and the significance of each module in achieving PLOs.

1.2 The Departmental Scientific Committee shall review the proposed credit allocation, evaluating the significance of each module in achieving PLOs and the appropriateness of the assigned credits. The Advisory Board may review the recommendations as needed. The Curriculum and Study Program Committee shall then review the proposed allocation for overall consistency and alignment with the Program Learning Outcomes (PLOs).

1.3 The Bologna Process Committee and the Quality Assurance Office shall confirm the ECTS Credit Allocation for each Program Curriculum, verifying alignment with Bologna Process principles and institutional quality assurance standards.

1.4 The Department Council and Head of Department and/or Dean shall complete the required academic review of the confirmed credit allocation prior to submission for university-level approval.

1.5 The University Council shall review and accept or reject the ECTS credit allocation for each Program Curriculum. Credit allocations requiring external review or approval shall be submitted, through the President's Office, to the Ministry of Higher Education and Scientific Research according to applicable requirements. Accepted allocations proceed to Step 2.

1.6 Approved ECTS credit allocations shall be recorded and maintained in official academic documents, including applicable curriculum records, module information, student information systems, and the Academic Catalogue.

1.7 Changes to approved ECTS credit allocations shall follow applicable curriculum review and approval processes as defined in the Curriculum Development Policy (CUE-AA003).

Required Documentation/Evidence: Program Curriculum ECTS credit allocation draft; Approval records from- Bologna Process Committee, Curriculum and Study Program Committee, Quality Assurance; Department Council and Head of Department and/or Dean; University Council; MHE approval records, if applicable; Updated official curriculum and academic records

Step 2: Module Development in Accordance with Program Curriculum ECTS

Responsible Party: Faculty Member/Module Developer; Academic Department; Head of Department; Dean; Scientific Committee (of Department); Bologna Process Committee; Quality Assurance Office, Curriculum and Study Program Committee

Required Actions:

2.1 Faculty members developing or revising a module shall identify the expected module learning outcomes, learning activities, assessment methods, and student workload requirements.

2.2 ECTS credits shall be assigned based on the estimated student workload required to successfully achieve the approved module learning outcomes and in accordance with the CUE ECTS Credit System and Equivalency Guidelines. Student workload calculations shall include all required academic activities, including scheduled instruction, practical activities, independent study, assignments, projects, examination preparation, examinations, and other required learning activities.

2.3 Assigned ECTS credits, learning outcomes, workload expectations, learning activities, and assessment information shall be documented in the official module coursebook, in accordance with the approved Program Curriculum ECTS credit allocation established in Step 1. Module complexity, significance for PLO achievement, and workload shall be reflected in the coursebook.

2.4 Faculty members shall submit completed or revised coursebooks through the established academic review process prior to implementation.

2.5 The Head of Department shall review submitted coursebooks and related documentation to verify completeness and alignment with academic program requirements. The review shall confirm that assigned ECTS credits appropriately reflect the expected student workload, module learning outcomes, learning activities, and assessment requirements.

2.6 The Departmental Scientific Committee shall assess the developed modules and associated ECTS credit allocation, verifying that module content, learning outcomes, and assessment requirements correspond to the approved ECTS credits, program learning outcomes, curriculum structure, academic progression requirements, applicable MHE requirements, and overall Bologna Process practices. The Curriculum and Study Program Committee shall then verify the workload and supporting documentation.

2.7 Approved documentation shall be forwarded to the Quality Assurance Office for review according to university quality assurance processes.

2.8 The Bologna Process Committee and Quality Assurance Office shall review all modules in terms of academic standards, Bologna Process compliance, and institutional quality requirements. The Quality Assurance Office shall verify that required module documentation is complete and that assigned ECTS credits are consistently aligned with student workload calculations, module learning outcomes, assessment requirements, and University quality assurance expectations. If concerns, inconsistencies, or required revisions are identified, recommendations shall be provided to the relevant academic department for review and resolution.

2.9 New modules or modifications affecting approved module credits, learning outcomes, workload expectations, or curriculum requirements shall follow the Curriculum Development Policy (CUE-AA003).

Required Documentation/Evidence: Official CUE Coursebook Template- Module Descriptor Template; Student workload calculations according to the CUE ECTS Credit System and Equivalency Guidelines; Assessment alignment, if applicable; Review records from: Head of Department, Scientific Committee, Bologna Process Committee, Quality Assurance; Records of recommended revisions or required modifications, if applicable

Step 3: Credit System Documentation and Equivalency Guidance

Responsible Party: Academic Affairs; Quality Assurance Office; Relevant University Office

Required Actions:

3.1 The University shall maintain documentation, including applicable records within the Bologna Process storage system, explaining the relationship between ECTS credits, student workload expectations, and other academic credit systems for applicable guidelines, academic, accreditation, and external review purposes.

3.2 Credit comparisons involving ECTS and other credit systems shall be conducted using the CUE ECTS Credit System and Equivalency Guidelines and shall consider student workload, learning outcomes, instructional expectations, and applicable external requirements. These Guidelines shall be maintained as the official reference document for institutional credit comparison and accreditation documentation.

Required Documentation/Evidence: CUE ECTS Credit System and Equivalency Guidelines (link form)

Step 4: Periodic Review of ECTS Credit Allocation

Responsible Party: Academic Departments; Quality Assurance Office

Required Actions:

4.1 Each Department, in coordination with the Quality Assurance Office, shall review ECTS credit allocation annually across academic programs to ensure continued alignment with student workload, learning outcomes, and applicable requirements.

4.2 Academic departments shall address any identified concerns or recommended updates through the appropriate review process.

Required Documentation/Evidence: Quality Assurance review records; Records of recommended updates or actions taken, if applicable

VI. PROCEDURE 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: ECTS Credit Allocation Policy (AA004); Registration and Withdrawal Policy (AA001); Curriculum Development Policy (AA003); Admissions Policy (SA001); Assessment and Grading Policy (AA005); Quality Assurance Policy
- f) Related Procedures: Registration and Withdrawal Procedure (AA001PR); Curriculum Development Procedure (if applicable)
- g) Related Guidelines/ Forms: CUE ECTS Credit System and Equivalency Guidelines; Coursebook Template
- h) Version: 2026-06-18_CUE-AA004PR ECTS CREDIT ALLOCATION PROCEDURE
- i) Revision dates: Jul-15 2025 (Original); Jun-18 2026 (Substantive; Procedure separated- new steps added)