

POLICY AND PROCEDURE MANAGEMENT POLICY		POLICY NUMBER: CUE- PO001
		OWNER: President's Office
		CONTACT INFORMATION: president@cue.edu.krd
		EFFECTIVE DATE: Mar-17 2025
		REVIEW DATE: Mar-17 2028

THE CATHOLIC UNIVERSITY IN ERBIL

Policy and Procedure Management Policy

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I. PURPOSE

This policy document is established by the Catholic University in Erbil (CUE) to serve as an official framework for ensuring consistent identification, governance, and application of all university policies across all departments of the University.

Policy and procedure management consists of the practices associated with managing the University's policies or procedures throughout all of the stages of the policy or procedure life cycle, including defining terms, drafting, editing, approving, updating, distributing, rescinding, maintaining an auditable database of records, and determining how policies or procedures convey CUE's mission and enable the execution of its strategy. Individuals involved in creating, revising, maintaining, or rescinding University policies must comply with the requirements of this policy and procedure.

II. SCOPE

☒ University-Wide

☐ Departmental Specify Department(s): _____

This policy shall apply to all faculty, administrative staff, and students.

III. DEFINITIONS

Policy - A policy is an official, written statement which defines a set of rules, restrictions, requirements, and/or guiding principles which ensure the promotion of the University Mission, compliance with applicable laws and regulations, improvement of institutional efficiency, and reduction of risk at the institutional and departmental level.

Policy Management - Developing, approving, communicating, implementing, and maintaining policies. Effective policy management promotes good governance and supports CUE by ensuring policies and procedures are aligned with and comply with Republic of Iraq, Kurdistan Regional Government (KRG) and international legal and regulatory requirements.

Procedure - A procedure generally accompanies a policy and outlines the steps needed to implement and reinforce a policy. Procedures include details such as responsible parties and instructions, as well as where to find more information.

Policy Owner - The office or the department charged with overseeing administration of the policy, including periodic review.

University Policy- A broad policy that is applied throughout the University. All other policies and coordinating procedures will not supersede or conflict with University Policies.

IV. POLICY STATEMENT

CUE must establish, maintain, and follow a consistent governance framework for the development, approval, implementation, publication, review, revision, and retirement of all University policies and procedures.

All University policies and procedures must follow the standards, templates, approval processes, and review requirements established by the accompanying Policy and Procedure Management Procedure. All CUE policies and procedures must have clearly assigned university-wide, departmental, and/or unit ownership, defined responsibilities, appropriate institutional approvals, and documented implementation processes.

University policies and procedures must support institutional accountability, effective operations, regulatory compliance, accreditation expectations, risk management, and alignment with the University's mission and strategic objectives.

Policy owners are responsible for developing, maintaining, communicating, implementing, monitoring, and periodically reviewing assigned policies and related procedures. Policy owners must ensure that policies remain accurate, current, accessible, and consistently applied across relevant University areas.

Approved University policies and procedures must be maintained in the official University policy repository and published through approved communication channels. Draft, outdated, or unauthorized versions must not replace officially approved versions.

All faculty, staff, students, and applicable stakeholders are responsible for understanding and complying with university policies and procedures relevant to their roles, responsibilities, activities, or enrollment.

University-wide policies supersede any conflicting college, department, office, program, or unit-level policies, procedures, practices, or guidelines.

V. PROCEDURE STATEMENT

Refer to the Policy and Procedure Management Procedure (PO001PR).

VI. POLICY HISTORY

- a) Owned by: President's Office, Jun-2026
- b) Reviewed by: Policy and Procedure Review Committee, President's Cabinet, Compliance Committee of the Board of Trustees, Compliance Consultant, PE Office
- c) Approved by: Board of Trustees
- d) Date(s) approved: Mar-17 2025; Jul-30 2026
- e) Related Policies: CUE Bylaws of the Board of Trustees
- f) Related Procedures: Policy and Procedure Management Procedure (PO001PR)
- g) Version: 2026-06-05_CUE-PO001 POLICY AND PROCEDURE MANAGEMENT POLICY
- h) Revision dates: Jun- 05 2026 (Substantive)