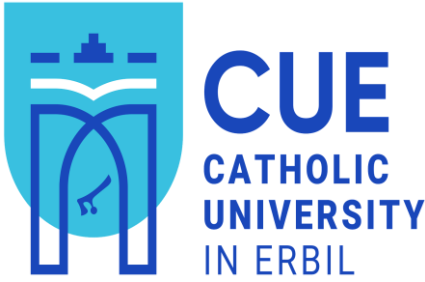


GRADUATION POLICY		POLICY NUMBER: CUE- SA003
		OWNER: STUDENT AFFAIRS
		CONTACT INFORMATION: israa.adil@cue.edu.krd
		EFFECTIVE DATE: Jun-30 2026 REVIEW DATE: Jun-30 2029

THE CATHOLIC UNIVERSITY IN ERBIL

Graduation Policy

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I. PURPOSE

This policy establishes requirements and standards for student graduation at the Catholic University in Erbil (CUE), ensuring equitable treatment of all graduates and alignment with Ministry of Higher Education and Scientific Research (MHE) regulations. The policy honors the culmination of students' academic achievements and ensures consistent application of graduation requirements across all colleges and departments.

II. SCOPE

☒ University-Wide

☐ Departmental Specify Department(s): _____

This policy applies to all students, faculty, administrative staff, and departments involved in the graduation process at the Catholic University in Erbil.

III. DEFINITIONS

Academic: All matters directly related to the education and training requirements necessary for students to fulfill degree requirements.

Commencement Exercises: The annual graduation ceremony held at the beginning of the Fall Semester to honor graduating students.

Enrollment and Registration Office (Registration Manager for MHE purposes): The University office responsible for maintaining student records, verifying graduation eligibility, managing graduation documentation, and submitting graduation information to MHE.

Events and Ceremonies Committee: The committee responsible for organizing and conducting commencement exercises and graduation-related events.

Examination Committee: The committee responsible for processing final grades, determining graduation eligibility, and approving graduating students.

GPA (Grade Point Average): The weighted average of a student's grades calculated according to the formula specified in Section IV.2.

MHE: Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government of Iraq.

IV. POLICY STATEMENT

1. Graduation Eligibility Requirements

Graduation eligibility is reviewed and approved by the respective college and department from which the student intends to graduate. A student is considered a candidate for graduation after fulfilling all of the following criteria:

- a. Completed all program requirements, including a summer internship as required by the respective college and/or department and in accordance with MHE standards;
- b. Attained an overall average of $\geq 50\%$;
- c. Completion of 240 ECTS credits for four-year programs or 300 ECTS credits for five-year programs; and

Graduation eligibility, average calculations, and academic records shall be verified and maintained by the Examination Committee in accordance with university requirements.

2. Graduation with Distinction

The ranking of students for graduation shall be based on the cumulative Grade Point Average (GPA) of the student for all credits earned during his/her studies at the University, calculated according to the following formula:

Pass Average Score (GPA) = Grand Total [(marks of module) × (number of credits)] / Total Number of Credits

(Reference: No. 1723, Section 7, Article 43)

3. Graduation Certificates and Transcripts

- a. Eligibility: Students shall not be granted a graduation certificate if their ministerial admission order (acceptance) and university graduation order have not been issued in accordance with applicable laws and regulations (Conditions and Standards for Enrolling Students, 9.3). Refer to Appendix I.
- b. Graduation Transcript: The official graduation transcript, which includes student grades, must bear the CUE seal and the signatures of the head of the Enrollment and Registration Office (for MHE purposes referred to as the Registration Manager), Head of Department or Dean, and the University President, in accordance with Conditions and Standards for Enrolling Students, Section 9.4.
- c. Graduation Certificate: The official graduation certificate must bear the official CUE seal and the signatures of the Enrollment and Registration Office (for MHE purposes referred to as the Registration Manager), the Head of Department or Dean, and the University President, in accordance with the Conditions and Standards for Enrolling Students, Section 9.5.
- d. Graduation Confirmation Letter: The graduation confirmation letter must bear the official CUE seal and the signature of the University President
- e. In accordance with Article (25) of Law No. (2) of 2013, all graduation transcripts and graduation certificates should include a designated section for MHE approval. Official confirmation letters requiring MHE certification should also include a designated section for this purpose, in accordance with the Conditions and Standards for Enrolling Students, Section 9.6.
- f. Decorative certificates (testamur): Decorative wall certificates (testamur) must bear the CUE seal and the signatures of the head of the Enrollment and Registration Office (Registration Manager for MHE purposes), the Head of Department and/or Dean, the President, and MHE . Failure to meet this requirement will result in the confirmation letters or certificate not being approved by our Ministry (Conditions and Standards for Enrolling Students, 9.5).
- g. Confirmation letter recipient: When providing a graduation confirmation letter, students must clearly specify the intended recipient. CUE must request the previously issued graduation confirmation letters if the letter is for employment purposes (Conditions and Standards for Enrolling Students, 9.10).
- h. Graduation certificates, transcripts, confirmation letters, additional copies, language requirements, applicable fees, and MHE authentication processes shall be administered in accordance with the Graduation Procedure (SA003PR) and Graduation Guidelines (SA003GL), applicable MHE regulations, and published University requirements.

4. Graduation Regalia and Commencement Attire

- a. All students completing a Bachelor's degree shall wear a black gown with a tassel in the color representing their discipline/program.
- b. Official discipline and college colors are assigned per the Graduation Guidelines (SA003G) and must be consistently used on all printed programs, official photos, and graduation visuals.
- c. Any exceptions or changes to this standard require approval from the Provost.

5. Commencement Exercises

- a. Commencement exercises are held once per year at the beginning of the Fall Semester.
- b. Students who have not completed the requirements for graduation are ineligible to march in the yearly commencement exercises.
- c. Students are allowed to march in the commencement exercises only once per degree.
- d. The Events and Ceremonies Committee is responsible for organizing and conducting all commencement exercises in accordance with CUE standards and procedures.

6. Appeals and Legal Complaints

Students may appeal graduation-related decisions within 15 working days by submitting a written request to the President. Issues not resolved through the appeal process may be addressed through the University's Student Grievance Policy and applicable MHE regulations and higher education laws.

V. PROCEDURE STATEMENT

The Graduation Procedure (SA003PR) establishes the operational processes and responsibilities for implementing this policy. Responsible University offices shall administer graduation processes in accordance with this policy, applicable CUE procedures, and Ministry of Higher Education and Scientific Research (MHE) requirements.

VI. POLICY HISTORY

- a) Owned by: Student Affairs
- b) Reviewed by: Policy and Procedure Committee; University Council
- c) Approved by: University Council
- d) Date approved: Jun-30 2026
- e) Related Policies: Registration and Withdrawal Policy; Academic Integrity Policy; Student Code of Conduct; Student Grievance Policy
- f) Related Procedures: Graduation Procedure (SA003PR); Graduation Guidelines (SA003GL)
- g) Version: 2026-06-21_CUE-SA003 GRADUATION POLICY
- h) Revision dates: Mar-3 2025 (Original); Jun-21 2026 (Substantive; Procedure Separation)

VII. APPENDICES

APPENDIX I– Conditions and Standards for Enrolling Students