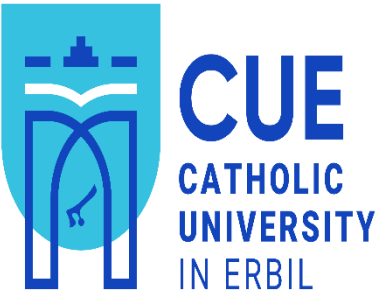


GRADUATION PROCEDURE		PROCEDURE NUMBER: SA003PR
		OWNER: STUDENT AFFAIRS
		CONTACT INFORMATION: israa.adil@cue.edu.krd
		EFFECTIVE DATE: Jun-30 2026 REVIEW DATE: Jun-30 2029

THE CATHOLIC UNIVERSITY IN ERBIL

Graduation Procedure

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I. PURPOSE

This procedure establishes the operational processes and responsibilities for implementing the Graduation Policy at the Catholic University in Erbil (CUE). The procedure ensures consistent management of student graduation, maintenance of required documentation, coordination with the Ministry of Higher Education and Scientific Research (MHE), and compliance with applicable regulations.

II. SCOPE

X University-Wide

☐ Departmental Specify Department(s): _____

This procedure applies to all students, faculty, administrative staff, and departments involved in the graduation process at the Catholic University in Erbil, including the Examination Committee, Enrollment and Registration Office, Events and Ceremonies Committee, and individual colleges and departments.

III. DEFINITIONS

Conditions and Standards for Enrolling Students: The MHE conditions and standards for enrolling students at universities and institutions of the Kurdistan Region, document No. 21852 of 31.10.2024, as continued and amended for subsequent academic years (most recently by MHE letter No. 19350 of 14.10.2025).

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

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 managing all graduation-related ceremonial events.

Graduation Report: The official document prepared by the Examination Committee containing the required academic information for students approved to graduate.

Graduation Candidate: A student whose academic record has been reviewed for completion of graduation requirements in accordance with the Graduation Policy.

IV. PROCEDURE STATEMENT

The Enrollment and Registration Office, in coordination with the Examination Committee, individual colleges and departments, and the Events and Ceremonies Committee, is responsible

for administering the graduation process. This procedure sets out the required actions, responsible parties, and documentation requirements for graduation-related matters at CUE, in accordance with the Graduation Policy (SA003) and applicable MHE regulations.

V. PROCEDURE STEPS

Step 1: Grade Processing and Graduation Eligibility Review

Responsible Party: Examination Committee

Required Actions:

1.1 The Examination Committee processes, reviews, and approves final grades at the end of the academic year in accordance with University requirements.

1.2 The Examination Committee verifies that each graduation candidate has fulfilled all graduation requirements, including:

- completion of all program requirements, including internships as required by the respective college and/or department;
- attainment of an overall average of $\geq 50\%$; and
- completion of 240 ECTS credits for four-year programs or 300 ECTS credits for five-year programs.

Required Documentation/Evidence:

- Processed and approved grades
- Graduation eligibility verification records
- Documentation of ECTS credit completion

Step 2: Graduation Ranking and Report Preparation

Responsible Party: Examination Committee

Required Actions:

2.1 The Examination Committee calculates pass cumulative or total average score = Grand total [(marks of module) x (number of credits) / Total number of credits (No. 1723, Section 7, Article 43)].

2.2 The Examination Committee updates graduation rankings and excludes students who fail and/or withdraw from any module.

2.3 The Examination Committee prepares the Graduation Report (see: APPENDIX I), including student grades and students approved for graduation, and forwards the completed report to the University Council for final approval.

2.4 After approval by the University Council, the final Graduation Report is sent to the Enrollment and Registration Office.

Required Documentation/Evidence:

- Graduation Report
- GPA calculations and graduation rankings
- Examination Committee approval documentation

Step 3: MHE Submission and Approval

Responsible Party: Enrollment and Registration Office (Registration Manager)

Required Actions:

3.1 Upon receipt of the Graduation Report, the Enrollment and Registration Office reviews the report for completeness and accuracy.

3.2 The Enrollment and Registration Office verifies ministerial admission orders (acceptances) exist for all graduates in accordance with applicable laws and regulations.

3.3 The Enrollment and Registration Office prepares the MHE Submission Package, including the Graduation Report and a formal letter requesting MHE approval of the graduating class.

3.4 The Enrollment and Registration Office tracks the submission status, maintains communication with MHE, receives approval documentation, and notifies relevant University offices after approval.

Required Documentation/Evidence:

- Verification of ministerial admission orders
- MHE Submission Package with formal letter
- MHE approval documentation
- Communication records with MHE

Step 4: Certificate and Transcript Production

Responsible Party: Enrollment and Registration Office (Registration Manager)

Required Actions:

Responsible Party: Enrollment and Registration Office (Registration Manager)

Required Actions:

4.1 Upon receipt of MHE approval, the Enrollment and Registration Office prepares graduation certificates, transcripts, graduation confirmation letters, and other graduation documents in accordance with the Graduation Policy (SA003) and applicable MHE requirements.

4.2 A simple graduation confirmation letter may be requested by a student and only requires the signature of the President.

4.3 An MHE-approved graduation confirmation letter may be requested by a student and only requires the signature of the President, the seal of CUE, and the stamp of MHE. The stamp of MHE must be requested personally by the student from MHE after receipt of the simple graduation confirmation letter. CUE is not responsible for delays in MHE stamping or issuance.

4.4 Students may request their graded graduation certificate (transcript) in Kurdish, Arabic, or English. All text on the certificate template must be in the language requested by graduates, rather than having multiple languages on the same certificate template (Conditions and Standards for Enrolling Students, 9.7).

4.5 Graduates may request a second or additional copy of the transcript or certificate in Kurdish, Arabic, or English (Conditions and Standards for Enrolling Students, 9.8).

4.6 See Graduation Guidelines SA003GL for latest information on the fees associated with certificates and transcripts. All collected fees are directed to MHE. Any change in the aforementioned costs will be reflected in the Graduation Guidelines SA003GL and University catalogue and covered by the student in accordance with MHE guidelines.

4.7 The Enrollment and Registration Office maintains records of certificates, transcripts, confirmation letters, and related graduation documents issued.

Required Documentation/Evidence:

- Official graduation certificates with required signatures and seals
- Graduation confirmation letters (as requested)
- Student receipt records
- Fee collection documentation

Step 5: Appeals and Graduation-Related Inquiries

Responsible Party: Enrollment and Registration Office / President (for appeals)

Required Actions:

5.1 Students wishing to appeal graduation-related decisions must submit a written appeal to the President within 15 working days of notification of the decision. The written appeal should identify the graduation-related decision being appealed and include relevant supporting information.

5.3 The President reviews the appeal and supporting documentation, makes a decision regarding the appeal, and notifies the student of the outcome.

5.4 If the appeal is approved, the Enrollment and Registration Office implements any necessary corrections to graduation status or records.

5.5 Unresolved issues may be addressed through applicable MHE regulations.

Required Documentation/Evidence:

- Written appeal submissions and appeal review documentation
- Appeal decision records
- Record corrections made as a result of appeal (if applicable)

VI. PROCEDURE HISTORY

- a) Owned by: Student Affairs
- b) Reviewed by: Policy and Procedure Review Committee; University Council
- c) Approved by: University Council
- d) Date approved: Jun-30 2026
- e) Related Policies: Graduation Policy (SA003); Graduation Guidelines (SA003GL)
- f) Related Procedures: N/A
- g) Version: 2026-06-21_CUE-SA003 Graduation Procedures
- h) Revision dates: Mar-3 2025 (Original); Jun-21 2026 (Substantive; Procedure Separation)

VII. APPENDICES

APPENDIX I – Graduation Report Templates

[Graduation Student Ranking Template](#)

[Graduation List Template \(For MHE\)](#)

APPENDIX II – Graduate Appeal Form

[Graduate Appeal Form](#)