



Chapter Eleven

Documents and Graduation Orders

Verification of documents and authentication of issuance, handling forgery, issuing graduation orders and delivering original documents, certificates of continued enrolment, and determining top-ranked students.

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Chapter Eleven: Documents

11-1- Document Verification Mechanism

The mechanism for verifying the documents of students admitted for the academic year (2025/2026) in both morning and evening study shall be as follows:

- ① Verification of the documents of students admitted for the academic year (2025/2026), across all admission channels, from among graduates of preparatory (secondary) study in all branches (scientific, literary and fine arts) for the academic years (2002/2003) and upward shall be carried out electronically through the electronic system dedicated to document verification via the link (<https://dirasat.mohe.sr.gov.iq-audit>); in the event of any deficiency, the Department of Studies, Planning and Follow-up shall be addressed, and if that is not possible, the Ministry of Education/General Directorate of Evaluation and Examinations shall be addressed, provided that the electronic verification is completed by the date of announcement of the second-round results for admitted students, and the Central Admission Section/Document Verification Division shall be notified that the electronic verification has been completed.
 - Ⓐ The University/College shall verify the documents of students who graduated from preparatory study in the years (2002/2003) and downward against the data of the Ministry of Education by dispatching officially authorized representatives to that Ministry, provided that the College attaches a copy of the base register (grade board) containing the student's grades (highlighted) to the document, and the document and the copy of the base register shall be stamped with the College's registration stamp and signed by the employee who carried out the verification and the College's Director of Registration. In the event that a suspicious case appears, the document, together with all related supporting records, shall be sent to the Department of Studies, Planning and Follow-up/Central Admission Section/Document Verification Division to take the necessary action.
 - Ⓑ Students who graduated from vocational study, in all its branches and specializations and for all academic years, shall have their documents verified at the General Directorate of Vocational Education of the Ministry of Education.
- ② The documents of incoming (returnee) students (those transferred from outside Iraq/holders of equivalent certificates) from outside Iraq shall be verified by the University/College.

- 3 The documents of students who graduated from the Kurdistan Region shall be verified exclusively by the Department of Studies, Planning and Follow-up, after colour copies of their academic documents are sent together with the University's letter, provided that they are duly certified by the relevant authorities (the school and the Ministry of Education in the Region).
- 4 The mechanism for verifying the documents of students who graduated from preparatory schools of the Kurdistan Region and of those transferred from outside Iraq shall be by submitting the academic document translated into English, and after the official transfer letters are issued by the Ministry, copies of those documents shall be sent under a delivery-and-receipt record to the Ministry headquarters/Department of Studies, Planning and Follow-up/Central Admission Section/Document Verification Division for the purpose of sending them to the Region for verification within the standing committee formed for document verification, and the student shall be required to submit a new document issued by the Region in Arabic and addressed to the university to which the transferred student has been admitted.
- 5 The documents of the remaining students shall be verified by the authority that issued the documents to them, as follows:
 - a Verification of the documents of graduates of the petroleum training institutes, the Higher Institute of Telecommunications and Post, and the institutes of the technical universities shall be carried out with the institutes that issued the document.
 - b Verification of the documents of graduates of teacher-training institutes shall be carried out with the General Directorates of Education in Baghdad and all governorates, Preparation and Training Sections/Institutes Divisions.
 - c Verification of the documents of graduates of the Institute of Musical Studies and the Institute of Folk Crafts and Arts shall be carried out at the Ministry of Culture.
 - d Verification of the documents of students who graduated from nursing, midwifery and obstetrics preparatory schools shall be carried out at the Ministry of Health.
 - e Verification of the documents of students who graduated from the Institute of Tourism and Hotel Management shall be carried out at the Ministry of Education/General Directorate according to the governorate.
 - f Verification of the documents of students who graduated from the Ministry of Education/Islamic branch shall be carried out at the Ministry of Education.

- g** Verification of the documents of graduates of Islamic studies issued by the Offices of the two Endowments (Shia and Sunni) shall be carried out at the Offices of the two Endowments.
- 6** The mechanism set out in the preceding paragraphs shall be adopted for verifying the documents of students admitted to private universities and colleges.
- 7** The document shall be handed over to the student upon the termination of his relationship with the College/Institute under a formal delivery-and-receipt record between the competent employee and the student, and a copy of the document shall be kept in the Registration Division together with a legal undertaking guaranteeing the rights of both parties, with the student bearing legal responsibility in the event of loss of or tampering with the document.

11-2- Archiving of Graduates' Records

Colleges/Institutes shall take the necessary measures to archive graduates' supporting records electronically, while the paper copy must be retained, and shall rely on the base registers and university orders in granting documents and graduation certificates in accordance with the laws and ministerial orders in force, while adhering to the provisions of Chapter Three of the Guide to the Administration of University Examinations for the academic year 2022/2023.

11-3- Authentication of Issuance

- 1** Public universities and private universities/colleges shall be addressed directly by ministries and entities not affiliated with a ministry, for the purpose of confirming the authenticity of issuance of the documents of their employees or of the documents of applicants for appointment, through officially authorized representatives, without referring to the Ministry, in order to avoid cases of delay.
- 2** Universities shall be addressed directly by the cultural attaché offices abroad and by foreign entities and institutions for the purpose of confirming the authenticity of issuance of the documents issued by them, provided that the entity requesting authentication of issuance submits the graduate's authorization to make the enquiry, in accordance with the form designated for this purpose (Annex 14/Kh 7).

- 3 Colleges and institutes are reminded not to address the Ministry directly; correspondence shall be conducted exclusively through the University.

11-4- Handling Cases of Forgery

- 1 Any alteration to the title, average, grades or year of graduation in the original content of a document shall be deemed forgery and shall expose the holder of the document to legal accountability.
- 2 A person shall be deemed a forger if he submits forged papers, letters or documents, or was among those who incited the forgery.
- 3 The University shall notify the Department of Studies, Planning and Follow-up of any case of forgery discovered, and it is its duty to send all the supporting records of the forgers so that the Department may take the necessary action, present the matter to the Deputy Minister for Scientific Research Affairs and obtain his approval to circulate the forger's name, notify the relevant entities to which the forger submitted graduation documents, and take all legal measures against him.
- 4 An employee of the University (College/Institute) or a person entrusted with a public service is legally obliged to report to the competent investigative authorities if he becomes aware of the commission of a crime, in accordance with the provisions of Article (48) of the Code of Criminal Procedure No. (23 of 1971, as amended); administrative investigation committees are obliged to recommend referring the employee to the competent courts if they consider that his act constitutes a crime; no employee who becomes aware of the commission of a crime may refrain from reporting it; and the crime of forgery is one of the serious crimes involving moral turpitude for which it is not permissible to be content with disciplinary penalties, but rather a criminal complaint must be initiated against the employee concerned, failing which the responsible employee shall be prosecuted in accordance with the penal article referred to above.
- 5 The Central Admission Section at the Department of Studies, Planning and Follow-up shall be provided, with each case of forgery and in a clear manner, with the following:
 - a A statement of the forger's status, as to whether he is a student continuing his studies, a graduate, or not a graduate of the College or Institute.

- b** A clear colour copy of the forged document or forged papers, together with a statement as to whether or not the College/Institute holds the original of the forged document.
 - c** The minutes and recommendations of the investigative or disciplinary committee, provided that they include the number and date of the forged document.
 - d** The entity to which the forger is affiliated.
 - e** The entity requesting authentication of issuance.
 - f** The identification documents.
 - g** All related supporting records.
- 6** The cases of forging students must be considered from a disciplinary standpoint in accordance with Article (6) of the Student Discipline Instructions No. 160 of 2007 and No. 169 of 2018, and a student whose forgery is proven shall be punished with final expulsion from the College or Institute and his enrolment shall be cancelled on the recommendation of the College's student disciplinary committee and by decision of the University; this committee shall be chaired by the Assistant Dean with two members of the teaching staff as members, provided that one of the committee members is a legal specialist, and one of the administrative employees shall be assigned as rapporteur in accordance with Article (8-a), provided that the Department of Studies, Planning and Follow-up is furnished with all the supporting records as set out in paragraph (5) above.
- 7** The University (College/Institute) shall retain the original of the forged document or forged official paper in the file of the forging student; otherwise they shall bear legal and administrative responsibility for its loss.
- 8** In the event that the forged document was not submitted to the College/Institute/University directly, the criminal complaint shall be filed by the entity to which the employee who presented the forged document is affiliated, and the statement of the legal representative of the University/College/Institute shall be recorded before the competent court when the court requests his attendance, and the complaint shall be confirmed against the employee who committed the forgery.

- 9 In the event that the forgery relates to the preparatory study document that was adopted as the basis for the student's admission to the study concerned, his admission and graduation shall be cancelled exclusively by the Central Admission Section at the Department of Studies, Planning and Follow-up, and all entities that were previously provided with certificates or earlier graduation documents shall be notified. This procedure must cover all cases, including those previously established.

11-5- How to Deal with Forging Students

- 1 All supporting records relating to forging students must be preserved, and it is affirmed that the original of the forged document must be referred, in cases referred to the Supreme Judicial Council/Office of the Public Prosecutor, for the purpose of initiating criminal proceedings against the forgers of documents regardless of their type (graduation certificate, graduation wall diploma, or any other document), since it constitutes the corpus of the crime.
- 2 It is possible to grant graduation documents to graduates who were previously proven to have committed an error by tampering with the graduation document issued in the name of the College through altering any information therein, as there is no legal basis permitting them to be deprived of being provided with graduation documents in the future; however, this does not preclude taking legal measures against them, since the act committed falls within the concept of forgery and under the Iraqi Penal Code No. 111 of 1969, as amended.
- 3 A forging student who has obtained a genuine document is entitled to apply to a university other than the university from which his admission was cancelled and from which he was expelled and his enrolment cancelled on account of forgery, noting that taking legal measures against forgers is an independent judicial procedure within the competence of the judiciary, and the return or non-return of students to their seats of study on the basis of genuine documents does not depend on it; the student shall be admitted in light of the genuine document in accordance with the instructions in force in the year of application in terms of the average for that year (he shall be treated as a new student), which necessitates checking the names of applicants for study against the database of forging students and notifying the Department of Studies, Planning and Follow-up of the cases discovered.

11-6- Regulations for Issuing Graduation Orders and the Ranking (Serial Order) of Graduates

- 1 The Registration Division in the College/Institute/Department shall prepare lists of the names of students after verifying that they have completed all graduation requirements (passing the curriculum courses for all years, completion of summer training, verification of the preparatory study document,) and shall present them to the College Council for ratification.
- 2 An administrative order shall be issued confirming the students' completion of the graduation requirements, provided that the order includes (the number and date of the College Council session, the academic year, the type of study, the round or the cohort in study systems that have no rounds, the description of the certificate awarded, the date of graduation, and the number of graduates), and it shall be sent to the University together with a letter requesting the issuance of a university order, provided that the request includes the following items:
 - a Confirmation that the procedures for verifying the authenticity of issuance of the documents on the basis of which the students were admitted or transferred (preparatory study documents, institute documents, equivalent certificates from outside Iraq, transcripts from outside Iraq, grade cards for students transferred within Iraq) have been completed, and the cases for which the procedures had not been completed up to the preparation of the lists shall be marked.
 - b The names correspond to the official admission lists sent from the University to the College in the year of admission.
 - c The lists of names begin with serial number (-name) and end with serial number (-name) for each department, or at the College level where there are no departments.
 - d The heading of the list shall include the name of the College and the Department (if any), the type of study (morning or evening), the year of graduation and the name of the cohort, and it shall include the following fields: serial number, full (four-part) name, nationality, gender, the round or the cohort in study systems that have no rounds, and the average.
 - e The lists shall be stamped with the registration stamp and signed by the Dean of the College, the Assistant Dean and the Director of Registration.

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11-7- Mechanism for Providing Students Wishing to Study outside Iraq with Documents

- 1 Students continuing their studies inside Iraq who wish to complete their studies outside Iraq shall be provided with their grades, the number of hours and credit units, and the theoretical and practical hours during the years of study, after they submit an application for cancellation of their enrolment to their colleges/institutes in accordance with the instructions governing this; in the event that they are not admitted to universities outside Iraq, they may submit an application to their colleges/institutes for the purpose of reinstating them to study and revoking the cancellation of their enrolment (within a period not exceeding one academic year), provided that this does not conflict with the examination instructions in force; the matter shall then be presented to the College/Institute Council for study and a recommendation on reinstatement, and then presented to the University Presidency to consider ratifying the direction of the College/Institute Council.
- 2 Students whose enrolment was cancelled (with the exception of students whose enrolment was cancelled on account of cheating or attempted cheating, forgery, and disciplinary penalties) may be provided with their grades, the number of hours and credit units, and the theoretical and practical hours during the years of study.
- 3 The certificate shall state the number and date of the administrative order concerning the cancellation of enrolment and the clearance of obligations from the College.
- 4 The student shall not be provided with the original of the preparatory study document on the basis of which he was admitted to study until after he produces evidence of his preliminary acceptance at one of the reputable universities, and a clear colour copy of the document sent, on the basis of which he was admitted to study, shall be retained.

11-8- Mechanism for Providing Students Wishing to Study at One of the Universities of the Kurdistan Region 1. Students continuing their studies at the universities and colleges of the Federal Government who wish to complete their studies in the Kurdistan Region shall be provided with their grades, the number of hours and credit units, and the theoretical

and practical hours during the years of study, after they submit an application for cancellation of their enrolment to their colleges/institutes in accordance with the instructions governing this; in the event that they are not admitted to the universities of the Region, they may submit an application to their colleges/institutes for the purpose of reinstating them to study and revoking the cancellation of their enrolment (within a period not exceeding one academic year), provided that this does not conflict with the examination instructions in force and on condition that the matter is presented to the College/Institute Council for a recommendation on his reinstatement to study, with the ratification of the University Presidency.

- 2** Students whose enrolment was cancelled (with the exception of students whose enrolment was cancelled on account of cheating or attempted cheating, forgery, and disciplinary penalties) may be provided with their grades, the number of hours and credit units, and the theoretical and practical hours during the years of study, provided that the certificate states the number and date of the administrative order concerning the cancellation of enrolment and the clearance of obligations from the College.
- 3** The student shall not be provided with the original of the preparatory study document on the basis of which he was admitted to study until after he produces evidence of his preliminary acceptance at one of the reputable, recognized universities in the Kurdistan Region, and a clear colour copy of the document sent, on the basis of which the student was admitted to study at the universities/colleges of the Federal Government, shall be retained.

11-9- How to Handle Lost Documents 1. A central committee shall be formed in each university to undertake the task of studying the matter of lost records and what remedies it has previously put in place or proposes to add at the present time with regard to granting graduation documents, certifying them and authenticating their issuance for

students whose records have been lost, provided that these committees work - by all means - to review all the old records and files kept, and that the University preserves those files and records and keeps electronic copies of them.

- 2** The University shall conduct an inventory of the cases it has reviewed for authentication of issuance, stating the content of the documents granted to them and the measures taken by the universities to remedy each case, and shall notify the Department of Studies, Planning and Follow-up thereof together with a copy of the documents granted to them, for the purpose of studying and reviewing them and the possibility of circulating them to all universities for the purpose of handling similar cases.

11-10- Mechanism for Delivering Original Documents to Students The mechanism for delivering documents to students whose admission has been cancelled on account of the student's withdrawal from the University, or cancellation of enrolment on account of failure, or his admission to a private college or evening study, or students transferred to and from public or private universities/colleges, shall be through adherence to the preparation of a formal delivery-and-receipt record between the authorized representatives, while retaining a clear colour copy of the original document together with the formal record in the student's file at the parent university; otherwise both parties shall bear all the legal and administrative consequences arising from the loss of the student's document and the delivery of the record without the document.

11-11- Mechanism for Granting Certificates of Continued Enrolment A student shall be granted a certificate of continued enrolment addressed

to the three Presidencies or the Ministry of Foreign Affairs through the Ministry headquarters; as for other ministries and subsidiary departments affiliated with a ministry, this shall be done through the University/College without referring to the Ministry headquarters.

11-12- Mechanism for Determining the Top-Ranked Students of Academic Departments, Colleges, Institutes and Universities First

Calculation of the top-ranked students of departments, colleges and institutes: The top-ranked students of university formations (college, institute, department, and even academic branches) shall be calculated as follows:

- ① Colleges with a single specialization (containing no departments), such as the Colleges of (Medicine, Dentistry, Pharmacy, Nursing, Law, Physical Education, and others if any): the top-ranked students in the colleges shall be determined according to the order of graduation averages.
- ② Colleges/Institutes comprising diverse departments (scientific, or humanities, or scientific and humanities departments at the same time): the top-ranked students shall be determined at the level of each department independently and according to the order of graduation averages for the individual department.
- ③ To determine the top-ranked students of departments comprising academic branches, the grade-and-ranking mechanism shall be adopted for determining the top-ranked students (as will be set out in paragraph Fourth of this item).

Second

Calculation of the top-ranked students at the level of colleges and institutes for specific purposes: For the purpose of calculating the top-ranked students at the level of colleges and institutes for specific purposes (such as honouring), the colleges and institutes affiliated with the universities may be classified into the following categories:- (a) Category One: Colleges with a single specialization (containing no departments), such as the Colleges of (Medicine, Dentistry, Pharmacy, Nursing, Law, Physical Education.... and others if any): the top-ranked students in colleges that have no departments shall be determined according to the order of graduation averages.

- b** Category Two: Colleges comprising a number of departments that are either scientific only or humanities only (such as the Colleges of Engineering, Science, Arts, Pure Sciences, Education for Humanities, Education for Pure Sciences, and other colleges): the grade-and-ranking mechanism shall be adopted to determine the top-ranked students of the college from all departments, and by the same mechanism the top-ranked students of the branches shall be determined in departments that have academic branches.
- c** Category Three: Colleges consisting of (scientific and humanities) departments at the same time, such as the Colleges of Education and Basic Education and others if any. The college shall have separate rankings of top-ranked students, one for the scientific departments and the other for the humanities departments, provided that the same mechanism set out in (Category Two), paragraph (b) above, is adopted.
- d** Category Four: Technical colleges and technical institutes in the technical universities, which contain five main specializations, namely (health and medical, engineering, administrative, agricultural, applied arts); the calculation of top-ranked students shall be based on the specializations these colleges comprise, as follows:

- 1** Technical colleges and institutes with a single main specialization and containing multiple academic departments: the top-ranked students shall be calculated in accordance with what is set out in (Category Two), paragraph (b) above.
- 2** Technical colleges or institutes with more than one main specialization, such as (medical, engineering, administrative): the top-ranked students shall be calculated in accordance with what is set out in (Category Three), paragraph (c) above.

Third

Mechanism for calculating the top-ranked students of universities: In order to calculate the top-ranked students of universities, and for specific purposes such as honouring, universities may be divided into the following categories: Category One/specialized universities; Category Two/universities comprising different colleges; Category Three/technical universities.

- 1** Specialized universities: these are universities comprising colleges of a single specialization (engineering, medical) (such as Ibn Sina University for Medical Sciences and others if any). The top-ranked students of the university shall be calculated after ranking the students by college and according to the grade-and-ranking mechanism.

(2) Universities comprising different colleges: these are universities comprising colleges of different specializations in terms of fields, such as the University of Baghdad, Al-Mustansiriya, Basra, Mosul and other similar universities. The top-ranked students of the university shall be calculated after classifying its colleges according to the UNESCO classifications set out below and adopting the mechanism set out in Second/paragraph (b) in determining the top-ranked students of each specialization group of its colleges: - medical specializations - engineering specializations - pure science specializations - humanities specializations - agricultural and veterinary specializations - educational specializations - arts; and the first-ranked student of the universities shall be determined in each of the specializations mentioned above, being the holder of the highest average among these groups in each group, followed by the second and third student (in other words, top-ranked students for each specialization).

(3) Technical universities: In view of the particular character that distinguishes technical universities from the other universities, in that their graduates are at two levels, the first awarding the Bachelor's degree (four years), namely the technical colleges, and the second awarding the Diploma (two years), namely the technical institutes, the top-ranked students of these universities shall be calculated for the technical colleges and likewise for the technical institutes, each separately, as follows: the top-ranked students shall be determined at the level of the five main specializations affiliated with each technical university, namely (engineering, medical, administrative, agricultural, arts), and at the level of the colleges independently of the level of the institutes, adopting the mechanism set out in Second/paragraph (b).

Fourth

The grade-and-ranking mechanism:

(1) Graduates shall be classified according to their grades into groups as follows: - Category (1) Excellent - Category (2) Very Good - Category (3) Good - Category (4) Medium - Category (5) Pass. (2) Graduates shall be ranked according to the above categories and according to their ranks in their departments.

(3) The final comparison shall be made according to the average where the grade and the rank are equal.