

Graduation and Certificate Procedures at FMV Işık University

Graduation

Students who meet the graduation requirements of the programs they are registered at are entitled to receive a graduation certificate (diploma) upon the approvals of the Board of Directors of relevant academic units.

Graduation and certification procedures are conducted in accordance with the "FMV Işık University Directive on Graduation Certificate and Arrangements of Other Documents Related to Education and Training".

Finalization of Graduation Procedures

Students are evaluated within the framework of graduation requirements of the program they are registered. On the last day of submission of grades in the academic calendar, those who have fulfilled the requirements are identified by the Student Affairs Office. The graduation procedures of the eligible students are finalized upon the decision of the affiliated Institute/Faculty/School board. The relevant academic unit representative at the Student Affairs Office starts the further procedures.

Graduation Procedures

A "Temporary Graduation Certificate" is issued in accordance with the relevant legislation for the students whose graduation is approved, the day after the decision of the board of directors regarding their graduation. As of 2020, an e-signed "Temporary Graduation Certificate" can also be provided. There is a verification code for all e-signed documents on the Işık University section of the E-Devlet. (<https://www.turkiye.gov.tr/isik-universitesi-ebys>)

Students whose temporary certificates are issued must complete the following:

Departure Procedures from the University for Graduation Reasons

Students must return the materials allocated to them by the University to the units listed below, if any.

- Student Affairs Department
- Financial Affairs Department
- Information Center Department
- Dormitory Management for Male and Female Students
- Career and Alumni Affairs Office

Graduation Certificate (Diploma) Procedures

Once the diplomas are issued, the dates on which students can receive their diplomas are announced on the University's official website and notifications are sent to the official isik.edu.tr email addresses.

Diploma Delivery

If the student has not received the e-signed copy of their Temporary Graduation Certificate, they can sign the diploma register at the Student Affairs Office and receive their diplomas with their original copies. Since the documents related to the graduation are legal instruments, they are only handed over to the graduates in person or to their representatives they have authorized by signature, and a delivery note is issued. There is no option for shipment by cargo or post.

Diploma Supplement

The diploma supplement is a document provided with the diploma, which facilitates the acknowledgement of the graduate certificate academically and professionally. The diploma supplement does not substitute for the diploma and does not guarantee international academic acknowledgment. Developed based on a model produced by the European Commission, the Council of Europe, and UNESCO/CEPES, the diploma supplement consists of sections such as information about the diploma supplement holder, obtained degree, level of the degree obtained, program's content, areas of use of the obtained degree, approval of the diploma supplement, and national higher education system. The first copy of the diploma supplement is issued at the same time as the diploma and is given for free along with the diploma without any additional requests from the graduate. As of the 2018-19 academic year, a hologram is used on diplomas and diploma supplements.

Diploma Inquiry

<http://diplomasorgulama.isikun.edu.tr>

For external stakeholders, we have a section for degree verification. Please click on the link to proceed.

Important Information:

Diplomas are considered legal instruments and are only handed over in person to the relevant graduates or their authorized representatives upon signature and in exchange for the Discharge Certificate. Diplomas cannot be posted or emailed.

The Temporary Graduation Certificate is issued only once. If it is not required to submit the original document for job applications, etc., it is recommended to submit a copy of the e-signed document or a notarized copy of the document instead.

For diplomas related to Health Departments and Programs (excluding Occupational Health and Safety Program-Medical Documentation and Secretarial Program), approval procedures are conducted after the confirmation of the Provincial Health Office under relevant legislation.

Student Affairs Department

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