

DIPLOMA DIRECTIVE

**IŞIK UNIVERSITY
DIPLOMA DIRECTIVE**

SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present directive is to define the procedures and principles for the issuance of diplomas and other related documents to be granted to students graduated from the programs at Işık University's departments, and other related procedures.

Scope

ARTICLE 2 – (1) The present directive consists of Işık University's procedures and principles about the associate, undergraduate and master's degree diplomas, minor degree certificates and their supplements.

Basis

ARTICLE 3 – (1) The present directive has been prepared on the basis of the 43rd and 44th articles of the Law No: 2547, the Directive on Granting Associate Diplomas to Students that Have or Have not Completed their Undergraduate Students and their Adaptation at Vocational Schools of Higher Education, Işık University's Associate and Undergraduate Education and Examinations Directive, and Işık University's Master's Degree Education Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present directive are as follows:

- (a) Academic Unit: Işık University's Faculties, Vocational Schools of Higher Education, Institutions,
- (b) Department: The departments available at Işık University's institutions,
- (c) CAP: Işık University's Double Major Programme,
- (d) Office: Işık University's Department for Student Affairs,
- (e) Head of Registrar's Office: The head of Işık University's Department for Student Affairs,
- (f) Senate: Işık University's Senate,
- (g) Rector: Işık University's Rector,
- (h) University: Işık University,
- (i) Minor: Işık University's Minor Programme,
- (j) Administrative Board: The administrative board of the related academic unit.

Graduation Decision

ARTICLE 5 – (1) The conditions of graduation for students shall be determined by the academic directive of the programme they are registered in.

(2) After each modification on a student's grades, the Office shall verify whether the student has fulfilled the conditions of graduation. The transcript and other related documents of an undergraduate or associate student who fulfils the conditions of graduation shall be submitted to the related Academic Unit by the Office. The graduation decision shall be taken by the related administrative board and informed to the Office

(3) Students that have failed to complete their undergraduate education for any reason, yet fulfil sufficient conditions as per the Directive on Granting Associate Diplomas to Students that Have or Have not Completed their Undergraduate Studies and their Adaptation at Vocational Schools of Higher Education, shall be granted with the associate diploma upon the students' application for the same. The graduation decision for students in this status shall be taken by the administrative board of the related Academic Unit.

Graduation Date

ARTICLE 6 – (1) The graduation date for associate, undergraduate and non-thesis master's degree programmes shall be the date of graduation decision by the related administrative board. For programmes with thesis, the graduation date shall be the date of delivery of a signed copy of the thesis by the examination jury commission.

Diploma and Certificate

ARTICLE 7 – (1) The front of the diploma shall include the following:

- (a) Name, logo, hologram, and impressed stamp of the University,
- (b) Name of the related Academic Unit and the programme or department,
- (c) Sign showing the diploma degree (associate, undergraduate, master's degree, doctorate),
- (d) Title of the graduate granted with the diploma, if applicable,
- (e) Name and surname of the graduate,
- (f) Graduation date,
- (g) Registry of the Ministry of Health on diplomas issued in the field of health sciences.

(2) The back of the diploma shall include the following:

- (a) Name and surname of the graduate,
- (b) Diploma No,
- (c) Graduate's T.R. identification number for natives, or temporary identification number for foreign students,
- (d) QR verification code for the related parties to verify the validity of the document.

(3) The front of the diploma shall be signed by the Rector and the manager of the Academic Unit; and the back of the diploma shall be signed by the Head of Registrar's Office.

(4) The certificates granted for minor programmes shall be issued like other diplomas.

(5) The diplomas granted for evening education or Double Major Programme shall not bear any sign to indicate that the programmes are for evening education or Double Major Programme.

(6) The diplomas granted for non-thesis master's degree programmes shall include the statement of "Non-thesis"; and the diplomas granted for distance education programmes shall include the statement of "Distance Education".

(7) The data on the front of diplomas shall be issued in two columns to be in Turkish and English.

(8) The diplomas granted in the field of health sciences shall be submitted to the Ministry of Health for registration, and shall be delivered to graduates afterwards.

(9) A diploma shall be issued for only once.

Diploma Supplement

ARTICLE 8 – (1) The diploma supplement shall be given with the diploma.

(2) The diploma supplement shall include further information about the graduated programme, the graduate's transcript, and the programme's accreditation data, if applicable.

(3) The diploma supplement shall be signed by the Head of Registrar's Office.

Loss of Diploma and Supplements

ARTICLE 9 – (1) In the event of loss of the diploma and its supplement, the University may issue a second copy upon demand of the graduate.

(2) The application for a second copy shall be made to the Office through a written petition that includes a copy of a national newspaper's issue, on which the announcement of lost diploma has been published.

(3) The second copy shall not include signatures.

(4) The front of the second copy shall include the statement of "SECOND COPY", and its back shall include the signatures of the Head of Registrar's Office and the Rector.

Diploma Book

ARTICLE 10 – (1) All the data on the diploma shall be processed in the diploma book after issuance of the graduation certificate.

(2) The diploma book shall be updated by and maintained in the Office.

(3) The diploma book consists of the information on whether a temporary graduation certificate was issued, whether a second copy was issued and the annotations on the diploma, if any.

Temporary Graduation Certificate

ARTICLE 11 – (1) The temporary graduation certificate shall be granted to graduates, whose diplomas have not been issued yet.

(2) The temporary graduation certificate shall be signed by the manager of the Academic Unit and the Head of Registrar's Office.

Certificate of Honour and Certificate of High Honour

ARTICLE 12 – (1) The graduates of associate or undergraduate degree programmes, who have a grade point average of between 3.00 and 3.49 shall be granted with a Certificate of Honour.

(2) The graduates of associate or undergraduate degree programmes, who have a grade point average of between 3.50 and 4.00 shall be granted with a Certificate of High Honour.

(3) Certificates of Honour and Certificates of High Honour shall be signed by the manager of the academic unit.

Annotations

ARTICLE 13 – (1) In the event that any modification on personal data of a graduate has been made, an annotation shall be added on the diploma, upon demand of the graduate.

(2) The application for annotation shall be made by the graduate through presenting certified copy of the court decision or the family record booklet to the Office.

(3) The related justifications shall be stated on the annotation.

(4) The annotation statement shall be redacted on the back of the diploma and be signed by the Head of Registrar's Office and the Rector.

Diploma Number

ARTICLE 14 – (1) A diploma number is the document no given for each diploma in consecutive order, starting from 1.

(2) Minor degree certificates shall be numbered as in diplomas in a different set of numbers.

(3) The certificates other than minor degree certificates shall be advised by the issuing unit and be numbered as accepted by the Senate.

Delivery of Certificates

ARTICLE 15 – (1) The graduation certificates shall be given to the graduate, his/her legal representative or legal inheritor, against signature.

(2) Before the delivery of a temporary graduation certificate or a diploma, a Discharge Form shall be received from the graduate. The Discharge Form and related procedures shall be regulated in accordance with Işık University's Discharge Directive.

Miscellaneous Terms

ARTICLE 16 – (1) The formats of the documents stated in the present Directive shall be advised in samples by the Office and be approved by the Senate.

SECTION TWO Effective Date and Execution

Effective Date

ARTICLE 17 – (1) The present directive shall be effective as of the date of its approval by the Senate.

Execution

ARTICLE 18 – (1) The present directive shall be executed by the Rector