

GRADUATION CEREMONY DIRECTIVE

**IŞIK UNIVERSITY
GRADUATION CEREMONY DIRECTIVE**

**SECTION ONE
Purpose, Scope, Basis**

Purpose

ARTICLE 1 – (1) The purpose of the present directive is to ensure that the physical or online graduation ceremony to be organized for students that will be graduating from Işık University is held in a certain order, and, to define the conditions of participation in the ceremony.

Scope

ARTICLE 2 – (1) The scope of the present directive consists of the procedures and principles of the graduation ceremony to be held for students that will be graduating from Işık University, as well as the duties and responsibilities of the ceremony's organising committee.

Basis

ARTICLE 3 – (1) The present directive has been prepared in the light of the 14th article of the Law of Higher Education No: 2547.

**SECTION TWO
Organising Committee, Duties and Responsibilities**

Organising committee

ARTICLE 4 – (1) The Organising Committee shall be formed under the presidency of the Secretary General, by representing Academicians of the Faculty, Vocational School of Higher Education and Postgraduate Education Institute, in cooperation with Department of Financial Affairs, Department for Student Affairs, Department of Corporate Communication, Directorate of Health, Culture and Sports, Department of Information Technologies, Department of Structure, Support and Services, and Department of Purchase.

Duties and responsibilities

ARTICLE 5 – (1) The duties and responsibilities of the Organising Committee shall be as follows:

- (a) Designation of the date, time, and the space of the ceremony to be held,
- (b) Designation of the ceremony's content and the application method, delegation of duties,
- (c) Designation of the awards to be granted to the highest-ranking students,
- (d) Submission of the designated ceremony program for the approval of the Rectorate,
- (e) Obtention of necessary permits for the ceremony,
- (f) Organization of at least one general rehearsal before the ceremony,
- (g) Management of the ceremony's organizational process,

(2) Secretariat General;

- (a) Coordination of provision of duties and responsibilities related to the ceremony by the administrative directorates,

(3) Department of Corporate Communication;

- (a) Design and printing of invitation letters,
- (b) Preparation of the guest list, delivery of invitation letters, and announcement of the event through social media,
- (c) Definition of the protocol list, writing and delivery of invitation letters, and, obtention of their confirmation,
- (d) Assignment of the photo and video shooting team,
- (e) Preparation of the press release and its submission for approval,
- (f) Design of the participation certificates that will be handed to students,
- (g) Assignment of hosts,
- (h) Designation of the program's draft order,
- (i) Design of department and program awards,
- (j) Designation of students that will take charge in the ceremony,

(4) Department of Financial Affairs;

- (a) Determination and approval of the ceremony's budget,
- (b) Determination and approval of the budget of the awards to be granted to highest-scoring students during the ceremony,

(5) Department for Student Affairs;

- (a) Determination of students that meet the criteria for participating in the ceremony as defined by the University Senate, creation, and announcement of lists,
- (b) Determination of the number of students that have achieved the right to graduate,
- (c) Reporting of the departments-programs that will produce graduates, to academic units,
- (d) Determination of the highest-ranking students,
- (e) Checking of the highest-ranking students in cooperation with academic units,

(6) Department of Structure, Support and Services;

- (a) Handing out the graduation gowns to be worn during the ceremony, to students and academicians,
- (b) Determination of the requirements about car parking and security,
- (c) Purchase of the awards to be granted to highest-ranking students,
- (d) Planning of materials and staff transportation,
- (e) Obtention of necessary permits from official authorities,
- (f) Controlling of materials used for ceremonies in the previous years and determination of status,
- (g) Procurement of materials required and prior informed by departments, according to the place of ceremony,
- (h) Requesting the collection of ceremony materials by related units after the ceremony, notification of the place of delivery and maintaining the materials to be used later,
- (i) Handing out the gowns to students,
- (j) Planning and execution of cleaning / technical / security and landscaping works in the place of ceremony, before and after the ceremony,
- (k) Definition of gown return procedures, and announcement of the same to students,
- (l) In the event that the ceremony is held in the campuses, procurement of the necessary infrastructure,

(7) Department of Information Technologies;

- (a) Procurement of the technological infrastructure required for the ceremony, and taking necessary precautions,
- (b) Installation of devices such as computers, printers, etc. in the place of ceremony and provision of further assistance,

(8) Department of International Relations

- (a) Announcing events to international students,

(b) Ensuring effective communication throughout the ceremony,

(9) Directorate of Health, Culture and Sports;

- (a) Organization of catering services,
- (b) Organization of events before the graduation ceremony,
- (c) Procurement of an ambulance in the place of ceremony,

(10) Department of Purchase;

- (a) Purchasing the awards, and materials for diplomas and certificates of honour,
- (b) Undertaking and managing the purchase processes required for the furnishing and organization of the ceremony,
- (c) Purchasing the gowns and caps.

SECTION THREE

Conditions of Participation in Graduation Ceremony

Conditions of participation in graduation ceremony

- ARTICLE 6 –**
- (1) Student's participation in the ceremony is optional.
 - (2) Students' eligibility to participate in the graduation ceremony is determined based on the year they commenced their programmes (excluding the preparatory class) and by taking into account a four-year academic period (excluding the preparatory class).
 - (3) When determining a student's eligibility to participate in the graduation ceremony, the time spent in the preparatory programme at the School of Foreign Languages is not considered.
 - (4) Students are eligible to participate in the first graduation ceremony held upon completion of the 4th semester in associate's degree programmes and the 8th semester in bachelor's degree programmes.
 - (5) Students who complete all programme requirements ahead of schedule, including internships and all other studies, shall participate in the first graduation ceremony held after their graduation semester, irrespective of the aforementioned periods.
 - (6) Graduate Programmes:
 - (a) For graduate candidates of Thesis Master's Program; Students that have been entitled as "SUCCESSFUL" for their thesis defence shall have the right to participate in the graduation ceremony.
 - (b) For graduate candidates of Non-thesis Master's Program; Students that have met graduation requirements and delivered their Project with "SUCCESSFUL" degree shall have the right to participate in the graduation ceremony.
 - (c) For graduate candidates of Doctoral Program; Students that have met all graduation requirements and have completed their thesis defence with "SUCCESSFUL" degree shall have the right to participate in the graduation ceremony. **Participation in the ceremony is optional. Students who have already participated in a graduation ceremony in previous years are not eligible to attend again.**
 - (d) In determining the participation of Double Major students in the graduation ceremony, upon students' request by petition, they may participate in the first graduation ceremony following their graduation, taking into account the graduation dates of their programmes (with each programme considered separately) rather than the year of admission to the program.

SECTION FOUR

Graduation Degrees

Graduation degrees

- ARTICLE 7 –**
- (1) Among the students that have completed at least 1 academic year for associate program and at least 2 academic years for undergraduate program at Işık University;
 - (a) Graduation degrees shall be determined with regard to "Grade Point Average" among students that have received education at most for 9 semesters for undergraduate program

and at most for 5 semesters for associate program, and have taken all the courses defined in their curriculum and have succeeded with a Grade Point Average of 3 or higher, and that have not received any disciplinary punishment.

- (b) Graduation from a Double Major program shall be considered in grading.
- (c) The students that haven't completed their single course exams, make-up exams, etc. / the official grades of whom have not been received from Erasmus / that have not completed their compulsory practical training shall be left out of assessment.
- (d) Students that have achieved the same Grade Point Average in the grading order shall receive the same related degrees. The achievement certificates of these students shall be presented at the academic year opening ceremony held in the following fall semester.

(2) Postgraduate students shall not be subject to grading.

SECTION FIVE

Post-Ceremony Assessment

Post-ceremony assessment

ARTICLE 8 – (1) The Ceremony Committee shall gather within one month after the event, with the objective to evaluate the ceremony, determine the disruptions or failures occurred and to create the ceremony assessment report.

SECTION SIX

Miscellaneous Terms

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ARTICLE 9 – (1) In such events that are not determined in the present directive, resolutions of the University Senate and University Administrative Board shall apply.
(2) The present directive shall be effective as of the date of approval by Işık University Senate.
(3) The present directive shall be executed by the Rector.

Senate: 02.05.2026, No: 06; Effective Date: 12.05.2026

The present document is signed with secure electronic signature.