

ALTINBAŞ UNIVERSITY

Diploma and Graduation Regulations

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to determine the procedures and principles for the preparation of associate degree, bachelor's degree, master's degree, doctorate diplomas and temporary graduation certificates, diploma books and minor certificate to be given to those who have completed the minor programme.

Scope

ARTICLE 2 - (1) This Directive covers the procedures and principles regarding the preparation of associate degree, bachelor's degree, master's degree, doctorate diplomas and provisional graduation certificates, diploma books and minor certificate to be given to those who have completed the minor programme.

Basis

ARTICLE 3- (1) This Directive has been prepared based on Articles 14, 43, 44 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4- In this Directive;

- a) **University** Altınbaş University
- b) **Senate:** Altınbaş University Senate,
- c) **Rector:** The Rector of Altınbaş University,
- d) **Dean:** Deans of the faculties affiliated to Altınbaş University,
- e) **Director** The directors of the Vocational School and Institute affiliated to Altınbaş University,
- f) **Unit** Vocational school, faculty, college and institute within Altınbaş University means.

PART TWO

Graduation and Graduation Awards Degree

Graduation

Requirements

ARTICLE 5 - (1) In order for the student to be eligible for graduation, he/she must meet the conditions specified in Article-29 of the Associate and Undergraduate Education and Examination Regulations.

(2) The following points are taken into consideration in order to complete the graduation procedures of the students who meet the graduation requirements and to process them into the student automation system.

- a) Taking the graduation decision within **10 days** at the latest from the date the student is entitled to graduate,
- b) Processing the student's graduation decision in the student automation system within **three days** at the latest.

Determination of Graduation Awards Degree

ARTICLE 6 - (1) The following criteria are taken into consideration for the determination of alumni awards,

- a) **Two weeks** before the graduation ceremony date specified in the academic calendar, the lists for the graduation awards Preparation. Graduation decisions after the specified date are not included in the relevant rankings.
- b) At least 60% of the courses recorded in the transcripts of the students must have been taken from our University on ECTS basis.
- c) In the ranking prepared for the graduate awards, if the GPA is the same, the one with the higher number of ECTS completed in the programme/department in which the student is enrolled at Altınbaş University is given priority, and if the number of ECTS completed is the same, the one whose date of birth is closer to the present day is given priority.
- d) The ranking prepared for the graduation awards ceremony is not the graduation success ranking.

Diplomas and Temporary Graduation Certificates

Diplomas

ARTICLE 7 - (1) Students who have fulfilled all the requirements of the programme they are studying and have earned the right to graduate are awarded the diplomas defined below.

- a) "Associate Degree Diploma" for students who meet the necessary conditions and graduate from vocational schools with two-year education.
- b) "Associate Degree Diploma" for students who are successful in all courses in the first two years of the four-year faculty / college programmes, but cannot complete the programme they are studying.
- c) "Undergraduate Diploma" for those who have completed the undergraduate programmes of faculties/schools with four-year education.
- d) "Medical Doctor Diploma" for those who have completed the Faculty of Medicine.
- e) "Dentist Diploma" for those who have completed the Faculty of Dentistry.
- f) In postgraduate education, "Master's Diploma" is awarded to students who complete Master's programmes and "Doctorate Diploma" is awarded to students who complete Doctorate programmes.
- g) Students who successfully complete the international joint diploma programme are awarded a Bachelor of Laws (LL.B. Köln / Istanbul Altınbaş) diploma by the University of Cologne Faculty of Law and a Bachelor of Laws (LL.B. Köln / Istanbul Altınbaş) diploma by Altınbaş University Faculty of Law. It is stated on the diplomas that the programme is a joint programme.

Temporary Graduation Certificate

ARTICLE 8- (1) Graduates whose diplomas have not yet been issued are given a "Provisional Graduation Certificate" indicating that they have graduated and containing diploma information. This document replaces the diploma in all transactions requiring a diploma.

(2) Temporary Graduation Certificate is issued vertically in 21x29,7 cm (A4) size.

(3) On the front side of the Temporary Graduation Certificate, information about the student's education and training and identity information are included, the back side is left blank. No photograph is affixed to the Temporary Graduation Certificate.

(4) Graduates whose diploma has not yet been issued can receive a "Provisional Graduation Certificate" with e-signature upon request. If they request the Temporary Graduation Certificate with wet signature, the lower right corner of the Temporary Graduation Certificate is signed by the Dean / Director of the relevant Unit. A cold stamp is stamped on the upper left corner of the document. After the first copy of the document is dated and numbered, it is given to the graduate against his/her signature. The second copy is kept in the relevant file.

(5) The Temporary Graduation Certificate is issued to be replaced with the diploma and for one time only. Diploma Temporary Graduation Certificate is returned when received.

Diploma Information

ARTICLE 9 - The shape, paper and printing quality and security principles of the diplomas are determined as standard by the decision of the Senate in accordance with technological developments and in harmony with the identity of the University.

ARTICLE 10- (1) The front side of the diploma contains the following information:

- a) Graduated unit name,
- b) Graduated department and/or department/programme,
- c) Date of graduation (indicating day, month and year (dd/mm/yyyy)),
- d) The rights and entitlements held and the degree (associate degree, bachelor's degree, master's degree, doctorate),
- e) The name, surname and signature of the relevant dean or director in the lower left corner of the diploma, and the name, surname and signature of the Rector of Altınbaş University in the lower right corner, and the hologram of the University and the cold stamp of the Rectorate in the lower centre of the diploma.

(2) The reverse side of the diploma contains the following information:

- a) Diploma number,
- b) T.R. Identity Number for Turkish nationals, Foreign National Identity Number for foreign nationals
- c) Date of issue of the diploma,
- d) Altınbaş University Student Affairs Department Head's signature and seal are included.

Information Not Included in the Diploma

ARTICLE 11 - (1) In the diplomas of the graduates of the programmes with secondary education and double major programmes, it is not stated that they graduated from secondary education or double major programmes.

(2) Except for the compulsory cases specified in the Law and Regulations, no title is written on the diplomas.

(3) Diploma, diploma book, temporary graduation certificate and minor certificate do not contain photographs.

Diploma Language

ARTICLE 12 - (1) Diplomas are issued bilingually in Turkish and English in a single copy.

(2) In international joint diploma programmes, the diploma is prepared according to the protocol rules approved for the relevant programme diploma.

Diploma Supplement

ARTICLE 13 - (1) The Diploma Supplement is a document that is awarded with the diploma to students who have successfully completed the programmes they are enrolled in and whose format is based on the model developed by the European Commission, the Council of Europe and UNESCO / CEPES.

(2) Information published by the Higher Education institution designated by the European Commission

(3) The Diploma Supplement is valid with the diploma and facilitates the academic and professional recognition of the diploma, but cannot replace it.

(4) The Diploma Supplement is issued by the Registrar's Office in English on secure paper with the University logo. It is signed and stamped by the Head of the Student Affairs Department.

Diploma Numbers and Diploma Book

ARTICLE 14 - (1) Diplomas and diploma book are recorded according to the graduation date and sequence tracking number in the student automation system. The student who receives his/her diploma updates and signs the relevant fields in the book.

(2) Diploma numbers are assigned on the basis of the sequence number in the graduation work and continue consecutively, regardless of year or semester.

(3) The diploma book contains the following sections: Sequence No., Diploma No., T.R. Identification No. (YU No.), Student No., Student's Name, Surname, Faculty / School / Institute, Department / Programme, Date of Birth, Date of Graduation, Signature of the person receiving the diploma and Description.

Signature on Diplomas

ARTICLE 15- (1) Diplomas are signed by the Rector, Dean, Director in office on the date of issue. If the Dean/Director is absent at the time of graduation, the diplomas are signed by the person left in charge.

- a) Rector and Vocational School Director for associate degree diplomas,
- b) Rector, Dean in the diplomas of faculties providing undergraduate education
- c) Rector, Institute Director for postgraduate diplomas
- d) Diplomas bear the signature of the Head of the Student Affairs Department on the back.

(2) The diplomas of those who graduated from any higher education institution in the field of health are sent to the Ministry of Health, Provincial Directorate of Health for registration procedures.

Diploma Submission

ARTICLE 16 - (1) Graduates are handed their diplomas by the relevant unit by printing the phrase "I received my diploma" on the explanation section of the diploma book leaf and having it dated and signed.

(2) Diploma, Provisional Graduation Certificate and Minor Certificate are delivered only to the right holders themselves or, in mandatory cases, to their proxy who submits a notarised power of attorney. If the diploma holder is abroad, the power of attorney must be obtained from the Consulates of the Republic of Turkey. The diploma of the deceased graduate is given to his/her legal heirs upon their request.

Loss of Diploma and Second Copy

ARTICLE 17 - (1) A graduate who loses his/her diploma places an advertisement in one of the newspapers published nationwide. He/she applies to the unit where he/she graduated with a petition, newspaper advertisement and a copy of his/her identity card. The unit compares the request with its records. If appropriate, a second copy is issued.

(2) On the front side of the second copy, all the information in the original diploma is written exactly the same. Second Copy in the upper right corner (DUPLICATE) expression.

- a) If there is information identifying the student on the back of the original diploma, this information,
- b) Date of issue,
- c) Name, surname and signature of Altınbaş University Student Affairs Department Head,
- d) Title, name, surname and signature of the dean/director of the unit and the Rector,
- e) For those who have lost their diploma or the second copy issued under this article, the number of times the second copy has been issued and the reason for issuing it are included.

(3) After the signatures are completed, the second copy is issued by the relevant unit according to the procedure followed in the issuance of the diploma given to the rightful owner in accordance.

Destroyed and worn diplomas

ARTICLE 18 - (1) Provided that the identity and graduation information is preserved, the graduate who wants to change his/her diploma, which is damaged or worn out in a way that cannot be used for any reason, applies to the unit where he/she graduated with a petition, his/her old diploma and a copy of his/her identity card.

(2) The graduated unit compares the request with its records. If the request is accepted, a second copy is issued and delivered in accordance with the procedure for issuing lost diplomas (except newspaper announcement).

Change of Civil Registration Based on a Court Decision

ARTICLE 19 - (1) In the event of a change in the identity information such as name-surname or other information related to the population record of the students whose graduation procedures have not been completed due to marriage or court decision; If they apply to the relevant unit with a petition and relevant documents, a diploma is issued with new information in line with their request. If the diploma has been prepared and delivered, an information note containing the necessary explanation based on the relevant court decision is written and dated on the back of the diploma and approved with the signature of Altınbaş University Student Affairs Department Head and the seal of the Rectorate.

(2) In order for this procedure to be carried out, the identity card and certified documents of the court decision must be submitted to the relevant unit.

(3) In the event of a change of civil registration in the diplomas of the health departments registered by the Ministry of Health, no information note is written on the back of the relevant diplomas. This arrangement must be approved by the student with an individual application to the Ministry of Health.

Minor Certificate

ARTICLE 20 - (1) Students who complete the minor programme are issued a minor certificate, which does not replace a diploma, in the field they receive education.

(2) The name, surname and signature of the relevant dean or director in the lower left corner of the minor certificate, the name, surname and signature of the Rector of Altınbaş University in the lower right corner, and the cold stamp of the Rectorate of the University in the lower centre of the diploma.

(3) On the back of the minor certificate, there are Certificate No, Graduation Date, Signature of the Head of the Student Affairs Department and the Rectorate Seal.

PART THREE

Final Provisions

Diploma Fee

ARTICLE 21 - Unless otherwise decided by the Board of Trustees of Altınbaş University, no diploma fee is charged to the graduate.

Cases Not Provided

ARTICLE 22- In cases where there is no provision in this directive, the provisions of other relevant legislation, the relevant board of the Senate decisions are implemented.

Enforcement

ARTICLE 23 - This Directive enters into force on the date of its adoption by the Altınbaş University Senate.

Execution

ARTICLE 24 - This Directive is executed by the Rector of Altınbaş University.