

Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY
DIRECTIVE ON THE ISSUANCE OF
DIPLOMAS, DIPLOMA SUPPLEMENTS,
DIPLOMA REGISTERS AND GRADUATION DOCUMENTS

CHAPTER ONE
Purpose, Scope and Legal Basis

ARTICLE 1 – Purpose and scope

(1) This Directive has been prepared in order to determine the principles regarding the issuance and arrangement of diplomas, diploma supplements, temporary graduation certificates, minor certificates, and diploma registers to be prepared for:

- students who complete associate degree, undergraduate, graduate, double major and minor programs affiliated with Istanbul Aydın University’s Faculties, Institutes, Schools and Vocational Schools,
- persons to be awarded an honorary doctorate degree, and
- other similar persons.

ARTICLE 2 – Legal basis

(1) This Directive has been prepared in accordance with the relevant provisions of the Istanbul Aydın University Associate Degree and Undergraduate Education-Training and Examination Regulation and the Istanbul Aydın University Graduate Education-Training and Examination Regulation.

CHAPTER TWO
Diplomas, Minor Certificate, Temporary Graduation Certificate and Diploma Supplement

ARTICLE 3 – Diplomas and minor certificate

(1) For students who earn the right to graduate by fulfilling all requirements of the program they study in, the Directorate of Student Affairs issues the diplomas defined below:

- a) “Associate Degree Diploma” for students who meet the conditions required to graduate from vocational schools where education and training is provided for two years (four semesters),
- b) For four-year (eight-semester) faculty and school programs: an “Associate Degree Diploma” for students who have successfully completed all courses in the first four semesters and/or the first two years but who cannot complete or do not complete the program they study in, provided that their overall GPA is at least 2.00,
- c) “Bachelor’s Degree Diploma” for those who complete undergraduate or double major programs of faculties and schools where education and training is provided for four years (eight semesters),
- ç) “Minor Certificate” for: students who complete all courses in the minor program they are enrolled in; and students who cannot complete the double major program they are enrolled in and who wish to terminate their affiliation without completing it—provided that the courses they have successfully completed in the double major program meet the courses prescribed in the minor program and the minimum credit requirement,
- d) For graduate education: “Master’s Degree Diploma” for students who complete master’s programs and meet graduation requirements (the diplomas of graduates of non-thesis master’s programs include an indication of thesis/non-thesis), and “Doctoral Diploma” for students who complete doctoral programs and meet graduation requirements,
- e) An “Honorary Doctorate Diploma” is awarded by a Senate decision to persons who have served scientific and social developments.

ARTICLE 4 – Temporary graduation certificate

- (1) For graduates whose diploma has not yet been issued, a “Temporary Graduation Certificate” containing diploma information is issued upon written request; after assigning the date and reference number, it is delivered against signature. A copy of this certificate is also placed in the person’s file.
- (2) The Temporary Graduation Certificate is prepared with a photograph and is signed at the lower right corner by the relevant Dean/Institute Director/School Director/Vocational School Director.
- (3) When delivering diplomas to students who have received a Temporary Graduation Certificate, it is essential that they return the previously received certificate; for those who have lost it, the provisions in Article 13 apply.

CHAPTER THREE

Information on the Diploma and Minor Certificate, Form, Language and Numbering

ARTICLE 5 – Information included in the diploma and minor certificate

(1) On the front face of the diploma, the following information of the graduating student is included:

- a) The name of the Faculty/Institute/School/Vocational School from which the student graduated,
- b) Name and surname,
- c) The name of the department and/or major field of study/program completed,
- ç) Graduation date,
- d) Signatures: In faculties, the Dean and the Rector; in institutes, the Institute Director and the Rector; in schools affiliated with the Rectorate, the School Director and the Rector; in schools affiliated with faculties, the School Director, the Dean and the Rector sign the diploma,
- e) Diploma number,
- f) Degree level (Associate, Bachelor's, Master's and Doctorate).

(2) On the back face of the diploma, the following information of the graduating student is included:

- a) Student number,
- b) Mother's name,
- c) Father's name,
- ç) Place and date of birth,
- d) Province/district of population registry,
- e) Republic of Türkiye ID number / for foreign nationals, passport number,
- f) Signature of the Head of the Directorate of Student Affairs of Istanbul Aydın University.

(3) For associate, undergraduate, master's and doctoral diplomas, the graduation date to be written on the diploma is the meeting date on which the relevant unit's (Faculty/Institute/School/Vocational School) Administrative Board decided on the student's graduation.

ARTICLE 6 – Matters not to be included on the diploma

(1) In the diplomas of those who graduate from programs where second-shift (evening) education is applied and those who graduate from double major programs, it is not stated that they graduated from second-shift education or from a double major program. This information appears in the student status document (transcript).

ARTICLE 7 – Form of the diploma and minor certificate

(1) The form and dimensions of the diploma are determined by a Senate decision of Istanbul Aydın University.

(2) Diplomas are prepared in bulk and/or individually in a computer environment within the framework of the Student Affairs Information System.

ARTICLE 8 – Language of the diploma

(1) The diploma is prepared in Turkish and English.

ARTICLE 9 – Diploma number and register page numbers

(1) Diploma numbers are assigned sequentially starting from: Graduation year – Department code – 0000001.

(2) The photograph of the graduate is affixed to the diploma register. The photographs to be affixed must be in color, taken within the last six months, and in 4.5 x 6 cm size in a manner that enables easy recognition of the student.

ARTICLE 10 – Diploma supplement

(1) For students who, after the 2011–2012 academic year, successfully complete the programs they are enrolled in and become entitled to receive a diploma, a diploma supplement is issued in English together with the diploma.

(2) The diploma supplement is an attachment to a higher education diploma which facilitates recognition of the diploma in academic and professional terms; however, it does not replace the diploma and does not guarantee international academic recognition.

(3) The diploma supplement is issued together with the diploma, and its format is based on a model developed by the European Commission, the Council of Europe and UNESCO/CEPES.

(4) The diploma supplement includes information on the graduation date, diploma number, the level, content and areas of use of the degree received; the University's education–training and assessment principles; and the national education system.

(5) The diploma supplement is signed by the Head of the Directorate of Student Affairs.

CHAPTER FOUR

Delivery, Loss/Damage, Entry into Force and Execution

ARTICLE 11 – Delivery of the diploma, diploma supplement, temporary graduation certificate and minor certificate

(1) Diplomas, diploma supplements, temporary graduation certificates and certificates are delivered only to the rightful holders themselves or to their proxies who present a notarized power of attorney. If the diploma holder is abroad, the power of attorney must be obtained from the Consulates of the Republic of Türkiye. The diploma of a deceased person is delivered to their legal heirs upon request.

(2) The diploma and diploma supplement are delivered by having the diploma register signed, provided that a clearance document has been issued and the temporary graduation certificate is returned (if any).

(3) A copy of the diploma, diploma supplement, temporary graduation certificate and minor certificate is kept in the student's personal file.

(4) Diplomas are not sent by mail and requests made by telephone or fax are not taken into consideration.

ARTICLE 12 – Loss and damage of diplomas and related documents

(1) For those who wish to replace or renew a diploma, diploma supplement, temporary graduation certificate or minor certificate, a copy is prepared and issued by indicating which duplicate (copy) it is, in accordance with laws and regulations.

(2) Those who lose a diploma, diploma supplement, temporary graduation certificate or minor certificate must publish a loss announcement in a newspaper that is published and distributed nationwide. The announcement title must be “Lost Diploma” and must state where the document was obtained from, its number, the year and term of graduation or completion, that it has been lost and is no longer valid, and other information related to the characteristics of the document.

(3) A person who loses a diploma, diploma supplement, temporary graduation certificate or minor certificate applies to the University Rectorate with: a reasoned petition; an approved copy of the identity card (with photograph); three passport-sized photographs; and the newspaper in which the loss announcement was published.

(4) The Rectorate reviews the application considering the records; if the application is accepted, one copy of the diploma, diploma supplement, temporary graduation certificate and/or minor certificate is prepared, indicating which duplicate it is. The same numbers, records, and the titles, names and surnames of the signatories on the original are written on the issued duplicate. The current date is written at the lower right part of the back of this duplicate and it is signed by the Dean/School Director on duty and the Rector. The same procedures are applied to those who lose the issued duplicates and a new duplicate is issued.

(5) For documents that are submitted in their original form but have been damaged, a new duplicate diploma is issued by following the same procedure—except for the newspaper announcement—within the scope of the diploma, diploma supplement, temporary graduation certificate and minor certificate documents.

ARTICLE 13 – Entry into force

(1) This Directive enters into force after it is adopted by the Senate of Istanbul Aydın University.

ARTICLE 14 – Execution

(1) The provisions of this Directive are executed by the Rector of Istanbul Aydın University.