

NISANTASI UNIVERSITY DIRECTIVE ON THE ISSUANCE OF DIPLOMA, DIPLOMA SUPPLEMENT AND OTHER DOCUMENTS

CHAPTER ONE

Purpose, Scope and Ground

Purpose

ARTICLE 1 – (1) This Directive determines the principles regarding diploma, minor certificate, interim graduation certificate, preparation of diploma supplement, issuance of honor, high honor and excellence certificate, which will be prepared for students who have completed their education in associate, undergraduate, graduate education programs and double major program at Nisantasi University.

Scope

ARTICLE 2 – (1) This Directive applies to the principles regarding the documents to be given to students who have completed their education at Nişantaşı University.

Ground

ARTICLE 3 - (1) This Directive has been prepared on the ground of on “Nişantaşı University Regulation on Undergraduate and Associate Degree Education and Examination, Nişantaşı University Regulation on Graduate Education” and Articles 14 and 44 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4- In this Directive;

- a) Unit: Refers to the faculty, institute, college and vocational school affiliated to Nisantasi University.
- b) Dean: Refers to the deans of the faculties affiliated to Nisantasi University.
- c) Director: Refers to the directors of institutes, colleges and vocational schools affiliated to Nisantasi University.
- d) Rector: Refers to the Rector of Nisantasi University.
- e) Senate: Refers to Nisantasi University Senate.
- f) University: refers to Nisantasi University.
- g) Administrative Board: refers to the University Administrative Board

CHAPTER TWO

Issuance of Diplomas

Diplomas

ARTICLE 5 – (1) The diplomas defined below are issued by the Student Affairs Department to the students who successfully complete the courses, graduation thesis/project and internships in the curriculum they are responsible for, with the decision of the relevant unit administrative board.

- a) An “Associate Degree Diploma” is issued for students who graduate from two-year vocational schools.
- b) An “Associate Degree Diploma” is issued upon request to students who have successfully completed the courses in the first two years of their Faculty / College programs but could not complete their education program.

- c) A "Bachelor's Diploma" is issued for those who complete the undergraduate programs of four-year Faculties / Colleges.
- d) Students who receive a Bachelor's degree by fulfilling all their responsibilities in the Faculty / College / Vocational School curricula are given an associate degree/undergraduate diploma if they successfully complete the second major (double major) program. Students who do not graduate from the major undergraduate program are not awarded a diploma for the second major.
- e) Those who successfully complete the master's program with thesis of the institutes are awarded a "Master's Diploma", and those who successfully complete the non-thesis master's program are awarded a "Non-Thesis Master's Diploma".
- f) Those who successfully complete the doctoral programs of the institutes are awarded a "PhD Diploma".

Date of Graduation

ARTICLE 6 – (1) a) In case of completion of the relevant semester, year-end, make-up, single course, Summer School exams and internships, the date determined by the decision of the relevant unit's board of directors is considered as the graduation date of the students who have fulfilled all the responsibilities of the program they are enrolled in undergraduate, college and associate degree,

- b) In master's and doctoral programs, the graduation date is the date determined by the decision of the relevant unit's administrative board.

(2) The graduation date of students who cancel their registration while enrolled in an undergraduate program and obtain an associate degree diploma is determined as stated in the first paragraph.

Diploma number

ARTICLE 7 – (1) Diploma numbers are automatically given and recorded by the student automation system.

Diploma language

ARTICLE 8 – (1) Diplomas are written in Turkish and the same text is on the front of the diploma in English.

Information included in the diploma

ARTICLE 9 – (1) The following information is included on the front side and reverse side of the diplomas to be issued.

- a) On the front of the diploma:
 - University name,
 - Student's name and surname
 - The name of the relevant unit,
 - Name of the department, program, main major / art major, major / art
 - Date of Graduation,
 - Type of diploma (associate degree, bachelor's degree, master's degree, doctorate),
 - Diploma degree (associate, bachelor, master, doctorate),
 - The name of the Rector is placed in the lower-right corner of the diploma, is the name, surname and title of the Dean / Director in the lower-left corner;
 - and also the logo of the University,

- the signature of the Rector,
- the impressed seal of the Nişantaşı University Rectorate,
- the signature of the Dean or the Director.

b) On the reverse side of the diploma:

- Student ID,
- Diploma number,
- Graduation grade,
- Mother & Father name,
- Graduation Date
- Place and date of birth,
- Nationality,
- TR identity number or YU number for foreign nationals,
- Name, surname, title, signature and seal of the relevant unit manager,
- Issue date.

(2) The information in the diploma and interim graduation certificate is written on the basis of the graduation date.

Matters not included in the diploma

ARTICLE 10 – (1) The following matters are not included in the diploma:

- a) The diplomas of those who graduated from the evening education programs do not specify that they graduated from the evening education programs.
- b) Except for the programs determined by the Council of Higher Education, the title and graduation degree (excellent, good, fair, etc.) are not written on the diploma, and photographs are not attached.
- c) Major and occupation definitions are not made in the diplomas of the students who have successfully completed the first two years of undergraduate education and received an associate degree.

Signature on diplomas

ARTICLE 11 – (1) Diplomas are signed by the Rector, Dean, Director, who were on duty at the date of issue.

(2) The reverse side of the diplomas bears the signature of the Head of the Student Affairs Department.

(3) Diplomas are signed with a blue ink pen.

Registration of diplomas

ARTICLE 12 – (1) Diplomas of graduates from the fields of Health are sent to the Provincial Health Directorate for registration procedures.

Diploma Supplement

ARTICLE 13 – (1) Diploma Supplement is a document that is given with the diploma to students who successfully complete the programs they are enrolled in and of which format is based on the model developed by the European Commission, the Council of Europe and UNESCO / CEPES.

(2) The Diploma Supplement includes the information determined by the European Commission.

- (3) The Diploma Supplement is valid with the diploma, facilitating the academic and professional recognition of the diploma, but it does not substitute for the diploma.
- (4) The Diploma Supplement document is issued on a secure paper with the University logo in English by the Student Affairs Department. It is signed and sealed by the Head of the Student Affairs Department.

SECTION THREE

Issuance of Interim Graduation Certificate

Interim Graduation Certificate

ARTICLE 14 – (1) An "Interim Graduation Certificate" is issued only for one time for the graduates whose diploma has not yet been issued, stating that they have graduated and containing their diploma information. This certificate substitutes for the diploma in all transactions that require a diploma.

(2) The Interim Graduation Certificate is issued in a sole copy, one copy is taken after approval. It is given to the student who has graduated from university units and completed the discharge process, in return for signature-date, by writing the statement "I received the original by hand" on the copy of the document. The received copy is archived in the personal file together with the discharge document.

Language of the inteirm graduation certificate

ARTICLE 15 – (1) The Interim Graduation Certificate is issued in Turkish and English.

Information included in the interim graduation certificate

ARTICLE 16 – (1) On the front side of the Interim Graduation Certificate, the student's education and training information and identity information are included, the reverse side is left blank.

(2) The seal of the rectorate is affixed to the Interim Graduation Certificate.

Signature on interim graduation certificate

ARTICLE 17 – (1) Interim graduation certificates are signed by the dean/director of the relevant unit.

CHAPTER FOUR

Issuance of Certificates and Other Documents

Minor Certificate

ARTICLE 18 – (1) Students who enroll in a minor program opened in another department / curriculum while continuing their education in the major program which they are registered with, and successfully complete the courses in this program, are awarded a "Minor Certificate".

(2) In order to receive the certificate, the student who has completed the minor program must graduate from the major program.

(3) Minor Certificate is prepared by the relevant unit.

(4) Minor Certificate is signed by the Dean of the relevant unit and the Rector and sealed with an impressed seal.

Certificates of honor, high honor and excellence

ARTICLE 19 – (1) Students who fulfill the success criteria specified in Nisantasi University Regulation on Undergraduate and Associate Degree Education and Examination are awarded an honor or high honor certificate.

(2) Students who meet the achievement requirements specified in Nisantasi University Regulation on Postgraduate Education are given a certificate of excellence.

(3) Honor, High Honor and Excellence Certificate is signed by the Dean / Director of the relevant unit.

CHAPTER FIVE**Form and Delivery of Documents****Form of documents**

ARTICLE 20 - (1) The form and size of diplomas and other documents (except the Diploma Supplement) that must be issued in accordance with this Directive, are determined by the University Administrative Board Resolution.

Delivery of documents

ARTICLE 21 – (1) Diplomas, diploma supplements, interim graduation certificate and certificates are delivered only to the beneficiaries themselves or to their proxies who present their notarized power of attorney. If the holder of a right is abroad, the power of attorney must be obtained from the Consulates of the Republic of Turkey. The diploma of the deceased person is given to the legal heirs who present the certificate of succession upon their request. The diploma is delivered in return for the signature upon the return of the interim graduation certificate. In case of loss of the interim graduation certificate, the diploma is given by the relevant unit in return for the signature upon the person's declaration, the photocopy of the identity card and the delivery of the lost-stolen report, if any.

Actions to be taken in case of loss of diplomas, certificates and other documents

ARTICLE 22 – (1) Documents required for re-issue of diplomas and certificates in case of loss are as follows;

- a) Petition
- b) Lost-Stolen Report or newspaper announcement
- c) Photocopy of the identity card

(2) In case of loss of documents, the owner of the lost document applies to the relevant unit with the documents specified in the first paragraph of this article.

(3) For those who lost their diploma or minor certificate issued by the university, a new document is issued based on the information in the original document with the resolution of the relevant unit administrative board. An annotation is written on the front side of the re-issued document as "issued as a second copy". The second copy is signed by the Rector / Dean / Director who is on duty at the date of issuance of the document.

(4) If the interim graduation certificate is lost, a new interim graduation certificate is not issued, the student is given a graduate certificate.

(5) In case the certificate of honor, high honor and excellence is lost, a new document is not issued. The student is given a document showing his/her success status.

Re-issuance of documents

ARTICLE 23 - (1) In case of a change in the name, surname or identity information after issuance of the diploma, certificate and other documents, a new document is not issued. In the event that people in this situation apply to the unit they graduated with the original document and supporting documents, a statement is made on the back side of the document as “The name-surname has been changed to due to after the graduation of the holder of this certificate” and it is signed and stamped by the relevant unit by date.

(2) A new document containing the information in the original document is issued instead of documents destroyed as to become unusable for any reason. In this case, holder of the right applies to the relevant unit with a petition. The original document and a photocopy of the identity card are attached to the petition.

CHAPTER SIX**Final Provisions**

ARTICLE 24 – (1) This directive enters into force on the date it is accepted by the University Senate.

Execution

ARTICLE 25 – (1) The provisions of this directive are executed by the Rector of Nisantasi University.