

**ÖZYEĞİN UNIVERSITY**  
**DIRECTIVES ON THE ISSUANCE OF DIPLOMAS AND OTHER GRADUATION DOCUMENTS**

**(Senate Date: 06/11/2023; Senate No: 2023/16)**

**PURPOSE**

**Article 1 -**

- (1) The purpose of these directives is to set the governing principles for the issuance of diplomas and other graduation documents to be conferred upon graduates of the faculties, graduate schools, and schools at Özyeğin University as well as students who leave Özyeğin University having obtained an associate's degree or a non-thesis master's degree from these academic units within the University.

**SCOPE**

**Article 2 -**

- (1) The provisions of these directives apply to the issuance of diplomas and other graduation documents to be conferred upon students who qualify to receive diplomas and other graduation documents from the faculties, graduate schools, and schools at Özyeğin University as per the provisions of the relevant rules and regulations.

**LEGAL GROUND**

**Article 3 -**

- (1) These directives are pursuant to the Rules and Regulations for Undergraduate Programs at Özyeğin University, the Rules and Regulations for Graduate Programs at Özyeğin University, Higher Education Law No:2547, the Rules and Regulations for Acquiring an Associate Degree Diploma or Transferring to Vocational Schools for Students Unable to Complete Their Undergraduate Studies, and other relevant legislation.

**DIPLOMAS**

**Article 4 -**

- (1) At the end of any given semester, students who are eligible to graduate from the faculties, graduate schools, and schools at Özyeğin University are issued a bachelor's, master's, or PhD diploma corresponding to the level of the academic program in which they are enrolled. Students who withdraw from the undergraduate program in which they are enrolled after having qualified to receive an associate degree diploma as per the Rules and Regulations for Undergraduate Programs at Özyeğin University are issued an associate degree diploma. Students who withdraw from the thesis master's or PhD program in which they are enrolled after having qualified to receive a non-thesis master's degree diploma as per the Rules and Regulations for Graduate Programs at Özyeğin University are issued a non-thesis master's degree diploma.
- (2) Graduation procedures for eligible students to receive their diplomas are initiated following the decision of the respective faculty, school, or graduate school executive board regarding the students' graduation.
- (3) Diplomas are printed on special papers with University's logo and embedded hologram. Diplomas are prepared by the Student Services Directorate in accordance with the samples determined by the Senate.
- (4) Diplomas are prepared in a single copy in Turkish and English. The front side of the diploma bears the graduate's name, surname, date of graduation, degree of the program completed, TR ID number/foreigner identity number, and the diploma number. The student's current information in university records on the date of graduation serves as the basis for the content of the diploma.
- (5) Diplomas do not bear the graduate's photograph, graduation credits, or the GPA. Associate degree diplomas do not include the field of study, and diplomas of students graduating from double major programs do not feature the term "double major". On the other hand, diplomas of non-thesis master's program graduates include the term "non-thesis," while those of thesis master's program graduates bear the term "thesis."
- (6) The date of graduation for students graduating with a bachelor's, associate, or non-thesis master's degree is the date of the decision made by the faculty/school executive board regarding the student's graduation. For students graduating with a thesis master's or doctoral (PhD) degree, the date of

graduation corresponds to the date when the student submitted his/her thesis to the respective graduate school.

- (7) Diploma numbers are given based on the "Level Code - Sequence Number" principle. The level code is "L" for bachelor's diplomas, "LU" for master's and Ph.D. diplomas, and "OL" for associate degree diplomas. Sequence numbers are carried over each year without resetting.
- (8) The bottom-left corner of the diploma bears the name, surname, title, and signature of the respective Dean/Director, while the bottom-right corner of the diploma features the name, surname, title, and signature of the Rector. Diplomas are signed by the current Rector and the Dean/Director in charge on the date of issuance. The front side of signed diplomas is sealed with the University's official embossing stamp. A certified copy bearing the standard notation 'Certified True Copy of the Original' is obtained and archived at the Student Services Directorate.

## **TEMPORARY GRADUATION CERTIFICATE**

### **Article 5 -**

- (1) Upon written application, graduates whose diplomas have not yet been prepared are issued a one-time temporary graduation certificate which contains the graduate's diploma information and is valid for a year.
- (2) Temporary graduation certificates are prepared by the Student Services Directorate in accordance with the samples determined by the Senate.
- (3) Temporary graduation certificates are printed on the University's letterhead. Certificates are prepared in a single copy in Turkish and English. They bear the graduate's TR ID number/foreigner identity number, name, surname, faculty/school/graduate school name, name of the program from which the diploma is received, date of graduation, document number, validity period, and date of issuance. Certificate numbers are given based on the "TGC- Sequence Number" principle. Sequence numbers are carried over each year without resetting. The student's current information in university records on the date of graduation serves as the basis for the content of the certificates.
- (4) The bottom-right corner of the certificate is signed by the Director of Student Services, and the top-right corner is stamped with the University's official embossing seal. A certified copy bearing the standard notation 'Certified True Copy of the Original' is obtained and archived at the Student Services Directorate.
- (5) Temporary graduation certificates are presented by the Student Services Directorate to the respective graduates themselves, or their legal representatives, or their proxies with acknowledgement of receipt against signature. In order to be eligible to receive their temporary graduation certificates, students must have no outstanding obligations against the University, and must have returned all items and equipment issued for their use by the University in good working condition. Additionally, students must also have returned any previously issued temporary graduation certificates, if received.
- (6) Replacement temporary graduation certificates cannot be issued. Upon written request, students who lose their temporary graduation certificates during its validity period can be issued a certified true copy of the original, indicating the reason for reissue as loss, and affixing the date.

## **DIPLOMA SUPPLEMENT**

### **Article 6 -**

- (1) The diploma supplement is a complementary document issued along with a diploma, facilitating its academic and professional recognition. The diploma supplement does not replace the diploma itself, nor does it guarantee international academic recognition. Prepared based on a model developed by the European Commission, the Council of Europe, and UNESCO/CEPES, the format of the diploma supplement is comprised of sections that provide information about the holder of the supplement, the degree obtained, the level of the degree obtained, the program's content, the degree's fields of use, any necessary additional information, as well as information about the supplement's validation, and the national higher education system.
- (2) Diploma supplements are prepared by the Student Services Directorate in accordance with the samples determined by the Senate.

- (3) Diploma supplements are printed on half-fold special A3-sized papers with the University's logo and embedded hologram. Diploma supplements are issued in English, signed by the Student Services Director, and bears the University seal. The student's current information in university records on the date of graduation serves as the basis for the content of the diploma supplement.
- (4) The original copy of the diploma supplement is issued concurrently with the diploma itself and provided free of charge without requiring any written request from the graduate. A certified "true copy" of the original is obtained and retained in the graduate's file. Subsequent copies of the diploma supplement are prepared upon written request from the graduate.
- (5) The diploma supplement fee for replacement diploma supplements to be issued in the following academic year is determined annually by the Board of Trustees in January.

## **TITLE INFORMATION**

### **Article 7 -**

- (1) Diplomas bear the professional title conferred by the completed degree program and approved by the Council of Higher Education. No additional title document is provided to the graduate. Temporary graduation certificates, diploma supplements, and minor certificates do not include title information.

## **MINOR CERTIFICATE**

### **Article 8 -**

- (1) At the end of any given semester, students who have completed the minor program of the faculties or schools at Özyeğin University as well as students who have withdrawn from a double major program by fulfilling all of the graduation requirements of the minor program are issued a minor certificate upon their application.
- (2) Certificates are printed on special papers with University's logo and embedded hologram. Certificates are prepared by the Student Services Directorate in accordance with the samples determined by the Senate.
- (3) Certificates are prepared in a single copy in Turkish and English. The front side of the certificate features the name and surname of the student who qualifies to receive the certificate as well as the date of completion of the minor program, the name of the completed minor program, the student's TR ID number/foreigner identification number, and the minor certificate number. The student's current information in university records on the date of graduation serves as the basis for the content of the certificates.
- (4) The date of completion of the minor program is the date of the decision made by the faculty/school executive board regarding the student's completion of the minor program.
- (5) Certificate numbers are given based on the "MP- Sequence Number" principle. Sequence numbers are carried over each year without resetting.
- (6) The bottom-left corner of the certificate bears the name, surname, title, and signature of the respective Dean/Director, while the bottom-right corner of the certificate features the name, surname, title, and signature of the Rector. Certificates are signed by the current Rector and the Dean/Director in charge on the date of issuance. The front side of signed certificates is sealed with the University's official embossing stamp. A certified copy bearing the standard notation 'Certified True Copy of the Original' is obtained and archived at the Student Services Directorate.
- (7) Certificates are presented together with diplomas. Until the diploma is conferred, no supplementary documentation is presented to recognize the student's completion of the minor program.

## **HONORS/HIGH HONORS CERTIFICATE**

### **Article 9 -**

- (1) Honors / high honors certificates are issued for undergraduate students who are deemed eligible to receive these certificates as per the Senate-determined rules. Honors/high honors certificates are

prepared by the Student Services Directorate in accordance with the samples determined by the Senate.

- (2) Honors / high honors certificates are printed on special papers with University's logo and embedded hologram. Certificates are prepared in a single copy in Turkish and English. The front side of the certificate bears the graduate's name, surname, date of graduation, name of the faculty/school, name of the undergraduate program completed, GPA, and TR ID number/foreigner identity number. The student's current information in university records on the date of graduation serves as the basis for the content of the certificates.
- (3) Honors / high honors certificates are signed by the respective Dean / Director, and the top-right corner is sealed with the University's official embossing stamp. A certified copy bearing the standard notation 'Certified True Copy of the Original' is obtained and archived at the Student Services Directorate.

## **PRINTING AND DISTRIBUTION OF DIPLOMAS AND OTHER GRADUATION DOCUMENTS**

### **Article 10 -**

- (1) Diplomas, diploma supplements, minor certificates, and honors/high honors certificates (diplomas and other graduation documents) are prepared promptly after the date of graduation, and presented on the date of commencement ceremony. Students whose eligibility for graduation has not been finalized yet receive their diplomas and other graduation documents within four months from the finalization of their eligibility for graduation. In order to be eligible to receive their diplomas or other graduation documents, students must have no outstanding obligations against the University, and must have returned all items and equipment issued for their use by the University in good working condition.
- (2) Diplomas and other graduation documents are presented to the respective graduates themselves, or their legal representatives, or their proxies with acknowledgement of receipt against signature. At the graduate's request, the diploma and other graduation documents can be mailed to the address provided by the graduate via his/her email address ending with the extension ozu.edu.tr. The diploma and other graduation documents of the deceased graduate is presented the first applicant among their legal heirs so long as required documentation is provided. This is communicated in writing to subsequent legal heirs who apply to receive the diploma of the deceased.
- (3) Should the graduate's identification information change upon graduation due to reasons such as marriage or a court ruling, and should the graduate submit a written application to the University with official documentation verifying the change, the following principles shall apply:
  - a. If the diploma and other graduation documents are not issued yet, they are issued based on new information;
  - b. If the diploma and other graduation documents have already been issued, any change to the graduate's identification information is duly noted at the back of the documents. This annotation includes the necessary explanation along with the date, and is authenticated by the signature and stamp of the Student Services Director. The revision is also recorded as an annotation in the description field of the diploma register.
- (4) In the event of the diploma and/or other graduation documents are lost or damaged, provided that the information therein is still preserved, replacement diplomas and/or replacement graduation documents are issued upon the graduate's written application. For lost diploma replacements, applications must include a certified copy of the identity card along with a newspaper clipping of the loss announcement. For damaged diploma replacements, in addition to a certified copy of the identity card, the damaged diploma must be returned. Returned diplomas are sealed with a red "Cancelled" stamp on both sides, and put in the graduate's file with the necessary annotations and the signature of the Student Services Director affixed at the back, along with the date of cancellation. The cancellation is also recorded as an annotation in the description field of the diploma register.
- (5) Replacement diplomas and certificates are issued with identical numbers and records as the original. Replacement diplomas bear the names, surnames, titles, and signatures of the Dean/Director and Rector in charge at the date of reissue. Replacement diplomas are sealed with a red "second issue" stamp both on the front and at the back. The reason for reissue (loss or damage), the date of reissue, and the number of reissue are annotated at the back of the replacement diploma along with the statement "Replacement diplomas bear the names, titles and signatures of the respective Dean/Director and President in charge at the time of reissue". The back side of the replacement diploma is signed and stamped by the Student Services Director. The replacement is also recorded as an annotation in the description field of the diploma register.

- (6) The reissue fee for replacement diploma and graduation documents to be issued in the following academic year is determined annually by the Board of Trustees.

## **DIPLOMA REGISTER**

### **Article 11 -**

- (1) Diplomas and other graduation documents are recorded in the diploma register before they are presented.
- (2) The diploma register includes the graduate's student number, full name, faculty/school/graduate school and program of graduation, diploma number, grade point average, TR ID/foreigner identification number, gender, date of graduation, semester of graduation, and information on honor/high honor status. In the description section, the documents submitted are recorded, with the date and the signature of the recipient. A separate annotation is included in the description section for minor program graduates.
- (3) Diploma registers are kept separately for each level of degree (undergraduate, graduate, associate) on a yearly basis. All pages of the diploma register are stamped one by one. The final page of the diploma register bears the total number of pages, and the signatures of the Student Services Director.
- (4) Diploma registers are issued and kept by the Student Services Directorate.

## **ABSENCE OF PROVISIONS**

### **Article 12 -**

- (1) In the absence of provisions herein, the provisions of other relevant legislation and the decisions of the Higher Education Council, Senate, and University Executive Board shall prevail.

## **VALIDITY**

### **Article 13 -**

- (1) These directives shall take effect on the date that they are approved by the Özyeğin University Senate.

## **EXECUTION**

### **Article 14 -**

- (1) These directives are executed by the Özyeğin University Rector.