

(Senate Resolution dated 22.05.2024 no. 05)  
(Senate Resolution dated 21.06.2023, no. 07)

**ATILIM UNIVERSITY**  
**DIRECTIVE ON ISSUING DIPLOMAS, DIPLOMA SUPPLEMENTS, AND MINOR**  
**PROGRAM CERTIFICATES**

**SECTION ONE**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1** - This Directive aims to regulate the principles regarding the issuance of diplomas, diploma supplements and minor program certificates to the graduates of Atılım University who have successfully completed their associate, undergraduate and graduate degree programs, and those successfully having completed their double major and minor programs.

**Scope**

**Article 2** - This Directive covers the students of Atılım University, and the documents to be provided to them at the end of their studies.

**Basis**

**Article 3**- This Directive is based on Article 14 of Law no. 2547, Atılım University regulations on associate, undergraduate, and graduate degree education and examination, as well as the relevant legislation of the Council of Higher Education.

**Definitions**

**Article 4**- The definitions for this Directive are:

- a) **Dean:** School deans of Atılım University,
- b) **Director:** School, graduate school, and vocational school directors of Atılım University,
- c) **President:** The President of Atılım University,
- d) **Senate:** The Atılım University Senate;
- e) **University:** Atılım University,
- f) **YÖKSİS:** The Information System of the Council of Higher Education,
- g) **Graduation Date:** The first working day past the announcement of the final grades of a semester as per the academic calendar.

**SECTION TWO**  
**Diplomas**

**Diplomas**

**Article 5** - Diplomas defined below are issued to students who have successfully fulfilled all the requirements of the program in which they are studying, and who have earned the eligibility for graduation through meeting the conditions to be granted a diploma in accordance with the provisions of the current legislation.

- a) The “Associate Degree Diploma” is awarded to students meeting the necessary conditions and graduating from vocational schools that provide education through two-year programs.
- b) The “Associate Degree Diploma” is awarded to students who are enrolled in four-year programs of schools (except the Schools of Medicine, and Law), not yet having completed their undergraduate degree program, and meeting the necessary conditions in the relevant legislation.
- c) The “Undergraduate Degree Diploma” is awarded to students having completed their four-year undergraduate program studies under schools.

- d) The “Medical Doctor Diploma” is awarded to students having completed the School of Medicine.
- e) As for postgraduate education, the “Graduate Degree Diploma” is awarded to students having completed their graduate degree programs, and the “PhD Diploma” is awarded to students having completed their Doctorate Degree programs.

### **Graduation transactions**

**Article 6** - After the announcement date of the final exam grades in the academic calendar by the Directorate of Student Affairs, a graduation administrative approval list is created within the student information system and the graduation status of the candidate graduates on the list is checked in accordance with the legislative provisions.

Administrative approval is granted to candidate graduates having fulfilled their obligations regarding the University by the administrative units specified in the student information system. Students having had their administrative approvals completed are graduated through the Student Information System, and their graduation information is transferred to YÖKSİS.

### **Details to be printed on diplomas**

**Article 7** - The following details are printed in Turkish and English on the front side of the diplomas:

The Republic of Türkiye citizenship ID number, and the full name of the student

The name of their School, Graduate School, or Vocational School; as well as the name of their Department and/ or Department Major/ Program of graduation

Their honorary, high-honorary status

Their graduation date, the diploma number, the language of instruction of the program

The full names, titles, and signatures of the signatories

For e-signed diplomas; the barcode and the verification code

The hologram of the university logo

### **Details not included in diplomas**

**Article 8 - (1)** The double-major program graduation status of double-major program students is not included.

**(2)** No photos are attached to diplomas; and students’ graduation GPAs are not included.

**(3)** Diplomas issued to students successfully completing their first two years of their undergraduate education to receive an associate degree diploma do not have a field or profession defined in their diplomas.

**(4)** Graduates of programs other than those in the field of architecture and engineering do not have a title on their diplomas.

### **Diploma signatures**

**Article 9 - (1)** Diplomas are signed by the President, Dean and Director who are on duty on the date of issuance. If the Dean/ Director is not present on the date of graduation, the person having received their power of attorney signs the diplomas. Diplomas contain the ink signature or the e-signature of the following officials:

- The President, and the Director of School/ Vocational School for undergraduate and associate degree diplomas,
- The President, and the Dean for undergraduate degree diplomas,
- The President, and the Graduate School Director for postgraduate diplomas.

**(2)** The diplomas of graduates of programs requiring the approval of the Ministry of Health are submitted to the Ministry of Health for registration before their issuance.

### **The diploma book, and diploma numbers**

**Article 10** - Diploma numbers are automatically assigned via the student information system and are consecutive, depending on the year of graduation. A physical diploma book is not kept; logs are kept digitally in the student information system.

### **Diploma supplements**

**Article 11** - Students who successfully complete their programs and become eligible for a diploma are given a Diploma Supplement. The diploma supplement facilitates academic and professional recognition of the diploma, while it does not replace the diploma.

The diploma supplement includes details on the graduation date, the diploma number, the degree received, its contents and areas of use, the education and evaluation principles of the University, and the national education system. The diploma supplement is prepared by the Directorate of Student Affairs based on a model developed by the European Commission, the Council of Europe, and UNESCO/CEPES.

## **SECTION THREE**

### **Electronic Higher Education Graduate Certificates, Graduation Letters, Minor Program Certificates, and Honorary and Graduation Rankings**

#### **Electronic higher education graduation certificates and graduation letters**

**Article 12** - Graduates whose diploma printing process is still underway may obtain a Higher Education Graduate Certificate via the e-Government platform, and upon their request, they may also receive a graduation letter prepared by the Directorate of Student Affairs. A provisional graduation certificate is not prepared.

#### **Minor program certificates**

**Article 13 - (1)** Students who enroll in a minor program opened in another department while continuing their education in their major program and successfully complete the courses in this program are issued a "Minor Program Certificate".

**(2)** Students completing their minor programs are required to graduate from their major programs in order to receive their certificates.

**(3)** Minor program certificates are prepared by the Directorate of Student Affairs, and signed by the relevant Dean / Director.

#### **Honorary mentions and graduation rankings**

**Article 14** - Honorary mentions and graduation rankings of students graduating at the end of each academic year are determined as per "Directive on Honorary Mentions and Graduation Rankings of Students Graduating in a Given Academic Year", accepted by the Atılım University Senate.

## **SECTION FOUR**

### **Document Deliveries, Diploma losses and Renewals**

#### **Document deliveries**

**Article 15 - (1)** Diplomas are prepared three times a year: In fall, in spring, and during the summer school. Students graduating after the Spring Semester receive their diplomas collectively during the graduation ceremony. Students graduating at the end of the Fall Semester and the summer school, who are unable to attend the graduation ceremony, have their diplomas issued to themselves in person, or to their representatives who present their notarized power of attorney by the Directorate of Student Affairs, on the dates announced on the website of the Directorate of Student Affairs.

**(2)** If the right holder is abroad, the power of attorney is required to be obtained from the Consulates of the Republic of Türkiye. The diploma of a deceased person is issued to the legal heirs who present the certificate of inheritance upon their request.

**Article 16 - (1)** Diplomas, diploma supplements, and minor program certificates may be re-issued to those who have lost their diplomas, diploma supplements or minor program certificates, provided that the following conditions are met.

**(a)** Those who lost their diplomas, diploma supplements or minor program certificates apply to the Directorate of Student Affairs in person or via a representative presenting their notarized power of attorney with a national newspaper announcement (that includes the name of the University, the School/

Vocational School and the department/ program), a photocopy of the Republic of Türkiye Citizenship ID card of the diploma holder, the printing fees for lost documents, and a relevant petition.

**(b)** Provided that the identity and graduation information is preserved, new documents are prepared to replace the diplomas/ documents that are torn or destroyed, so that they are unusable. In this case, the right holder or their representative applies, providing the documents stated in Article (a) above.

**(c)** The word “**Duplicate**” appears on the front of the new documentation, the phrase “**Duplicated due to Loss/ for Amendments**” appears on the back, and the document is signed by the relevant Director/ Dean and the President on duty on the date of issuance. The duplication of documents is logged in the student information system.

**(d)** No further duplicates are issued. However, upon the providence of a letter stating that the document has been lost and that the original and the second copy were previously received, the document preparation procedures take place for a second time.

**(2) (Senate Resolution dated 22.05.2024 no. 05)** If the name of the student for whom the diploma is issued after graduation is changed by a judicial decision and the graduate student requests accordingly, the information on their diploma and in the student information system may be edited to match their new name as per the judicial decision. In order to change the civil registries based on a court decision in the diploma, the certified copy of the court decision and the photocopy of the Republic of Türkiye Citizenship ID card of the diploma holder must be attached to a petition to be submitted to the Student Affairs Directorate in person or by a representative with the notarized power of attorney. The phrase “**Edited**” is added on the back of the newly prepared diploma, indicating the date of the court decision, and the number of the relevant principles and resolutions. The fact that the diploma has been edited is logged into the student information system, and the edited information is transferred to YÖKSİS.

#### **Other issues**

**Article 17 - (1)** A double major undergraduate diploma is not issued to students who have not yet graduated from their major undergraduate degree program.

**(2)** In order to receive double major undergraduate diplomas, students are required to graduate from their major degree program.

#### **Cases not included**

**Article 18 -** In cases not covered in this Directive, other relevant legislation provisions, as well as the resolutions by the Senate and relevant boards apply.

#### **Effective Date**

**Article (19) -** This Directive shall take effect after its approval by the Atılım University Senate.

#### **Execution**

**Article 20 -** This Directive is executed by the President of Atılım University.