

OSTİM TECHNICAL UNIVERSITY
DIRECTIVE CONCERNING THE PREPARATION OF DIPLOMAS, DIPLOMA
SUPPLEMENTS, AND OTHER DOCUMENTS

PART ONE
Purpose, Scope, Basis, and Definitions

Purpose

Article 1- (1) This directive has been prepared to set out the principles concerning the preparation of graduation certificates, preparatory year certificates, diploma supplements, diplomas, and diploma books for the graduates of an associate degree, undergraduate degree, graduate degree (master/doctorate), and double major programs opened in accordance with the OSTİM Technical University Regulation on Associate and Undergraduate Education, OSTİM Technical University Regulation on Graduate Education, and OSTİM Technical University Regulation on Horizontal Transfers, Double Major and Minor.

Scope

Article 2- (1) This directive involves the students enrolled in OSTİM Technical University and the documents to be awarded at the end of education and training.

Basis

Article 3- (1) This directive is based on OSTİM Technical University Regulation on Associate, Undergraduate, and Postgraduate Education and Exams and relevant legislation of the Council of Higher Education.

Definitions

Article 4- (1) Definitions of the terms in this Directive are as follows:

- a) Dean: Deans of faculties affiliated to OSTİM Technical University,
- b) Dismissal Form: The form filled and signed by the graduates and the students who have canceled their registration voluntarily,
- c) Graduation Study: Studies performed for graduate students from schools,
- d) Director: Director of the vocational school and institute affiliated to OSTİM Technical University,
- e) Transcript: A document which indicates the courses received by the student during the education, achievement grades obtained by the student from these courses, the grade point average, and the total ECTS credits,
- f) Rector: Rector of OSTİM Technical University,
- g) Senate: OSTİM Technical University Senate,
- h) University: OSTİM Technical University.

PART TWO
Diplomas and Certificates

Diplomas

Article 5- (1) The Registrar's Office prepares the following diplomas and certificates for the students, who have fulfilled all the conditions of the programs they have been enrolled in and have become entitled to graduate:

- a) "Associate Degree Diploma" for students, who meet the necessary conditions for graduating from vocational schools offering education for four semesters (two years),

b) “Associate Degree Diploma” for students, who have been successful in all the courses in the first four semesters of the education programs at the faculties offering education for eight semesters (four years), and who have obtained the required grade point average but cannot or do not complete the programs they have been enrolled in,

c) “Bachelor’s Degree Diploma” for students, who have completed the undergraduate or double major programs of the faculties offering education for eight semesters (four years),

d) “Master’s with a Thesis Diploma” for students, who have completed graduate programs with a thesis, “Master’s without a Thesis Diploma” for students, who have completed graduate programs without a thesis, and “Ph D. Diploma” for students, who have completed doctoral programs.

e) According to the “OSTİM Technical University Regulation on Undergraduate Education and Examinations” and “OSTİM Technical University Regulation on Principles Concerning Transition Between Associate and Undergraduate Degree Programs, Double Major and Minor Programs”, Students, who have successfully completed the double major program, are awarded the “Double Major Undergraduate Diploma” along with the Bachelor’s Degree Diploma of the major they have been enrolled in.

(2) The period of study in foreign language preparatory classes of OSTİM Technical University is not included in the periods of the study mentioned above.

Certificates/Documents

Article 6– (1) Students, who have fulfilled all the conditions of the programs they have been enrolled in and have become entitled to graduate, are awarded the following certificates/documents by the relevant departments:

a) “Minor Certificate” for students, who have been successful in all the courses in the minor programs they have been enrolled in and cannot complete or request dismissal without completing the double major program, provided that the courses they have successfully completed in the double major program meet the minimum number of credits criteria of the minor program,

b) Joint “Certificate”, “Course Completion Certificate” or “Certificate of Participation” for students, who have participated in courses and similar activities offered in or coordinated by the Faculty/Institute/School/Vocational High School and other Centers of the University,

c) “Certificate of Honor” for students, who have graduated within normal periods of study, have not received any disciplinary penalties, and obtained a grade point average between 3.00 and 3.49, and “Certificate of High Honor” for students with the same qualifications and a grade point average of 3.50 and above,

d) “Semester/Year Honor Student Certificate” for students, who have received and succeeded in all their courses as of the end of the semester/year final exam and a semester grade point average between 3.00 and 3.49, and “Semester/Year High Honor Student Certificate” for students with the same qualifications and a semester grade point average between 3.50 and 4.00,

e) Students in their senior years are awarded a “Graduation Ceremony Participation Certificate” at the Diploma Graduation Ceremony, and students who have become the first, second, and third students of the department are awarded “First Place, Second Place, and Third Place” certificates.

Honorary Doctorate Diploma

Article 7- (1) It is awarded upon the recommendation of OSTİM Technical University Senate, the rector or members of the Senate and upon the decision of the Senate.

(2) The following conditions are sought in the students to award the title of Honorary Doctorate:

a) Having contributed to science at an international level in the field of science to be awarded the title, having produced scientific works, or having made publications in the field, especially related to Turkey,

b) Having made contributions concerning peace, humanity, ideas, culture, and art,

c) Having made undeniable contributions to the environment and economy as a result of scientific research,

d) Having made great contributions to the promotion of Turkey in the international arena.

- e) Having met other conditions to be approved by the Senate,
 - (3) Honorary Doctorate Diploma has a single format at OSTİM Technical University.
 - (4) The front page of the Honorary Doctorate Diploma includes the following:
 - a) Name and surname of the person awarded the Honorary Doctorate Title, signatures of the relevant Dean, Institute Director, and Rector,
 - b) Logo of the University
 - c) Text of the Honorary Doctorate Diploma.
 - (5) The cold stamp of the Rectorate is placed on the upper right corner of the diploma.
 - (6) The back page of the diploma includes the name and surname of the holder of the diploma and the name, surname, title, and signature of the official who prepared the diploma.

Preparation of the Temporary Graduation Certificate

Article 8- (1) The graduates, whose diplomas have not yet been issued, are awarded temporary graduation certificates containing the diploma information of the graduates, upon their written application.

(2) The temporary graduation certificate is prepared by the Registrar's Office in accordance with the samples determined by the Senate.

(3) The temporary graduation certificate is printed on the letterhead of the University. The certificate is prepared as a single copy in Turkish and English. The certificate includes the Republic of Turkey/foreign ID number, student number, name, surname, name of the faculty/college/institute, education program, level, and dates of registration, graduation, and issue. The certificates are prepared based on the student information on the date of graduation.

(4) The name, surname, title, and signature of the Registrar's Office are included in the lower-left corner, the name, surname, title, and signature of the relevant Dean/Director are included in the lower right corner of the temporary graduation certificate. The certificates are signed by the relevant dean/director on the date of issue. The certificate is stamped by the Registrar's Office with a cold stamp. A copy of the issued certificate is maintained in the folder of the graduate.

(5) Temporary graduation certificates are delivered in person at the Registrar's Office to the graduates, their legal representatives, or their authorized proxies, in return for signature and with a delivery report. To receive the temporary graduation certificates, the graduates must not have any debts to the University and must have returned the goods and equipment provided by the University undamaged.

(6) Graduates, who have received temporary graduation certificates, can receive their diplomas in return for the temporary graduation certificates. Graduates, who have lost their temporary graduation certificates, will receive their diplomas upon applying with a petition and a letter of loss published in a newspaper.

(7) No second copies are issued for the temporary graduation certificates.

(8) Titles are not written on Temporary Graduation Certificates.

Information in the Diploma

Article 9 – (1) The front page of the Diploma includes the following:

- a) Name of the Faculty/Institute/Vocational School (in Turkish and English),
- b) Name and surname of the student,
- c) Name of the department and/or field of science/program completed,
- d) Date of graduation (for graduates of Associate and Undergraduate Degrees, it is the date when the last successful exam was recorded and approved in the Student Information System. However, for students, who have not been able to graduate until this date due to internship, industry-based education, graduation paper, graduation project, graduation thesis, diploma study, fieldwork, and similar reasons, it is the date when these studies are completed and approved. For the graduates of Master's Degree, it is the date of the thesis exam when the thesis is approved.)

- e) Signature of Dean or Director of the Institute/Vocational School, and Rector,
- f) Diploma Number and Republic of Turkey Identity Number/Citizenship Number for Foreign Nationals,

- g) Degree (Associate Degree, Bachelor's, Master's, Master's without Thesis, and Ph D.) (in Turkish and English),
- h) Name of the University (in Turkish and English),
- i) Logo of the University,
 - (2) The cold stamp of the Rectorate is placed on the upper right corner of the diploma.
 - (3) The diploma is signed upon comparing the diploma information in the diploma books.
 - (4) The information on the diploma and graduation certificate is written according to the information on the date of graduation.

Information Not Be Included in the Diploma

Article 10 -(1) The diplomas of the graduates of double major programs for not indicate their graduation from the double major program.

(2) There is no title in the diploma, except for the programs that require a title to be written according to the provisions of the relevant legislation.

(3) Photographs, graduation credits, and averages are not included in the diplomas.

The Format and Printing of the Diploma

Article 11 -(1) Diplomas are prepared collectively and/or individually on the Student Affairs Information System by taking all kinds of security measures in the computer environment.

(2) Diplomas contain the logo of OSTİM Technical University at the top and are printed by the Registrar's Office.

(3) The name, surname, and signature of the relevant Dean or the Director of the Institute/Vocational School are printed in the lower-left corner of the diploma, the name, surname, and signature of the Rector of OSTİM Technical University are printed in the lower right corner, and the cold stamp of the Rectorate is printed in the upper right corner.

(4) Diplomas are signed by the Rector and the Dean or the Director of the Institute/Vocational School Director on the date of issue.

Language of the Diploma

Article 12 -(1) Diplomas are prepared in Turkish and English.

(2) The type, size, shape, and other features of the paper to be used for the Diplomas and the Diploma Supplements are determined by the University Senate.

Diploma Number

Article 13- (1) Diploma numbers are issued as separated from each other by dots as follows:

Diploma numbers are issued by placing a dot (.) after the 2nd, 4th and 6th digits of the student number.

Double Major Diploma numbers are issued by placing "Ç" at the beginning of the diploma number.

Diploma Book

Article 14- (1) The Diplomas are registered in the diploma book according to the diploma number before delivery.

(2) The diploma book contains the information on the diploma of the graduate and the registry information.

(3) Diploma books are prepared annually and separately for each diploma degree (associate degree, undergraduate degree, graduate degree, Ph. D). Each page of the diploma book is stamped, and the final page of the book contains the signature of the Registrar's Office and a note on the number of pages.

(4) Diploma books are prepared and maintained by the Registrar's Office.

Diploma Supplement

Article 15- (1) Students, who have successfully completed the programs they have been enrolled in and have been entitled to receive a diploma are provided with a Diploma Supplement along with the Diploma.

(2) A Diploma Supplement is a document delivered with a diploma to facilitate the academic and professional recognition of the diploma. The Diploma Supplement does not replace the diploma or transcript. It is not a document that guarantees academic or professional recognition.

(3) The Diploma Supplement is prepared according to the model developed by the European Commission, Council of Europe, and UNESCO/CEPES. The diploma supplement is prepared by the Registrar's Office in accordance with the samples determined by the Senate.

(4) The Diploma Supplement contains information on the date of graduation, diploma number, the degree obtained, the content of the degree, areas of use, principles concerning the education and evaluation in the University, and the national education system. The information in the Diploma Supplement is updated for each academic year when deemed necessary. Relevant information is prepared by the Departments by taking the opinion of the Bologna Commission and approved by the University Senate. Updated information is included in the Diploma Supplement by the Registrar's Office.

(5) The Diploma Supplement is prepared in English and signed by the Registrar's Office. The Diploma Supplement includes the seal and the hologram stamp of the University. The Diploma Supplement is prepared according to the information of the student on the date of graduation.

(6) The first copy of the Diploma Supplement is prepared at the same time as the Diploma and delivered free of charge with the Diploma without any request from the graduate. The "certified copy" of this first copy is maintained in the folder of the graduate. Subsequent copies of the Diploma Supplement are prepared upon the written application of the graduate.

(7) In case the courses/internships included in the learning/internship agreement of the students have been completed at the guest institution and the students have succeeded, the original names, credits, and grades of these courses/internships should be included in their transcripts and Diploma Supplements, and they should also be included in the calculation of the grade point average. In the Diploma Supplement or the footnotes, it should be clearly stated that the student has benefited from mobility within the scope of Erasmus+. In addition, the transcript and Diploma Supplement should clearly indicate the courses taken within the scope of Erasmus+.

Minor Certificate and Other Certificates

Article 16– (1) Students, who have successfully completed the minor programs offered according to OSTİM Technical University Regulation on Undergraduate Education and Examinations and Principles Concerning Transition Between Associate Degree and Undergraduate Degree Programs and Double Major and Minor Programs, are awarded the "Minor Certificate", and students, who have successfully completed the programs of other departments affiliated to OSTİM Technical University, are awarded the relevant certificates. These certificates are signed by the Dean/Manager, the Rector.

Delivery of Diplomas, Diploma Supplements, Temporary Graduation Certificates, and Certificates
Article 17– (1) **Diploma, diploma supplement, temporary graduation certificate, and certificates are delivered in person to the holders of the rights or their proxies upon the presentation of a notarized power of attorney, upon signing a proof of delivery. Diplomas are not delivered by mail and the requests made by telephone or fax are not taken into consideration. These certificates and diplomas are recorded by the Registrar's Office and delivered to the relevant person. In case of graduation from Double Major and Minor programs, separate diplomas and certificates are prepared for each program. In case 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 person is delivered to the legal heirs upon their request.**

(2) Diploma and the Diploma Supplement are delivered in return for the dismissal certificate or temporary graduation certificate if delivered, upon signing the diploma book.

(3) Diplomas are delivered and the records of the diploma book are registered by the Registrar's Office.

(4) Signatures on the front and back of the diplomas must be signed with a blue ink signature pen.

Renewal or Replacement of Diplomas, Diploma Supplements, Temporary Graduation Certificates, and Certificates

Article 18– (1) Graduates, who have lost their diplomas, diploma supplements, temporary graduation certificates, or certificates have to announce the loss in a newspaper. This announcement must be titled the "Lost Diploma" and indicate where the document was obtained from, its number, year and period of graduation or completion, other information regarding the qualifications of the document, and its invalidity due to loss. Graduates, who have lost their diplomas, diploma supplements, temporary graduation certificates, or certificates, should submit a justified application petition to the Registrar's Office along with an approved copy of the identity card with a photograph and two passport-sized photographs. A copy of the diploma, diploma supplement, temporary graduation certificate, and certificate is maintained in the personal folder of the student.

(2) The second copy prepared should be labeled as “the second copy” in the upper right corner of the front page and is signed by the director of the relevant department and/or the Rector in charge at the date of preparation.

(3) In case there is a change in the identity information of the student such as name and surname, gender, or other information related to the birth registration due to marriage or a court decision after the graduation and in case the diploma has not yet been prepared, it is prepared with the new information upon the request of the student. In case the diploma has already been prepared, the change in identity information is written as an annotation on the back of the diploma with the necessary explanation and date, signed, and stamped by the Registrar's Office. This procedure is recorded as an explanation in the diploma book.

(4) New diplomas/certificates are prepared to replace the diplomas/certificates that have been torn, destroyed for any reason, or that need to be completely rearranged for compulsory reasons, provided that identity and graduation information are preserved. The graduate, who wants to change their diploma/certificate applies to the Registrar's Office with a petition. The previous diploma/document, the certified copy of the identity card (with photo), and two passport-sized photographs are attached to the petition. The returned diploma is maintained in the folder of the graduate after the "canceled" stamp is printed in red on both sides, the necessary explanation is annotated on the backside, the date is mentioned, and it is signed and stamped by the Registrar's Office. This procedure is recorded as an explanation in the diploma book. The date of renewal is written on both sides of the diploma/certificate to be prepared with the phrase "Renewed" and signed by the director of the relevant department and/or the Rector in charge on the date of preparation.

(5) Graduates, who have lost the second copy of the diploma or certificate, shall not be given another copy. However, a certificate of loss is issued. The certificate of loss is prepared according to the procedures specified for the second copy. For graduates, who want to change or renew their diplomas, temporary graduation certificates, or certificates, a new diploma/certificate is prepared for once, provided that the fee determined by the Board of Trustees is paid and the conditions listed below are met. The phrase "the second copy" is placed on the new copy and it is signed by the Rector and the relevant dean/director in charge at the date of preparation.

(6) In case a second copy is to be delivered due to loss or replacement, the phrase "the Second Copy of Certificate" is written in the same font and size, in parentheses and aligned in the middle, to come after the last line on the front of the certificate. The statement “It has been reissued due to loss/renewal on/...../.....” is written on the back of the certificate inside the frame containing the student information in 14-point Arial font. The information contained in the original document is included in the " Certificate of Loss" to be given due to the loss of the second copy.

Title Information

Article 19- (1) Titles are not indicated in the documents prepared for the graduation of the students such as diplomas, diploma supplements, and temporary graduation certificates; no separate title documents are not prepared for the graduates. However, in case the degree program that has been completed has a title

approved by the Council of Higher Education, this information is submitted to the graduates by the Registrar's Office in writing, upon request.

PART THREE
Final Provisions

Enforcement

Article 19- (1) This directive shall enter into force on the date of approval by the OSTİM Technical University Senate the date of approval by the Board of Trustees.

Execution

Article 20- (1) This directive shall be executed by the Rector of OSTİM Technical University

Senate Meeting where the Directive was approved	
Date	Number
May 10 th , 2021	50/3
Meeting of the Board of Trustees where the Directive was approved.	
Date	Number
June 17 th , 2021	56/2