

KARABÜK UNIVERSITY
THE DIRECTIVE REGARDING THE ADJUSTMENT OF DIPLOMAS,
DIPLOMA BOOKS AND GRADUATION CERTIFICATES

Scope And Objective

Article 1- (1) This directive has been prepared to determine the basics related to adjustment of the diplomas, temporary graduation certificates, diploma supplements, certificates, certificates of achievement, certificates of participation and diploma books which will be prepared for the students completing their associate degree, bachelor's degree, master degree, those who will be titled with honorary doctor's degree, trainees and so forth.

Reference

Article 2 – (1) This directive has been prepared according to related provisions of Karabük University Examination Regulations of Associate Degree, Bachelor's Degree, Master Degree Educations.

Diplomas

Article 3- (1) The Registrar's Office prepares the diploma described below for the students who deserve to graduate by providing all the necessary conditions of their department.

- a) Students who provide the necessary conditions to graduate from two-year (four semesters) vocational high school are given "**Associate Diploma**",
- b) Students who are successful with their lessons in the first four terms (first two years) but don't/can't complete their program in four-year (eight semesters) educational faculties or vocational high schools are given "**Associate Diploma**",
- c) Students who complete their bachelor's degree or double major degree in four-year (eight semesters) educational faculties or vocational high schools are given "**Bachelor's Degree Diploma**",
- d) Students who complete the master degree and provide the necessary conditions are given "**Master Diploma**", those who complete the doctor's degree and provide the necessary conditions are given "**Doctorate Diploma**". On condition that associate degree students may want to continue their bachelor's degree educations for any reason, they are not enrolled in unless they return their associate diploma.
- e) People who serve for scientific and social development are given "**Honorary Doctor's Degree**".

(2) The duration for compulsory or optional education in preparatory classes is not included in the programmes above.

Certificates And Documents

Article 4- (1)

- a) Students who complete all the courses in their sub-branch and students who don't/can't complete their double major degree and ask for discharge, on condition that the courses they succeeded meet the minimum credits in sub-branch, are given "**Sub-branch Certificate**",
- b) Trainees who attend any kind of courses arranged by KABÜSEM (Karabük University Permanent Training Center) are given "**Certificate**", "**Certificate of Achievement**" and "**Certificate of Participation**",
- c) Any Faculty/Institution/ Vocational High School and other centrals affiliated with Karabük University may arrange courses or any other training programmes with the collaboration and coordination of KABÜSEM,

- d) Students who graduate from associate and bachelor's degrees within the regular time, without any punishment and with 3.00-3.49 success average are given **“Certificate of Honour”**, and over 3.50 success average are given **“Certificate of High Honour”**.

Temporary Graduation Certificate

Article 5- (1) For students whose diplomas have not been prepared yet, upon written request, a **“Temporary Graduation Certificate”** is given by signature after date and number are given. A copy of this certificate is attached to the related folder.

(2) Bottom-right corner of the temporary graduation certificate is signed by the concerning Dean/Institution Director/High School Director. Signature and the picture on the right-up corner are stamped.

- (3) Students are not given diploma unless they return their temporary graduation certificates.

Information On The Diploma

Article 6- (1) On the front face, the student's:

- a) Faculty/Institution/High School's name,
- b) Name-Surname,
- c) Department/Programme's name,
- d) Date of graduation,
- e) Signed by Dean and Rector in Faculties; by Institution Director and Rector in Institutes; by High School Director and Rector in High Schools affiliated with Presidency; by High School Director, Dean and Rector in High Schools affiliated with Faculties,
- f) Diploma Number,
- g) Degree.

(2) On the wrong side, the student's:

- a) Student number,
- b) Mother's name,
- c) Father's name,
- d) Birth place and date,
- e) Registered province/town,
- f) Identity number, passport number for foreign students,
- g) Signature of the Head of Registrar's Office.

(3) The date of the assembly, where the decisions about the graduations are made in related entity (Faculty/Institute/High School) for Associate, Bachelor's, Master and Doctor's Degree Diplomas, is the date for graduation date on the diploma.

Matters On The Diploma

Article 7- (1) Graduations from evening education or double major education are not stated on the diplomas for the concerning students. Also, “non-thesis” is not inscribed for Non-thesis Master graduates' diplomas.

- (2) Title is not placed on diploma.

Information On Certificates And Certificates Of Participation

Article 8- (1) On the Certificates, Certificates of Achievement and Certificates of Participation, name and surname of the participant, issue date, sequence number, complete name of the course or the programme, duration and earned title are written. The related certificates are signed by Director of KABÜSEM, by the related Dean, Director of the Institute/High School/ Central Director, by the course executive, if any, by Training Coordinator, and if required, by the Rector.

(2) On the wrong side of the certificates, there are the trainee's nationality, name of the mother and father, birth place and date, and if necessary, name of the last graduate school.

Shape Of The Diploma And Certificate

Article 9- (1) The shape and size of the diplomas were approved by Karabük University Senatus Consultum of 21th April 2010, 2010/6.

(2) Diplomas are prepared as a bulk or single on electronic environment within the scope of Students Affairs Information System.

(3) Certificate of Sub-branch is signed by the related Dean/High School Director and Rector.

Language Of The Diploma

Article 10- (1) Diplomas are written as two parts in Turkish and English.

Diploma Number And Book Page Numbers

Article 11- (1) Diploma numbers and diploma book page number are restarted each year.

(2) Diploma numbers are given on the basis of Year - Diploma Item No

Photographs

Article 12- (1) A photograph of the graduate is attached to Temporary Graduation Certificates and Diploma.

(2) Photograph has to be taken in the last 6 months, colored, appropriate for the dress code of Higher Education Institution, recognizable. Photographs are taken as 4,5x6 cm sizes, cut and pasted.

Diploma Supplement

Article 13- (1) Since 2008-2009 education year, graduates are given a diploma supplement along with their diplomas.

(2) Diploma supplement, as a supplement, makes the diploma easy to legitimize academically and professionally, but it does not substitute for the diploma and does not guarantee international academic legitimization.

(3) Diploma supplement is given along with the diploma and its format is based on a model created by European Commission, Council of Europe and UNESCO/CEPES.

(4) On the diploma supplement, there are graduation date, diploma number, level of degree, content and areas of usage; information about the university's educational and evaluation basics and national educational system.

(5) Diploma supplement is signed by Head of Registrar's Office.

Delivery Of The Diploma, Diploma Supplement And Temporary Graduation Certificate

Article 14- (1) Diploma, Diploma Supplement and Temporary Graduation Certificate and other certificates are delivered to the owner himself/herself or people with notarized trust deed. On condition that the owner is abroad, the trust deed must be notarized by Turkish Embassies. In case of death, if asked, the diploma is given his/her legal inheritors.

(2) Diploma and diploma supplement are delivered in a diploma brochure by signature if the discharge certificate and temporary graduation certificate are returned.

(3) One each copy of diploma, diploma supplement and temporary graduation certificate are kept in the personal folder of the student.

(4) Diploma can not be sent by post and requests with phone and fax are not taken into account.

Loss And Injury Of The Diploma, Diploma Supplement And Temporary Graduation Certificate

Article 15- (1) On condition that those who ask for change or replacement of diploma, diploma supplement and temporary graduation certificate are not banned from the right of 2nd copy, another copy of these document can be given.

(2) Those who lose their diploma, diploma supplement and temporary graduation certificate must announce it 2 times in 3 days apart in a countrywide distributed newspaper. With the title “Lost Diploma”, it has to be declared that where the certificate is taken from, its number, graduation year and semester, that it became unfashionable, and any other information.

(3) The loser applies to the presidency of the university with a letter of application (justified), a verified copy of his/her identification card, 3 headshot photographs and the newspaper with loss announcement.

(4) The application is looked over by the presidency and concluded by the University Board. In case of acceptance, 2nd copy of the diploma, diploma supplement and temporary graduation certificate is prepared. Same numbers, registrations and titles, names and surnames of the signing people as in the original are written on the 2nd copy. The low end of the copy is signed by the Dean/Director and Rector on duty.

(5) In case of injury, the same procedure is followed for the replacement of originally submitted diploma, diploma supplement and temporary graduation certificate.

(6) No other copy is given in case of the loss of the 2nd copies, but an article is given regarding the loss and arrangement of the original and 2nd copy. The same procedure is followed for this article.

Graduation Oath

Article 16- (1) After signing and reading aloud the oath below, graduates get their diplomas from Rector or commissioned authority on ceremony days, from the authority of the university extensions on non-ceremony days.

a) Text of Oath

“I swear on my honour and I swear on my life that I will uphold the honour of my bestowed title with this diploma, that I unconditionally will make good use of its responsibilities and its powers, that I will be beneficial to my country and the humanity and that I will do my best to enhance and enrich myself and my profession.

Name Surname :.....

Signature :.....

Date :.....

Diploma No :.....

Validness

Article 17- (1) This directive becomes valid after the acknowledgement of Karabük University Senate.

Conduct

Article 18- (1) This directive is conducted by the Rector of Karabük University.