

Directives on the Preparation of Diplomas and Other Related Documents

BEZMIALEM VAKIF UNIVERSITY

DIRECTIONS ON REGULATION OF DIPLOMA AND OTHER RELEVANT DOCUMENTS

PURPOSE and SCOPE

Article 1 - (1) The purpose of this Directive is; Bezmiâlem Vocational Schools, graduates of faculties and institutes, and graduates of Bezmiâlem Vakif University after completing their undergraduate programs.

BASE

Article 2 - (1) This Directive shall apply to the regulations of Bezmiâlem Vakif University, Associate Degree and Bachelor's Degree Education and Training Regulations, Bezmiâlem Vakif University Graduate Education and Instructional Regulations, Higher Education Law No. 2547 and other relevant legislation

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DEFINITIONS

Article 3 - (1) From the definitions given in this Directive;

a) University: Bezmiâlem Vakif University,

b) Rector: Rector of Bezmiâlem Vakif University,

c) Institution: The faculty, institute or vocational school of health services of Bezmiâlem Vakif University,

d) Associate Degree Diploma: Students who have successfully completed two years (four semesters) of health care vocational school or who have completed at least four years (eight semesters) in faculties and completed the first two years (four semesters)

the diploma given to the graduates of the university,

e) Graduate Diploma: The diploma given to the graduating students who have successfully completed the undergraduate programs of the faculties with four years (eight semesters)

f) Graduate Diploma: The diploma given to the graduates who have successfully completed the Master and PhD programs of graduate education,

g) Diploma Attachment: In order to facilitate the academic and professional recognition of the degree (s) of the graduates listed above,

h) Provisional Graduation Certificate: The graduated students whose diplomas have not been arranged yet,

i) Certificate of Honor: The certificate given to the graduated students with a graduation average of 3.00 - 3.49,

j) High Honor: The certificate given to graduated students with an average of 3.50 and above,

k) Second copy: A document to be issued to students who have graduated from the Diploma or Diploma Supplement in lieu of the missing document,

l) Cold Seal: Temporary Graduation Certificate refers to the University's cold seal in the Diploma, Diploma Supplement, Honor and High Honor Certificates.

TEMPORARY GRADUATION DOCUMENT, DIPLOMA, DIPLOMA CUP AND CERTIFICATES

Article 4 - (1) The organization of the transcripts, diplomas, diplomas, honors and honorary documents shall be regulated in accordance with the following principles.

a) Temporary Graduation Certificate:

1) Graduates whose diplomas are not yet regulated are awarded upon their wishes.

2) Based on the diploma text, it is arranged in two copies via the Student Information System. The second copy of the document is stored in the file of intebase.

3) The document is signed and sealed by the dean at the faculties, the director at the institutes and the colleges.

4) After the first copy of the document, the date and the number are given, the graduated student is handed over to the signature.

b) Diploma

1) Students who successfully complete the curriculum of faculties and vocational schools and meet the requirements for graduation:

a) Those who graduated from vocational colleges where two years (four semesters) are taught, "associate degree diploma";

b) Students who have completed all the courses of the first two years (four semesters) in a faculty or a school in which at least four years (eight semesters) are taught and those who then leave the higher education institution, "Associate Degree" in "Annex-1";

c) "Bachelor's Degree" in "Annex-2", those who have completed undergraduate or double major programs of faculties or vocational schools where four years (eight semesters) are taught;

d) Those who finish medical and dental faculties that are teaching over four years (eight semesters). Those who finish the "medical / dentistry diploma", the pharmacy faculty, the "pharmacy diploma" of "Appendix-4"

e) Those who graduate from graduate degree graduate degree, "graduate diploma" and those who finish doctorate degree are "doctoral diploma"; they are entitled to receive.

BEZMIALEM VAKIF UNIVERSITY - Instruction for the Preparation of Diplomas and Other Related Documents 2 The period of instruction in compulsory and optional foreign language preparatory classes is not included in the above mentioned course.

2) On the diploma, the student who graduated;

a) Name, surname,

b) T.C. Identification Number / Foreign Identification Number,

c) Father's name,

d) Mother's name,

e) Place of birth,

f) Date of birth,

g) Name of the higher education institution to be graduated,

h) The cold seal of the university,

i) Completed faculty / department and / or department (USA) program,

i) Date of graduation, (date that is in the Graduate Certificate and that it is processed in the Student Information System of the relevant institution, written as day, month, year)

j) Diploma number,

- First code: the last two hanesini of the year of graduation,

- Second code: Academic unit code number,

- Third and last code: Shows the diploma sequence number.

4) The same information is also available for foreign graduates in diploma, but T.C. The Identity Number is replaced by the foreign identification number.

5) Graduation date is based on the diploma information.

6) Master's degree graduates have thesis / no thesis in their diplomas.

7) Preparing the Diploma;

a) Diplomas are prepared by the Directorate of Student Affairs for graduates who have been decided to graduate from the Executive Board of the relevant institution and who are notified to the Rectorate on a list.

b) The Dean in the Faculty at the lower left corner of the Diploma, at the Institutes / High Schools; the name, surname, title and signature of the Rector are located in the lower right corner.

8) Diploma Registration Book:

a) The diplomas issued in the year to the Diploma Registration Book are registered by giving the order number.

b) Diploma rank numbers are issued annually starting from 0001.

c) A photograph of the graduate of the diploma book is affixed. The pictures to be stitched should be taken in the last six months, in a way to ensure color and recognition. Photographs, 6x9 cm. it is cut and glued on a 4.5x6 cm piece drawn in the puppet.

d) Diploma submitters signatures by writing contact information in diploma register book.

e) Graduates are sworn to the students according to the text of the oath determined by the department of graduation. Graduation diplomas are given to them after they have dumped their dates and signatures with a fountain pen in the "explanations" section of the post graduate diploma book post.

c) Diploma Supplement

1) In the Attachment of Diploma, the number and date of the diploma, level of graduation, contents and usage areas, principles of education and evaluation of the university and national education system are included. Diploma Supplement is prepared by the Directorate of Student Affairs on the basis of a model developed by the European Commission, the Council of Europe and UNESCO / CEPES.

2) The Hologram Stamp Label is signed by the Graduate Student Affairs Director who is affixed and sealed.

3) Diploma Annex can not be used in place of diploma. Academic or professional recognition alone can not be guaranteed.

4) Diploma The diploma is issued at the same time as the diploma; graduates are given free of charge with their diploma without any request.

d) Honor and High Honor Certificate

1) Graduates who graduated in normal periods, who do not receive disciplinary punishment, who have no F grade and whose weighted average of success is 3,00 - 3,49 is "Honor Certificate" and their average is 3,50 - 4,00, Certificate " .

2) Name, completion department and / or department of education and graduation level of higher education institution graduated in Honor / High Honor Certificate. Prepared by Student Affairs Directorate.

3) Hologram Stamp Label signed and sealed Honor / High Honor Certificate is signed by the Rector.

DELIVERY OF TEMPORARY GRADUATION DOCUMENT, DIPLOMA, DIPLOMA TEAM, HONOR and HIGH DICTIONARY

Article 5- (1) Provisional Graduation Certificate, Diploma and Diploma Announcement shall be awarded for the signature of the person concerned.

(2) By telephone or fax application of the Provisional Graduation Certificate, Diploma and Diploma Supplement

Provisional Graduation Certificate, Diploma and Diploma Announcement will not be mailed.

BEZMIALEM VAKIF UNIVERSITY - Directive on the Preparation of Diplomas and Other Related Documents 3

(3) Provisional Graduation Certificate, Diploma and Diploma are given on behalf of the person to be delivered in case of submission of a certificate issued by notary public or consulate.

TEMPORARY GRADUATION DOCUMENT, LOSS OF DIPLOMA AND DIPLOMA ADMINISTRATION

Article 6- (1) In case the applicants who have lost their graduation certificate add a copy of the lost or stolen memorandum issued by the Security Offices or the newspaper they submitted the lost declaration and apply to the related institution,

if not edited, a photocopy of the second copy of the graduation document (s) in the file (s) will be issued by deducting the copy of the copy given for the loss.

(2) Apply to the Directorate of Student Affairs, who will edit the second copy of the Diploman by losing the diploma, adding a copy of the missing journal or the copy of the lost or stolen memorandum issued by the Security Units. Second copy; The name, surname and title of the signature owners are written with the information actually found in the diploman, but no signatures are given; on the red color "SECOND NÜSHA" is written and sealed. The date on which the second NuSs prepared in this way is prepared is written on the back side and signed by the Rector.

(3) The same way is taken to lose the Diploma Supplement. The second copy of the Diploma Supplement is signed by the Director of Student Affairs.

(4) No other copy of the second copy of the receipt shall be given. However, the missing document is given.

HONORARY DOCTOR

Article 7- (1) In case the Honorary Doctorate should be given, the candidate's biography, works, studies, the society or the contribution of the science to the development of the Senate decision and Honorary Doctorate is given.

POPULATION REGISTERED CHANGE