



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY**

Directive Concerning the Preparation of Graduation Certificates, Diplomas, Diploma Booklets and Certificates

Scope

ARTICLE 1 – (1) This directive involves the principles concerning the preparation of graduation certificates, diplomas, diploma booklets, and certificates to be conferred on graduates of two-year higher education, undergraduate, graduate (master and Ph.D.), double major, and minor programs of Yaşar University offered in accordance with Yaşar University Two-Year Higher Education and Graduate Education and Examination Directive; Yaşar University Graduate Education and Examination Directive; Yaşar University Two-Year Higher Education and Undergraduate Education and Examination Directive Double Major Programs Administration Principles Directive; and Yaşar University Two-Year Higher Education and Graduate Education and Examination Directive Minor Programs Administration Principles Directive.

**CHAPTER ONE
General Principles**

Diplomas

ARTICLE 2 – (1) The students who successfully complete schools and two-year higher education schools:

1. “Associate Diploma” is awarded to the graduates of two-year (four semesters) vocational schools of higher education.
2. The students who successfully complete all the courses of the first two years of a four-year (eight semesters) school but leave the program are awarded an “Associate Diploma” when an associate diploma is applicable for the field of study.
3. “Undergraduate Diploma” is awarded to students who successfully complete all the courses of a four-year (eight semesters) program.
4. "Graduate Diploma" is awarded to students who successfully complete a graduate program, and "Ph.D./Master of Arts Diploma" is awarded to students who successfully complete a Ph.D./Master of Arts program.
5. According to the Yaşar University Two-Year, Higher Education and Undergraduate Education and Examination Directive Double Major Programs Administration Principles Directive students who complete the Double Major Program successfully are awarded "Double Major Undergraduate Diploma," along with their major "Undergraduate Diploma."

(2) The time spent in Language Preparation classes at Yaşar University is not considered a part of the academic program.

Information Appearing on Diploma

ARTICLE 3 – (1) The front side of the Diploma contains the name and surname of the student, the name of the school/higher education vocational school or the graduate school, the name of the department, (science/arts), the education program, the degree, and the graduation date. The back side of the Diploma contains the identification information of the student, diploma number, and the registration date.

- (2) The Dean's/Director's first name, name, title, and signature are on the left bottom side, and the Rector's name, surname, title and signature are on the right bottom side of the diploma. When the diploma is submitted for signature the sitting Rector and the sitting Dean/Director sign the diploma.

Diploma Language

ARTICLE 4 – (1) Diplomas are prepared in Turkish and English.

Diploma Appendix

ARTICLE 5 – (1) The Diploma Supplement, along with a diploma, is given to students who successfully complete their programs and become entitled to a diploma.

(2) The Diploma Supplement is a document given with a diploma, and it facilitates the academic and professional recognition of the diploma. Diploma supplement substitutes neither for the diploma nor the transcript. It is not a document that guarantees academic or professional recognition.

(3) The Diploma supplement format is based on a model developed by the European Council and UNESCO/CEPES. It is prepared by the Registrar's Office according to the samples provided by the University Senate.

(4) The Diploma Supplement contains information on the graduation date, the diploma number, the degree, the field of study, the areas of application, the assessment principles of the University and information on the national educational system. If deemed necessary, the information given in the diploma supplement is updated every year. The related information is prepared by the Departments considering the opinions of Bologna Commission of Coordination and approved by the University Senate. The registrar's office prepares the diploma supplement according to the updated information.

(5) Diploma supplement is in English. It is signed by the Registrar's Office. It has the seal and the holographic stamp label of the University. The diploma supplement is based on the information valid on the date of graduation.

(6) The First copy of the Diploma Supplement is prepared at the same time with the diploma and given to the alumni free of charge. "True copy of the original" is kept at the alumni's file and diploma supplements requested by the alumni are prepared according to this copy. The alumni must apply in writing for the diploma supplements except the first one.

Temporary Graduation Document

ARTICLE 6 – (1) The students may receive, for once only, a temporary graduation document, in cases where the diploma is not yet ready but absolutely needed.

- (2) The temporary graduation document is signed by the Rector and the related Dean or the Director of the two-year higher education or of the Graduate School. The back side of the document contains the Registrar's Office's seal and the Registrar's signature.

Minor Certificate and Other Certificates

ARTICLE 7 – (1) According to the provisions of Yaşar University Two-Year Higher Education and Graduate Education and Examination Directive Minor Programs Application Directives, students who successfully complete their minors are awarded "Minor Certificates" and students who successfully complete the other programs of Yaşar University are awarded the related certificates. The certificates in question are signed by the Dean/Director and the Rector.

Delivery of the Diploma, Diploma Supplement, Temporary Graduation Document, and Certificates

ARTICLE 8 – (1) Diploma, Diploma Supplement, Temporary Graduation Document, and Certificates are delivered, upon signing a proof of delivery, to the person of the title holder, or to his/her representative who submits a notarized letter of proxy.

In cases of a double major or a double minor program, a separate diploma is prepared for each program.

Renewal or Replacement of the Diploma, Temporary Graduation Document, and Certificates

ARTICLE 9 – (1) The alumni who want to renew or replace their diploma, temporary graduation document or certificate may receive a second copy of the related document with the decision of the Board of Management and with the following conditions.

- a) Alumni who lose their diploma, temporary graduation document or certificate must place a declaration of nullity in a newspaper distributed nation-wide and printed either in İzmir, İstanbul or Ankara. This declaration must contain the full name of the lost document, the issuer of the document, graduation date and the nullification statement due to losing.
The person who loses his/her document must apply to the issuer with a petition (including the reason for application), the newspaper declaration, and the original or approved copy of a valid ID.
- b) The second copies contain the reason for reissuing the document in question and the statement “Second Copy” on both sides. It is signed by the sitting Rector or the Dean/Director at the time of issuance.
- c) If changes occur in the name or in the ID information of the student, after the graduation due to reasons such as marriage, court order, etc. then upon the request of the title holder the diploma is prepared with the updated information if not yet prepared. If the diploma is already prepared and delivered to the alumni, the changes are made on the original copy, by stating the date and the reason for the changes.
- d) With the condition of the parts containing the identification and graduation information are intact, damaged or torn diplomas or the diplomas lost or damaged due to a force major are replaced. The alumni must apply to the Registrar’s office with the old diploma, a valid photo ID or an approved copy of a valid photo ID, and a petition. The document in question will contain the statement “Reissued” on both sides.
- e) Alumni who lose the second copy of their diploma, temporary graduation document or certificate may not receive another copy, they may only obtain a lost "diploma/graduation document/certificate" document. The same rules apply for issuing the second copy also apply for issuing a lost “diploma/graduation document/certificate” document.

Issuing Second Copy for Certificates

ARTICLE 10 – (1) When issuing a second copy, “Second Copy of the Certificate” is written on the front face of the certificate after the last line, in a centered text, and in parenthesis, using the same size and the same font with the document. On the backside of the certificate “Reissued on .../.../.... due to loss/renewal” is written above the frame that contains the identification information with Arial with a font size of 14. The lost certificate documents issued upon the loss of the second copy will contain the same information as the original document.

CHAPTER TWO

Other Principles Concerning the Form, Size, Font and Font

Size of the Diplomas and the Certificates

Form and Size of the Diploma

ARTICLE 12 – (1) Diplomas are printed on a special paper by the Rector’s Office of Yaşar University. Diplomas are standardized and contain empty spaces for hand-filling. They are printed with a laser printer based on information Rector’s Office of Yaşar University diploma notebook.

Size of the Diploma

Size	: 260 x 350 mm
Frame width	: 210 x 300 mm

Frame ornament width : 13 mm
Frame color: Light Blue (%10 Cyan)
Background color: None
Paper: C-007 (Special Paper)

Fonts and Font Sizes of the Diploma

ARTICLE 13 – (1) Followings are the fonts and font sizes of the diploma :

Republic of Turkey: Myriad Pro Condensed, 12 font size
Yaşar University: Myriad Pro Bold Condensed, 18 font size School / Two-year
Faculty/School: Zapf Chancery Demi BT, 17 font size
Department/Program name: Zapf Chancery Medium BT, 14 font size
Date and degree inside the text: Zapf Chancery Bold BT, 14 font size
Name and surname of the student: Amazone BT, 37.5 font size
Diploma text: Zapf Chancery Medium BT, 14 font size
Names of Rector/Dean/ Director: Zapf Chancery Demi BT, 15 font size
Rector/Dean/Director titles: Zapf Chancery Medium BT, 14 font size
Diploma No. : Myriad Pro Regular 13 font size

(2) Backside of the Diploma

The backside of the diploma contains the Republic of Turkey identification number, name, surname, Mother's name, Father's name, the Date and Place of Birth, The Date of Enrollment in the University and the diploma number.

In case of a double major, a second diploma is prepared with "Graduate of Double Major Program" written on its backside.

For foreign students, the Republic of Turkey identification number will be replaced by Foreign National identification number.

Below the personal identification information is the Registrar's signature and seal.

(3) Signatures

All the signatures, on both sides of the diploma, must be signed with blue ink and using a clipped tip signature pen.

Temporary Graduation Document

ARTICLE 14 – (1) Yaşar University Temporary Graduation Document contains the Yaşar University Logo and the frame. It is printed with a printer for each student.

Size of the Temporary Graduation Document:

Size : 210 x 297 mm
Frame width : 200 x 280 mm
Frame heading width : 20 mm
Background color: None
Paper: 200 gr matte coated paper

Fonts and Font Sizes of the Temporary Graduation Document:

Yaşar University: Arial, 21 font size
School / Two-year Higher Ed. School: Arial Bold, 14 font size
Document text : Arial Bold / Arial Regular, 12 font size

Rector: Arial Bold, 12 font size Title of the
Rector: Arial Bold, 12 font size Diploma No. / Date
: Arial, 12 font size

Form and Size of the Certificates

ARTICLE 15 – (1) The Certificate contains the Yaşar University Logo and the frame. Before the variable font digital printing process, it is printed with a printer for each student.

Size of the Certificate

Size : 210 x 297 mm
Frame width : 200 x 280 mm
Frame ornament width : 5 mm
Background color : None
Paper : 200 gr matte coated paper

Fonts and Font Sizes of the Certificate

Republic of Turkey : Times Bold, 14 font size
Yaşar University: Times Bold, 14 font size
Certificate: Nuptial BT, 50 font size
Name, surname of the student: Industrial 736, Italic BT, 31 font size
Certificate text: News 705 BT, 14 font size
Names of the Rector/Dean/ Director: News 705 BT Bold, 14 font size
Names of the Rector/Dean/ Director: News 705 BT Italic, 14 font size
Diploma No. / Date : News 705 BT, 14 font size

CHAPTER THREE Final Provisions

Effective Date

ARTICLE 16– (1) This directive is effective from the date when it is accepted by the University Senate and approved by the Board of Trustees

Execution

ARTICLE 17 – (1) The Yaşar University Rector executes this directive.

*In cases of any discrepancy, Turkish version of this document shall apply.

Approved by the decision
no.8 dated October 15, 2014, of the Board
of Trustees