



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
PRINCIPLES AND PROCEDURES FOR ORGANIZING
GRADUATION CEREMONY**

CHAPTER ONE

Aim, Scope

Aim

ARTICLE 1 – (1) The aim of these regulations are to determine the principles and procedures regarding the graduation ceremonies held by our University every year.

Scope

ARTICLE 2 – (1) These principles and procedures shall cover graduation ceremonies held by Yaşar University and practices related to these activities.

CHAPTER TWO

Ceremony Process

Ceremony time

ARTICLE 3 – (1) The graduation ceremonies of Yaşar University are held every year, preferably for the remaining two/three days in the first week of July. The day and time of the ceremonies are determined by the Coordination Board of Opening and Graduation Ceremony.

Ceremony venue

ARTICLE 4 – (1) The ceremonies are mainly performed in the Yaşar University Selçuk Yaşar Campus.

Organization of ceremonies

ARTICLE 5 – (1) The ceremonies are carried out by the Technical Specification Committee and the Coordination Board of Opening and Graduation Ceremony. The activities related to the organization are started by the authorized units in March.

Coordination board of opening and graduation ceremony

ARTICLE 6 – (1) Coordination Board of Opening and Graduation Ceremony, under the chairpersonship of the relevant Vice Rector, consist of the representatives of General Secretariat of the University, Directorate of Student Affairs, Directorate of Purchasing, Ceremony Presentation and Choreography Team, Directorate of Health, Culture and Sports, Directorate of Public Relations Publicity & Marketing, Directorate of Support Services, Directorate of Media Relations, Media Center Unit, Directorate of Career and Alumni Center and the rep Alumni Office.

(2) Student counselor instructors shall attend the meetings of the Coordination Board of Opening and Graduation Ceremony if necessary.

(3) Coordination Board of Opening and Graduation Ceremony convenes upon the invitation of the chairperson of the board and distributes the tasks related to the conduct of the ceremonies, and directs and supervises the work carried out.

Technical specification committee

ARTICLE 7 – (1) Technical Specification Committee consist of the representatives of Directorate of Public Relations Publicity & Marketing, Directorate of Health, Culture and Sports, Directorate of Support Services and Directorate of Purchasing.

(2) The committee shall determine the goods/services to be purchased in order to conduct the ceremonies and submit it to the approval of the Rector's Office.

(3) Directorate of Purchasing shall go out to sealed-bid tender in the first week of July, in accordance with the technical specification. The tender is concluded within fifteen days and the Coordination Board of Opening and Graduation Ceremony shall be informed.

Ceremony program

ARTICLE 8 – (1) The ceremony program, which is determined as a result of the work of the Coordination Board of Opening and Graduation Ceremony and the Specification Committee, shall be submitted to the Rector's Office for approval. After the approval, the Directorate of Media Relations Department and the Directorate of Public Relations Publicity & Marketing shall inform the students and the public about the ceremony program.

Security precautions

ARTICLE 9 – (1) A security group appointed by the Directorate of Administrative Affairs shall be formed to intervene in the possible problems that may arise during the ceremonies.

(2) The ceremony program approved by the Rectorate shall be notified to the Governorship of İzmir.

Health measures

ARTICLE 10 – (1) An ambulance shall be provided in the campus by taking into consideration the possible health problems that may arise during the ceremonies. The procurement of the necessary services is carried out by the Directorate of Purchasing at the request of the Directorate of Health, Culture and Sports

Vehicle entrance rules to campus

ARTICLE 11 – (1) Vehicles belong to the members of the Board of Trustees of the University and protocol of İzmir, can be allowed to enter the Campus in the ceremony days.

Student and participant at the campus

ARTICLE 12 – (1) During the ceremonies, the students and the participants must refrain from the activities that disturb the other people and harm the environment and the university. It is forbidden to consume pleasure-inducing substance such as alcohol and tobacco during the ceremony.

Ceremony budget

ARTICLE 13 – (1) The expenses of the ceremonies shall be covered by the University budget. Expenditures cannot exceed the upper limit set in the budget. The related units shall pay maximum attention to the purchase of goods/services.

Students to attend the graduation ceremony

ARTICLE 14 – (1) Associate Degree and Undergraduate:

a) Students who graduated from the related academic year and who have a maximum of 20 ECTS credits at the end of the spring term according to the summer term regulation except for the internship course, can attend the graduation ceremony.

(2) Postgraduate:

a) Students who passed the thesis / project defense exam and "SUCCEED" can take part in the graduation ceremony.

b) If the board decision about graduation is not made until the graduation ceremony, it shall not prevent the students who passed the thesis / project defense exam from attending the ceremony.

Determination of graduation degrees

ARTICLE 15 – (1) Associate Degree and Undergraduate: Graduation degrees are determined among Students who completed at least 1 academic year for associate degree, at least 2 academic years for undergraduate degree at Yaşar University and;

a) Students who fulfilled the requirements for graduation within the term (8 terms / 4 terms) and taken all the courses in the curriculum and succeed by looking at the "Grade Point Average".

b) Double major program graduation is not taken into account in grading.

c) Single course exam, make-up exam, etc. / Students who have not received their official grades from the Erasmus / still have compulsory internship are excluded from the evaluation.

(2) There is no grading for postgraduate students.

The process of performing graduation

ARTICLE 16 – (1) The preparation and delivery of the robe sets of students and instructors shall be made as follows:

a) In the first week of May, the Directorate of Support Services takes stock of warehouse about boarding and robe sets and notifies the Directorate of Career and Alumni Center and the Directorate of Human Resources in writing within the same week.

b) Directorate of Human Resources sends an announcement through e-mail to the Academic Staff in the second week of May in order to determine the boarding needs. According to the responses, information shall be given to the General Secretariat if there is a need.

c) Directorate of Career and Alumni Center shall inform the Directorate of Purchasing about the order of the robe set for the students in the last week of May through the system, receiving the number of students to attend the ceremony from the Directorate of Student Affairs.

ç) Directorate of Purchasing shall order the robe sets to meet the specified needs for the third week of June.

d) Delivery of robe sets to students for the ceremony shall be made against signature in an office which is allocated by the Rectorate with two officers to be assigned by the Directorate of Support Services and staff of the Directorate of Career and Alumni Center, in compliance with list including the participation information of the students received from consultants.

e) Directorate of Career and Alumni shall inform the Directorate of Student Affairs about the list in written form by checking the list of students who do not deliver their robe sets in the robe refund calendar determined after the ceremony.

f) Directorate of Student Affairs shall not make a temporary graduation certificate / diploma for the students who do not return their robe set.

g) Students who lost or want to buy the robe set must pay the determined fee to the Directorate of Financial Affair.

(2) Graduation ceremony preparations are carried out as follows:

a) Directorate of Student Affairs shall inform the Directorate of Public Relations Publicity & Marketing about the list including the number of students to attend the ceremony during the first week of May.

b) Directorate of Public Relations Publicity & Marketing shall send e-mails to the academic counsellors about the student lists and the calendar regarding the ceremonial process.

c) Academic counsellors shall inform the Directorate of Public Relations Publicity & Marketing by e-mail about the current contact information of the students and their participation information to the ceremony in two weeks at the latest on the basis of the list.

ç) Appeals against the graduation lists shall be made in writing to the authority of General Secretariat.

d) Directorate of Support Services shall check the list of students who do not deliver their robe within the prescribed time and submit the list in writing to the Directorate of Student Affairs.

e) The academic counselor coordinates and provides the participation status of the student in the ceremony, determination of the team leader, rehearsal with the students on the list, and the placement and performance of the ceremony day.

**CHAPTER
THREE
Final Provisions**

Effective Date

ARTICLE 17 – (1) These principles and procedures shall enter into force on the date of approval by the Rector.

Executive

ARTICLE 18 – (1) The Rector shall execute these principles and procedures.

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

Adopted on 13.05.2016