

**REPUBLIC OF TURKEY**  
**NİĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**DIRECTIVE ON DIPLOMA, DIPLOMA SUPPLEMENT AND ISSUING OTHER**  
**DOCUMENTS AND DETERMINATION OF RANKED GRADUATES**

**PART ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this directive is to specify the principles and procedures regarding determination on ranked students and issuing diplomas, diploma proof, diploma supplements and graduation certificates which will be prepared for students who have completed their associate, undergraduate, or graduate degree at Niğde Ömer Halisdemir University.

**Scope**

**ARTICLE 2-** (1) This Directive comprises the principles and procedures with reference to determination on ranked students and designing and issuing interim certificates of graduation, diplomas, diploma supplements, minor diplomas, double major diplomas, engineering completion diplomas, or pedagogical formation certificates which will be awarded to the students, who have successfully completed associate, undergraduate, graduate, double major and minor, pedagogical formation programs, in accordance with the concerned education and examination regulations of Niğde Ömer Halisdemir University.

**Legal basis**

**ARTICLE 3-** (1) This directive is based on the provisions of Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulations, published in the Official Gazette, dated 17.08.2010 and numbered 27675.

**Definitions**

**ARTICLE 4-** (1) The following terms in this directive shall be taken to refer to:

The Rector: the Rector of Niğde Ömer Halisdemir University,

The Rectorate: the Rectorate of Niğde Ömer Halisdemir University,

The Senate: the Senate of Niğde Ömer Halisdemir University,

The University: Niğde Ömer Halisdemir University,

Regulation: Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulations

**PART TWO**

**Diplomas, Certificates and Documents**

**Diplomas**

**ARTICLE 5 –** (1) The diplomas defined below are issued to the students who meet all the requirements of their programs and become entitled to graduate with the decision of the board of graduate school/faculty/college/conservatory/vocational school by the registrar's office

(a) Associate Degree Diploma: In accordance with Article 3 of the Regulation on Associate Degree Diploma for Those Who Have Not Completed or Cannot Complete Their Undergraduate

Education or Their Adjustment to Vocational Schools, those who are successful in all courses of at least the first four semesters of an undergraduate programme in accordance with the provisions of Law No. 2547, except for those convicted of crimes against the personality of the State and those who are suspended from higher education institutions under disciplinary penalty, are awarded an associate degree diploma. Applications for an associate degree diploma are not limited to any period of time.

(b) Undergraduate Diploma: It is awarded to students who have successfully completed their double major program and their major program and the graduates of undergraduate programs at faculties, conservatories and schools.

(c) Postgraduate Diploma: It is awarded to students who have successfully completed their master programs at Graduate Schools.

(d) Doctorate Diploma: It is awarded to students who have successfully completed their doctoral/proficiency in art programs at Graduate Schools.

(e) Engineering Completion Diploma: It is awarded to those who have successfully completed engineering programs. It is stated in these diplomas that s/he has assumed the title of engineer by completing the program in accordance with the law on 'Entitling Some High School, School and Faculty Graduates' no.3755 published on Official Gazette dated 12.05.1992 and numbered 21226.

### **Information on diplomas**

**ARTICLE 6 -** (1) The form and size of diplomas are designated by the Rectorate.

(a) On the front;

- 1- The university's name and logo,
- 2- Graduate school/faculty/college/ conservatory or vocational school's name,
- 3- The completed Degree program (Associate degree / Bachelor's / Master's (with thesis) / Master's (without thesis) / Doctorate, PhD)
  
- 4- The graduate's full name,
- 5- In the text part, name of the department and / or program / discipline of science,
- 6- The information that the graduates of national common curriculum are awarded a diploma by two universities,
- 7- Diploma number,
- 8- Graduation date,
- 9- Student's T.R. identity number,
- 10- Diploma serial number,
- 11- The rector's full name, title and signature on the lower-left corner of the diploma,
- 12- The dean or director's full name, title and signature on the lower-right corner of the diploma,
- 13- The hologram in the medium-low of the diploma,
- 14- The cold seal.

b) On the back;

1- The diploma is signed on the lower-left corner by the concerned head of the department, the student affairs chief of graduate school/faculty/college/conservatory/vocational school and the secretary of graduate school/faculty/college/conservatory/vocational school,

(2) Diplomas are signed by the rector, the dean/ the director who hold office at the issue date. Diplomas are printed out through automation.

### **Diploma Supplement**

**ARTICLE 7** - (1) It is a document issued in English and awarded to the graduates, but it is not a substitute for the original diploma.

(2) On the top-left side of the diploma supplement is the university logo, on the top-right side is the hologram.

(3) Diploma supplements which are belong to Associate Degree and Undergraduate Students are signed by Head of Student Affairs Department and diploma supplements which are belong to graduate students are signed by relevant Graduate School Secretary.

### **Diploma Publishing**

**ARTICLE 8** - (1) Diplomas are printed out by the use of student automation by the Registrar's Office. They cannot be published without the decision of the Board of Directors of the graduate school/faculty/college/conservatory/vocational school regarding the graduation of students. The diplomas, which have been published and sent for signing to the dean's/director's office of the graduate school/faculty/college/conservatory/vocational school, are to be submitted to the Registrar's Office within one week at the latest with all signatures completed.

(2) The diplomas of the graduates who have the right to receive a diploma by Niğde Ömer Halisdemir University and have been transferred to another university are prepared in accordance with this directive.

(3) Diplomas are issued in Turkish and English. If there is a change in the identity information of the students after the issue date of the diplomas (such as a change of name-surname/gender with a court decision), the second copy of the diploma is printed/issued according to the new identity information.

### **Matters not signified on the diploma**

**ARTICLE 9** - (1) It is not stated in the diplomas of graduates of secondary education programs or of double major programs that they graduate from secondary education or double major programs.

(2) Titles except for engineering and architecture programs are not typed on diplomas.

### **Minor Certificate**

**ARTICLE 10** - (1) "Minor Certificate" is awarded to students who have successfully completed their minor programs. On the front of Minor Certificate;

(a) The university's name and logo,

(b) Certificate no and date,

(c) The student's full name,

(ç) The student's T.R. identity no,

(d) The department and/or the program and the academic year that the certificate is awarded,

- (e) The Rector's full name, title and signature on lower-left side of the certificate,
  - (f) The full name, title and signature of the dean/director of the concerned graduate school/faculty/college/conservatory/vocational school on the lower-right corner,
  - (g) The hologram of the university in the medium-low of the certificate.
- (2) The certificate is signed by the rector and the dean/ the director who hold office on the issue date.
- (3) Honor Certificate is awarded to students who have completed their education with 3,00-3,49 GPA within eight terms in Bachelor's, within four terms in Associate's without any disciplinary record; High Honor Certificate is awarded to those with 3,50 or over GPA in accordance with the sub-article (e) of article 34 of Niğde Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulations.

### **Pedagogical Formation Certificate**

**ARTICLE 11** - (1) "Pedagogical Formation Certificate" is awarded to students who have completed Pedagogical Formation program.

- a) On the front page of Pedagogical Formation Certificate;
  - (1) The university's name and logo,
  - (2) The certificate number and date,
  - (3) The certificate holder's full name,
  - (4) The certificate holder's T.R. identity number,
  - (5) The texts in Turkish and English regarding the completion of the certificate program,
  - (6) The certificate serial no,
  - (7) The concerned Faculty Dean's full name, title and signature on the lower-right corner of Pedagogical Formation Certificate.
- b) On the back page of Pedagogical Formation Certificate;
  - (1) The faculty secretary's and student affairs chief's signatures are on the lower-left corner.

The certificate is signed by the Dean who holds office at the issue date. It is printed on computer.

### **Interim Certificates of Graduation**

**ARTICLE 12** - (1) It is a photographed document signed by the Dean/Director of the concerned graduation school/faculty/college/conservatory/vocational school and awarded to the graduates until the original diploma is issued. The form and content of this certificate are designated by the Rectorate. On this document;

- (a) The student's T.R. identity number,
  - (b) The student's student number,
  - (c) The student's full name,
  - (d) The graduation date,
  - (e) The certificate number and date,
  - (f) The student's recent photo.
- (2) On the lower-right corner of the Interim Certificate of Graduation is the Dean's/Director's full name, title and original signature. The photo and the certificate is sealed by the graduation school/faculty/college/conservatory/vocational school.

(3) The Interim Certificate of Graduation is returned upon receiving the diploma.

### **Graduation date**

**ARTICLE 13 -** (1) The graduation date is the last day of the exam period in which the student has successfully completed the education or the date when the student has successfully completed the studies such as internship, thesis and field work in accordance with the article 33 of Niğde Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulations.

(2) The graduation date of those who receive an associate degree diploma within the scope of subparagraph a) of paragraph 1 of Article 5 of this Directive while enrolled in an undergraduate programme is determined according to paragraph 1 of Article 13 of this Directive. The first four semesters / two years are determined as the end of the relevant academic year or semester.

(3) The graduation date in Bachelor's programs is the ratification date of the board of the concerned graduation school.

### **The form of diplomas and certificates**

**ARTICLE 14 -** (1) Diplomas, of which the text and forms are determined by the University Senate, are printed on a 230 gr weigh-luxury cardboard in (A4) size, in a batch and / or individual form on a computer environment through the student affairs automation system (NOOS-NEOS-OGRİS).

In the text parts of the diplomas where there are the names of faculty/ program / department / or discipline placed the most appropriate font size is used according to the length of.

### **The delivery of diplomas, diploma supplements, interim certificates of graduation and certificates**

**ARTICLE 15 -** (1) Diplomas, diploma supplements, interim certificates of graduation and certificates are delivered only to the right holders or to the people with notarized trust deed by signature. On condition that the right holder is abroad, the trust deed must be notarized by Turkish Embassies. In case of death, it is given to his/her legal inheritors by signature on condition that "Certified Copy of an Entry" is declared.

(2) Diploma and diploma supplement are delivered in a diploma brochure by signature on the diploma proof if the discharge certificate or interim certificate of graduation are returned.

(3) The students holding the interim certificate of graduation have to return this document to receive the diploma. The student who has lost the interim certificate of graduation is delivered the diploma after the statement regarding the lost document and the newspaper with loss announcement.

(4) One copy of the diploma, diploma supplement, interim certificate of graduation and certificate are kept in the personal folder of the student.

### **The loss or renewal of the diploma**

**ARTICLE 16 -** (1) A new diploma is issued if there is a mistake in the diploma arising from the university. The overridden diplomas are withheld with the overriding reason, if there is a board decision, by being written 'overridden' on it.

(2) The student who has lost the diploma applies to the student affairs of the concerned graduation school/faculty/college/conservatory/vocational school with a justified application petition, a photographed and certified copy of the birth certificate, one photo and the missing announcement published in the newspaper. A new diploma comprising the information in the first diploma is issued for those who lose their diplomas, however if the name of graduate

school/faculty/college/conservatory/vocational school has changed, it is issued under its new name and 'counterpart' is stated on it. Hologram is not placed in the counterpart diploma.

### **PART THREE**

#### **Students Ranking the Highest in Graduation**

##### **General requirements for ranking order of graduates**

**ARTICLE 17** - (1) The following conditions are required for the graduation ranking of the students:

(a) To have completed associate and undergraduate programs within the given education period, The passing time is not considered in the preparatory class of department/programs which has Foreign Language Preparatory Program

(b) To have successfully completed all courses until the last day of the exam date,

(c) To have right to graduate in accordance with the calculated grade point average at the end of the spring term final exams,

(d) To have no disciplinary record.

##### **Ranking among the graduates**

**ARTICLE 18** - (1) The ranking is based on All-inclusive Grade Point Average (AGPA) and on the department / program for the top three ranked students. Master graduates are not ranked. Only general exam results are taken into consideration for rankings in associate and undergraduates programs.

##### **Determination of students ranking the highest**

**ARTICLE 19** - (1) Ranked students are determined by the graduate school/faculty/college/conservatoire/vocational school.

(2) In case of a tie between two or more students, students are ranked according to the highest placement score, if the tie is not broken, according to the youngest age in order of precedence.

(3) The top ranked students are cited on the websites of the concerned the graduate school/faculty/college/conservatoire/vocational school.

### **PART FOUR**

#### **Enforcement and Execution**

##### **Enforcement**

**ARTICLE 20** – (1) This directive enters into force on the date of its acceptance in the Senate.

##### **Execution**

**ARTICLE 21** – (1) The provisions of this directive shall be executed by the Rector.