

HAKKARI UNIVERSITY DIGITAL DIRECTIVE

PURPOSE AND SCOPE

Article 1- This directive; In accordance with Hakkari University Associate and Undergraduate Education and Examination Regulation, Hakkari University Graduate Education and Examination Regulation and Hakkari University Double Major Program Directive, the principles of the provisional graduation certificate, diploma and diploma supplement with an associate, undergraduate and graduate (master's and doctorate) degrees will be prepared for students who have successfully completed their studies at hakkari University Faculty, Institute and College. prepared for additional purposes.

DIPLOMAS

Article 2- Students who have earned the right to graduate by fulfilling all the conditions of the programs they are studying are issued a diploma by their unit.

In accordance with the relevant regulations for graduates of faculties, institutes, colleges and vocational schools;

- Associate Degree,
 - Bachelor's Degree:
 - Master's Degree,
 - Doctorate
- diplomas are awarded.

a) Diploma of Associate Degree

- With students who meet the necessary conditions to graduate from vocational schools for four semesters,

- Faculty, College and State Conservatory with eight semesters and Faculty of Medicine, Faculty of Dentistry, Faculty of Veterinary Medicine and Faculties of Education for at least 10 semesters are given to students who are successful in all their courses in the first four semesters and/or in the first two years except the preparatory class of the education and training programs, but who do not complete or complete the programs they are studying.

The name of the relevant branch of science is written in the "Associate Degree Diploma", which will be given to those who are successful in the first two years courses except the preparatory class of the undergraduate units and then leave the institution. (Such as Associate Degree in Science, Associate Degree in Health Sciences, Associate Degree in Social Sciences)

b) Diploma of Bachelors Degree

It is given to faculty / college and conservatory graduates for eight semesters.

According to hakkari University "Double Major Directive", students who successfully complete the double major program are also awarded a "Double Major Undergraduate Diploma" in addition to the major program undergraduate diploma they are enrolled in.

c) Graduates of education programs for at least ten semesters, except for the preparatory class of faculties and colleges, are awarded a "Master's Degree without Thesis".

d) "Master's / Doctorate Diploma" is issued to students who successfully complete the Master's / Doctoral programs of the Institutes and fulfill the graduation requirements.

PREPARING A TEMPORARY GRADUATION CERTIFICATE

Article 3- Graduates whose diplomas have not yet been prepared are given a Temporary Graduation Certificate to return their diplomas temporarily while they receive their diplomas until their diplomas are prepared. The graduation certificate includes the student's first name, surname, nationality, place of birth and date, T.C identification number, the name of the education program he/she completed, the degree of graduation (Associate Degree, Bachelor's, Master's, PhD).

Graduation certificates are signed and sealed by the Dean of the Faculty and by the Director at the Institute / College and Conservatory.

PREPARATION OF THE DIPLOMA

Article 4- Diplomas are prepared by the relevant units by comparing them with the diploma information in the diploma book.

In the lower left corner of the diploma, the Dean / Director' name, surname, title and signature of the Rector are located in the lower right corner. Diplomas are signed by the incumbent Rector and Dean/Director and sealed with a cold stamp by the Student Affairs Department or the Security Hologram is affixed.

Diplomas to be written in computer environment should be prepared within one year from the date of graduation at the latest.

If the diplomas are prepared shortly after graduation, a diploma can be issued without issuing a Temporary Graduation Certificate.

In order for students to be awarded a graduation certificate and diploma, students must fulfill all their obligations regarding contributions or secondary tuition fees, give back their student IDs and bring a "no relation" certificate from the University Library.

PREPARATION OF THE DIPLOMA ATTACHMENT

Article 5- Diploma Supplements are given to students who are entitled to a diploma by successfully completing the programs they are enrolled in. The Diploma Supplement is an addition to the Higher Education Diploma, which facilitates the academic and professional recognition of the diploma, but does not replace the diploma and does not guarantee international academic recognition.

The diploma supplement is supplied with the diploma and its format is based on a model developed by the European Commission, the Council of Europe and UNESCO/CEPES.

Graduation date, diploma number, level of degree received, content and usage areas in the diploma annex; Information about the principles of education and evaluation of the university and the national education system is included.

The Diploma Supplement is signed by the Dean / Director and the Safety Hologram is affixed to the Diploma Supplement.

INFORMATION ON THE SHAPE OF THE DYPOMAS AND THE DETAILS CONTAINED IN THE DYPOMAS

Article 6- Diplomas are written with laser printer on coated paper with a weight of at least 135 grams of 21×30 cm. (A4) size in computer environment. Hakkari University's crest is located in the upper left corner.

On the front of the diplomas,

1. University / Faculty / Institute / College / Conservatory name,
2. Diploma number,
3. Date of Graduation,
4. Student's first and last name,
5. Completed department and / or department / program name,
6. Graduation level (Associate Degree, Bachelor's, Master's and PhD)
7. The signature of the Dean /

Director and the Rector is included.

On the back of the diploma,

1. Student Number,
2. Citizenship Number of the Republic of Turkey,
3. Name, Last name
4. The name of the parents,
5. Date and place of birth,
6. City
7. Civil registry details,
8. Date of issuing of the diploma,
9. The unit is signed by the Student Affairs Officer, Faculty / Institute / College / Conservatory Secretary and Head of The Student Affairs Department.

CONSIDERATIONS THAT WILL NOT BE INCLUDED IN THE DIALOGUE

Article 7- It is not stated in the diplomas of the graduates of the programs that have been applied to the second education, they have graduated from the second education program. Graduates of Master's Programs without thesis do not have the word "no thesis" in their diplomas. This information is contained in the noted status document (transcript).

You don't write titles in a diploma.

DELIVERY OF DIPLOMA

Article 8- Diploma, Temporary Graduation certificate is withdrawn and given to the relevant student.

Diplomas belonging to The Vocational Schools of Health And Health Services are sent to the Ministry of Health for registration procedures before they are given to the graduates.

The diploma can be awarded to the diploma holder or to the proxy from the notary. If the diploma holder is abroad, the power of attorney must be obtained from the Consulates of Turkish Republic.

Diplomas are not sent by mail and requests made by phone or fax are not taken into account.

TEMPORARY GRADUATION CERTIFICATE, DIPLOMA AND DIPLOMA SUPPLEMENT LOSS

Article 9- If the losers of the Temporary Graduation Certificate apply with an advertisement and petition to a local newspaper, if their diploma has been prepared at the time of application, if their diploma has not been prepared, they will be given an approved copy of the second copy of the Temporary Graduation Certificate in their file and a notice is deducted that it was given due to loss.

In case of loss of the diploma, the graduates who apply with the advertisement and petition given to a newspaper are given by rearranging the number of times the diploma is awarded and the reason for it. The document to be issued is arranged according to the student's information at the time of graduation. This document is signed by the Dean and Rector in the Faculties, the Director and the Rector in the Institutes / Colleges / Conservatory.

The same path is followed for those who lose the Diploma Supplement.

The Temporary Graduation Certificate, which is presented in its original form due to its destruction, is prepared for diploma and diploma supplement without the need for an announcement.

POPULATION REGISTRATION CHANGE BASED ON COURT DECISION

Article 10– After graduation, the population registration change based on the court's decision is signed and sealed by the relevant Faculty / Institute / School / Conservatory authorities of Hakkari University by typing or handwritten on the back of the diploma and writing history.

The amendment is sent by the relevant Dean's Office or Directorate to the Rectorate for information along with the identity card and notarized copies of the court's decision.

EFFECTIVE

Article 11- This directive takes effect after the adoption of Hakkari University Senate.

EXECUTION

Article 12- This Directive is carried out by the Rector of Hakkari University.