

KADİR HAS UNIVERSITY
DIRECTIVE ON DIPLOMAS, DIPLOMA SUPPLEMENTS, GRADUATION
RELATED DOCUMENTS, CERTIFICATES and DEGREES

I. Purpose and Scope

Article 1- This Directive is intended to set forth the procedures and principles concerning the issuance of the diplomas for PhDs, Master's Degrees, Bachelor's Degrees and Associate's Degrees to those who successfully complete their respective education at and graduate from the units at Kadir Has University.

II. Basis

Article 2- This Directive is based on the pertinent provisions of the Higher Education Law no. 2547 of 04.11.1981, of the Regulations on Issuance of Diplomas of Associate's Degree or Adaptation to Vocational Schools for Those Who Do not or Fail to Complete their Undergraduate Education, of the Undergraduate Education Regulations of Kadir Has University and, of the Postgraduate Regulations of Kadir Has University.

III. Principles for Graduation and Graduation Related Documents

Article 3- Graduation

The graduation requirements are based on the pertinent provisions of the Undergraduate Education Regulations of Kadir Has University and of the Postgraduate Education Regulations of Kadir Has University.

Article 4 -Diploma Book (1) A diploma book will contain the sections for the details about diploma no., student no., full name, nationality, father's name, mother's name, Turkish ID no., birth place, birth date, faculty, department, graduation average, graduation date, diploma delivery date, student's signature and photo.

(2) The details on the graduate will be entered by the Student Affairs Directorate on the diploma book and, a single diploma book is used for all the levels.

(3) **(Amended: Senate Decision -12.01.2024-2024/02)** The diploma book is sealed at the top left corner of the page containing the graduate information, each The page is numbered and the last page is closed by writing how many pages it consists of.

(4) The responsibility for maintaining the diploma books will belong to the Student Affairs Directorate.

Article 5- Common Provisions for Graduation Documents (1) All graduation related documents are prepared by the Student Affairs Directorate.

(2) The diplomas of those students who are to graduate since they successfully complete their respective education at the end of the fall and spring semesters as well as the summer education pursuant to the pertinent provisions of the applicable regulations will be prepared by the Student Affairs Directorate after the same is notified upon the decision of the respective unit's management board and, then they start to be distributed as of the data indicated on the academic calendar.

- (3) The diplomas and other documents of those graduates who have not yet completed clearance procedures will not be delivered to them.
- (4) **(Amended: Senate Decision -12.01.2024-2024/02)** The diploma will be delivered to the graduate or a person appointed by the graduate by means of a power of attorney after the said power of attorney is seen.
- (5) In case the diploma owner is residing abroad, the said power of attorney should be issued by the Representatives of the Republic of Turkey.

IV. Principles concerning Documents and Delivery of Documents (Amended: Senate Decision: 17/06/2026 – 2026/07)

Article 6 – Diploma (1) A special type of paper is to be used for diplomas on which there will be the logo of the University.

- (2) Diplomas will be issued in one copy in Turkish/English.
- (3) The diploma will contain the following details: the student’s full name, the unit-department/program graduated, the graduation date, the Turkish ID number (foreign id number for foreign national students).
- (4) The diplomas will not contain photos, graduation credit and average, medium of instruction, the phrase as “double major” for those who graduate from a double major program and titles unless otherwise legally required.
- (5) The diploma number will be arranged in the order of graduation year-unit code-serial number.
- (6) There will be the signature of the Dean/Head of the respective unit at the bottom left-hand corner of the diploma and the signature of the President at the bottom right-hand corner of the diploma and, the signatures are affixed with blue ink on the full names.
- (7) The diplomas are signed by the Dean/Head of the respective unit and the President on duty as of the date of issuance.
- (8) **(Amended: Senate Decision -12.01.2024-2024/02)** Once the signatures are put on the diplomas, a seal is affixed on the top right-hand corner.
- (9) Photocopy of the diplomas are maintained at the students’ files
- (10) These also apply to those students who graduate from a double major program.
- (11) In case it is understood that there is a mistake made by the administration office on the diploma, it will be reissued to the respective owner even it was delivered to them. Defective diplomas that are cancelled are destroyed once a report is issued accordingly.
- (12) The following documents will contain no photo: diplomas, provisional certificates of graduation, diplomas of honorary PhD, certificates of minor programs, diploma supplements and certificates of outstanding service award.

Article 7 – Provisional Certificate of Graduation (1) This certificate is issued to those graduates for whom no diploma is issued yet with original signatures or e-signatures thereon in one page in Turkish/English.

- (2) This provisional certificate of graduation will contain the following details: the student’s unit, diploma number, full name, Turkish ID number, education type, student number, department, enrollment date, graduation date and date of issue.

(3) The certificate prepared in this manner are electronically by the Deputy President in charge of education or the President or the Deputy President acting on behalf of the President and, sent to the KHAS electronic mail addresses of the graduates upon their request.

Article 8 – Diploma Supplement (Amended: Senate Decision- 17/06/2026 – 2026/07)

(1) It is awarded to students who have successfully completed the programs in which they are enrolled and are eligible to receive a diploma. A Diploma Supplement is a document that is intended to reinforce the level of international transparency and ensure the recognition of the knowledge, skills and competences achieved during the term of higher education and, of the diploma on which these are stated, and that is issued in addition to a diploma of higher education. A Diploma Supplement is based on a model jointly prepared by the respective national authorities, the European Commission, the European Council and UNESCO.

(2) It is signed and sealed by the Student Affairs Director or the Student Affairs Officer with signing authority.

(3) **(Repealed: Senate Decision -12.01.2024-2024/02).**

(4) **(Amended: Senate Decision -12.01.2024-2024/02)** The diploma supplement bears the diploma date and is printed once.

Article 9 - Certificate of Minor Program (1) A certificate of minor program is given to a student who has successfully completed their minor program on the condition that the student has graduated from their major program.

(2) This certificate will be issued in one copy in Turkish/English.

(3) It will contain the following details: the student's full name, Turkish ID number, major and minor program names (field of specialization if any), student number, completion date and date of issuance.

(4) There is the signature of the Dean of the respective unit on the bottom left-hand corner of the certificate and, the signature of the Deputy President in charge of education or of the President or the Deputy President acting on behalf of the President on the bottom right-hand corner of the certificate. The signatures are affixed with blue ink on the full name. Once the signatures are affixed, an original seal is put on the bottom right-hand corner.

Article 10 - Certificates of Honor and High Honor

(Amended: Senate Decision -17/01/2026-2026/07) (1) Undergraduate students who graduate without receiving any disciplinary penalties during their studies and who have a cumulative GPA between 3.00 and 3.49 on a 4.00 scale are awarded a "Certificate of Honor," while those with a GPA between 3.50 and 4.00 are awarded a "Certificate of High Honor."

(2) These certificates of honor will contain the following details: the student's full name, faculty, department/program, information about certificate of honor/ high honor, grade point average and date of graduation.

(3) **(Amended: Senate Decision- 22/07/2025-2025/07)** These certificates are prepared in a single copy in Turkish/English and, signed by the Dean of the relevant Faculty.

(4) The original of the document is delivered to the respective student and, a copy thereof is maintained on the student's file.

Article 11- Printing and Delivery of Graduation Documents (1) All graduation related documents are prepared by the Student Affairs Directorate.

(2) **(Amended: Senate Decision -12.01.2024-2024/02)** A diploma, a diploma supplement and a certificate of minor program are to be delivered to the respective graduate or a person appointed by the graduate through a power of attorney issued before a notary public.

(3) **(Amended: Senate Decision -12.01.2024-2024/02)** Certificates of honor and high honor are delivered to the respective graduate or a person designated in writing by the graduate.

(4) If the original copy of the high school diploma is received at the enrollment, the reason for clearance is written and sealed on the back page thereof, then it is delivered to the respective graduate against signature or to a person designated by the graduate by power of attorney issued before a notary public after the said power of attorney is seen. A photocopy thereof is maintained under the student's file.

V. Losses, Graduation Ceremony, Degrees and Final Provisions (Amended: Senate Decision- 17/06/2026 – 2026/07)

Article 12 - Loss or Destruction of Graduation Documents (1) A graduate who loses their diplomas, diploma supplement or certificates of minor program will apply to the Student Affairs Directorate presenting their id card by means of attaching an ad placed on a newspaper to the form of lost diplomas.

(2) A duplicate is prepared for the graduate whose request is approved and, a seal of "duplicate" in writing is affixed on the front page thereof and another seal is affixed on the back page thereof indicating the reason of issuance as a duplicate and the date thereof, and then signed and sealed by the Student Affairs Directorate or a Student Affairs Officer with signing authority.

(3) In case a duplicate is lost again, then a new issue is give on the condition that the back page of the diploma will read the number of issuance.

(4) **(Amended: Senate Decision -12.01.2024-2024/02)** In case a certificate honor or high honor is requested again, then the respective graduate will apply to the Student Affairs Directorate.

(5) A duplicate of a graduation document damaged but the identity and graduation details are legible will be issued without the need for an ad placed on a newspaper.

Article 13 - Civil Register Changes on Diplomas based on a Court Decision

(1) For those who wish to make a change their surname detail on the diploma due to marriage after the graduation or for those foreign nationals who wish to add their Turkish ID number on the diploma since they become a citizen of the Republic of Turkey, they are expected to apply and submit the respective petitions and documents to the Student Affairs Directorate, and thereupon the necessary explanations are written on the back page of the diploma and then it is signed and sealed by the Student Affairs Director or the Student Affairs Officer with signing authority.

(2) In case of a civil registry related change or a sex reassignment upon a court decision, the existing diploma will be cancelled and a new one will be issued reflecting the new id details,

then it will be signed by the Dean/Head of the respective unit and the President and, necessary corrections are made on the diploma book.

Article 14 - Deceased Graduate Diploma/Certificate of Memory (Amended: Senate Decision- 17/06/2026 – 2026/07)

(1) If the diploma and other graduation documents of a deceased graduate have not yet been claimed, these documents shall be delivered to the first legal heir to submit a request, provided that the situation is documented. Other legal heirs who submit requests at a later date shall be provided with a copy of the relevant documents upon request.

(2) In case a deceased student does not satisfy the graduation requirements, then upon the approval of the President, a Certificate of Memory prepared by the Student Affairs Directorate will be signed by the Dean/Head of the respective unit and the President and communicated to the family.

Article 15 - Graduation Ceremony and Degrees

(1) A Graduation Ceremony will be organized with the participation of the students who graduate/is expected to graduate on the date as specified on the academic calendar at the end of the academic year. Those who have not graduated yet, but who are expected to graduate at the end of the summer education or as a result of the single course exam or whose remaining credits are not more than the KHAS/ECTS credits designated by the Presidency each year may participate in the graduation ceremony. A graduate who will participate in a graduation ceremony should have not have participated in a previous graduation ceremony.

(2) For a Degree, the top 3 (three) ranking at the University, Faculty and Department will be taken into consideration. In case of equal grade point average on graduation, these students are to be considered to have the same degree.

- a) A student is required to graduate within the normal length of education for the program in which they are required (except for the preparatory class and, eight semesters for an undergraduate program). For irregular students, the normal length of education is considered as nine semesters.
- b) The respective faculty's management board's decision concerning the graduation of a student should be sent to the Student Affairs Directorate by the date as specified on the academic calendar. Those students about whom a graduation decision is communicated after the said date will not be included into the list of degrees.
- c) A graduation decision that is sent to the Student Affairs Directorate after the date as specified on the academic calendar since the grades are received late or because of a grade change due to Erasmus, exchange, summer education or for another reason will not be taken into consideration and, the degrees already designated will not be changed.
- d) In order for a graduate by means of undergraduate transfer or external transfer to get included into the graduation degree ranking, they are required to get at least two thirds of the total credits of eth undergraduate programs of Kadir Has University in which they are enrolled from the program from which they will graduate and, they need to complete the program in due time.
- e) **(Repealed: Senate Decision- 17/06/2026 – 2026/07)**

- f) *(Amended: Senate Decision- 19/06/2025-2025/06)* Graduates of the Double Major Programme are also included in the graduation ranking and are subject to the same academic conditions as other students. However, in determining the degree, a ranking of success is first established among single major graduates, and this ranking is maintained. Therefore, even if the overall grade point average of a dual major graduate is higher, the degree of the single major graduate remains unchanged, and the dual major graduate is awarded the appropriate degree closest to the average. In necessary cases, even if the grade point averages are different, the same degree may be awarded to more than one graduate for the same department.
- g) A graduate with a bachelor's degree should have a grade point average of at least 3.00/4.00 to get a degree.

Article 16- Situations for Which There Is No Provision

- (1) The pertinent provisions of the Undergraduate Education Regulations of Kadir Has University, the Postgraduate Education Regulations of Kadir Has University and the decisions of the Higher Education Board and of the Senate will apply to such cases about which there is no provision under this Directive.
- (2) The Deputy President in charge of education will be authorized in respect of anything that does not fall into the scope of this Directive.

Article 17 - Entering Into Force

- (1) This Directive supersedes the Directive on Diplomas, Diploma Supplements, Graduation Related Documents, Certificates and Degrees no. 2021/05 of April 8, 2021 adopted by the University Senate and enters into force as of 25.02.2022 when it is adopted by the University Senate with a decision no. 02/2022 of February 25, 2022.

Article 18- Enforcement

- (1) The provisions of this Directive will be enforced by the President of Kadir Has University.