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PURPOSE Article 1

(1) The purpose of this procedure is to determine the principles regarding the issuance of diplomas and other relevant documents to be awarded to graduates of Colleges, Graduate School and Schools affiliated with Koç University and to students who withdrew from their undergraduate programs at Koç University without having completed them.

SCOPE Article 2

(1) The articles of this procedure apply to the issuance of diplomas and other related documents to be awarded to those who graduated from Colleges, Graduate Schools and Schools affiliated with Koç University and to students who withdrew from their undergraduate programs at Koç University without having completed them.

REFERENCES Article 3

(1) This procedure has been prepared based on the articles of Koç University Undergraduate and Associate Degree Teaching and Learning Regulations, Koç University Regulation for Graduate Teaching and Learning, Higher Education Law No. 2547 and Regulations regarding those who have not completed their undergraduate studies, those who cannot complete it to get an associate degree, and their transfers to vocational schools.


DIPLOMAS Article 4

(1) At the end of each semester, an appropriate undergraduate, master's or doctorate diploma is issued to those who are eligible to graduate from Colleges, Schools and Graduate Schools affiliated with Koç University, based on the academic program they are registered to.

(2) Students who earned at least a passing grade in all the courses that make up the credit load that must be completed during the first two years of the undergraduate program in which they are registered to and maintained a GPA of at least 2.00, without prejudice to the articles of the relevant legislation, are issued a college/school associate degree diploma upon the approval of the relevant Executive Council.

(3) The graduation procedures of the students who are entitled to graduate are processed by Registrar's and Student Affairs Directorate and the processes regarding the diplomas issued to the students are commenced following the ruling of the relevant college/ school/graduate school Executive Councils.

(4) Custom papers bearing the logo and the embedded hologram of the University are used for diplomas. Diplomas are prepared by Registrar's and Student Affairs Directorate in accordance with the template provided by the Academic Council.

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(5) Diplomas are issued in a single copy in both Turkish and English. The front of the diploma displays the name, surname, date of graduation, the name and level of the academic program of the graduate; nationality, while TCKN / Foreign Identification Number, name, surname and diploma number are displayed on the back of it, based on the most recent information available as of the student's graduation date.


(6) Photographs, titles, graduation credits, degrees and grades don't appear on any diplomas. Associate degree diplomas do not include information on majors, diplomas issued to the graduates of non-thesis master's programs do not mention the inscription 'non-thesis' and diplomas issued to the graduates of the double major programs do not mention the inscription 'double major'.

(7) The graduation date for those who fulfill all the graduation requirements is the last day announced on the academic calendar on which the handing-in the respective semester's final grades is due. The graduation date for those with incomplete grades is the deadline announced on the academic calendar for submission of incomplete grades. After the deadline for the submission of incomplete grades, the graduation date of those whose grades have been reported or corrected by the relevant executive council's decision becomes the date of the executive council's meeting through which the grade has been officially reported.

(8) Diploma numbers are assigned on the basis of "Graduation Year - Level Number - Sequence Number". While the level number for undergraduate diplomas is "4", it is "5" for master's diplomas "6" for doctoral diplomas and "1" for associate degree diplomas. Sequence numbers are reset every year. Numbers are sequenced according to the order of the graduating student's surname and name, prioritizing the graduation date.

(9) The name, surname, title and signature of the relevant Dean / Director are written in the lower left corner of the diploma and the President's information in the lower right. Diplomas are signed by the President and Dean / Director who are incumbent on the date of issue. The backside of the School of Medicine and Nursing diplomas is signed by the Director of Registrar's and Student Affairs. Diplomas whose signatures are completed, are sealed with the cold stamp of the University. A "true copy" of the issued diploma is kept in the file of the graduate.

(10) Diplomas are issued as soon as possible from the date of graduation and, as a rule, delivered on the date of the graduation ceremony. The diploma of the student whose graduation has not been finalized on this date is delivered within one month after the finalization of graduation. In order for the diploma to be delivered, the graduate must not have any debt to the University and must return the goods and equipment provided by the University for his / her use undamaged.

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(11) Diplomas are delivered by hand only to the graduates themselves, their legal representatives or their authorized representatives in return for signature and with a delivery report. The diploma of the deceased graduate is given to the first applicant, being one of his legal heirs, upon their request and on condition of documenting it; this situation is then notified in writing to the other legal heirs, upon their request.

(12) In the event that the identity information of the graduate changes after the date of graduation due to reasons such as marriage or court decision, the following principles shall apply upon the graduate's written application with official documents proving the change: a. If the diploma has not yet been printed, it is printed with new information; b. If the diploma is printed, the change in the identity information is signed and sealed by the Director of Registrar's and Student Affairs by adding the necessary explanation and annotation on the back of the diploma. The transaction is recorded in the diploma book as an explanation.

(13) A second copy of the diploma is issued to the graduate upon written application in case the diploma is lost, or the diploma is worn on condition that the information is preserved. In the applications, the certified copy of the identity card, the newspaper clipping in which the missing declaration was published in the diploma loss, or a petition containing a sentence such as "I have all the responsibility for not posting an advertisement in the official newspaper.", and the worn-out diploma must be returned. The returned diploma; after the "iptal / canceled" stamp is printed on both sides in red, the necessary explanation is written on the back, the date is included, and it is signed and sealed by the Director of Registrar's and Student Affairs, is kept in the graduate's file. The transaction is recorded in the diploma book as an explanation.

(14) The same numbers and records that were printed in the original copy are printed on the diploma issued as the second copy. In the second copy prepared in this way, the name, surname and titles of the Dean / Director and the President on the date the copy is printed, and the copy is signed by them. The " ikinci nüsha / second issue" stamp is printed on both sides of the second copy in red. On the back of the second copy, the reason for the issuance of the copy (loss or destruction), the date, the information about the number of times it was issued and the statement "The second copy diplomas contain the information of the Dean / Director and the President on the date the copy was issued, and the copy is signed by these persons" are printed. The back of the second copy is signed and sealed by the Director of Registrar's and Student Affairs. The transaction is recorded in the diploma book as an explanation.

(15) Fees for the second copy of the diploma to be applied in the next academic year (1 September - 31 August) are determined by the University Executive Council in January every year.

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DIPLOMA BOOK Article 5

(1) Before the diplomas are delivered, they are recorded in the diploma book according to the diploma sequence number.

(2) In the diploma book, in addition to the information in the diploma of the graduate, explanation area; the date and number of the relevant University Executive Board decision regarding the graduation, if any; the name, surname, date of receipt and the fields of signature of the recipient of the diploma; and the fields with the name, surname and signature of the Registrar's and Student Affairs staff who delivered the diploma are recorded.

(3) Diploma books are prepared separately for each diploma level (undergraduate, graduate, associate degree) on a yearly basis. All pages of the diploma book are sealed one by one, the last page of the notebook contains the signatures of the President and the Director of Registrar and Student Affairs along with the note of the number of pages.

(4) Diploma books are arranged and maintained by the Registrar's and Student Affairs Directorate.

TEMPORARY GRADUATION CERTIFICATE Article 6


(1) A graduate whose diploma has not yet been issued is provided with a temporary graduation certificate containing the graduate's diploma information, upon written application.

(2) The temporary graduation certificate is issued by the Registrar's and Student Affairs Directorate in accordance with the samples determined by the Council.

(3) Temporary graduation certificate is printed on the University's letterhead paper. The document is issued in a single copy in Turkish and English languages. In the document, the graduate's T.C. / foreigner identification number, name, surname, father's name, mother's name, date of birth, place of birth, name of college / school / graduate school, education program, level, graduation date, graduation decision number are printed. In the document, the information of the student on the date of graduation is taken as basis.

(4) The name, surname, title and signature of the President are written in the lower left corner of the temporary graduation certificate. A copy of the prepared document is taken and kept in the graduate's file.

(5) Temporary graduation certificates are delivered by hand only to the graduates themselves, their legal representatives or their authorized representatives in return for signature and with a delivery report by the Registrar's and Student Affairs Directorate. In order for the temporary graduation certificates to be delivered, the graduate must not have any debt to the University, must return the goods and equipment provided by the University for his / her use undamaged and, if received, must return the newly dated temporary graduation certificate.

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DIPLOMA SUPPLEMENT Article 7

(1) Diploma supplement is a document issued with a diploma and facilitates the academic and professional recognition of the diploma. The diploma supplement does not replace a diploma and does not guarantee international academic recognition. Information about the diploma supplement holder, whose format is based on a model developed by the European Commission, the Council of Europe and UNESCO / CEPES; defines information about the diploma recipient; the level of the degree obtained; the content of the program; the areas of use of the degree received; additional information; about the certification of the diploma supplement; it also consists of information parts about the national higher education system.

(2) Diploma supplement is prepared by Registrar's and Student Affairs Directorate in accordance with the samples provided by the Academic Council.

(3) Custom A3 size papers with the logo of the University and folded in half are used for the diploma supplement. The diploma supplement is issued in the English language; signed by the Registrar's and Student Affairs Director; it bears the seal of the University. The diploma supplement is based on the information of the student on the date of graduation.

(4) The Diploma supplement is given according to the student's request. A copy of this document is taken and kept in the file of the graduate.

TITLE INFORMATION Article 8


(1) There is no title information in the documents issued for the graduation of students such as diploma, diploma supplement and temporary graduation certificate. A title certificate is not issued for a graduate.

HONOR / HIGH HONOR CERTIFICATE Article 9

(1) Honor graduate certificate for undergraduate graduates graduation GPA of between 3,25-3.49; High honor graduate certificate for undergraduate graduates above 3.50-3.74; highest honor graduate certificate is issued to 3.75 and above undergraduate graduates provided that they have not received any academic disciplinary punishment or an administrative disciplinary penalty that resulted in suspension, completed at least 75 credits of course load at Koç University with a passing grade and did not exceed the normal education period.

(2) Honor / high honor / highest honor graduate certificates are prepared by the Registrar's and Student Affairs Directorate in accordance with the samples provided by the Academic Board.

(3) Custom papers with the logo of the University are used in honor / high honor / highest honor graduate certificates. Documents are prepared in a single copy in Turkish and English languages. On the front of the document, the name and surname of the graduate, the date of graduation, the name of the faculty / school / institute, the name of education program and its level; T.C. / foreign identification number, name, surname, father's name, mother's name, date

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of birth and place of birth. The documents are based on the information of the student on the date of graduation.

(4) The name, surname, title and signature of the relevant Dean / Director are written in the lower left corner of the honor / high honor / highest honor graduate certificate and the President's information takes place in the lower right corner. Honor / high honor / highest honor graduate certificates are signed by the President and Dean / Director on the date of issue. The university's hologram stamp is attached to the document. A copy of the document is taken and kept in the file of the graduate.

(5) The second copy of the honor / high honor / highest honor graduate certificate is not issued. However, with the written application of the graduate, a letter can be issued stating that the student has received an honor / high honor / highest honor certificate.

PROVISIONS Article 10

(1) In cases where there is no provision in this procedure; other relevant regulations, YÖK decisions, University Academic Council and University Executive Council decisions are applied.

VALIDITY Article 11

(1) These procedures shall go into effect starting from the date they are approved by the Koç University Academic Council.

EXECUTION Article 12

(1) These procedures shall be executed by the President of Koç University.