1. PURPOSE

The purpose of this procedure is to determine the standards in providing second copies for the lost original undergraduate or graduate diplomas/certificates given by Koç University.

2. SCOPE

This procedure applies to all former Koç University students, who graduated from Koç University’s undergraduate or graduate programs.

3. REFERENCES

NONE

4. RESPONSIBILITIES

4.1. President: Responsible for the execution of this procedure.

4.2. Vice President for Academic Affairs: Responsible for the preparation and the revision of this procedure.

4.3. Students: Responsible for following up the process and adhering to the rules stated in this procedure.

4.4. Registrar’s Office: Responsible for carrying out the transactions for students, who make a request for second copies in accordance with this procedure.

5. DEFINITIONS

5.1. President
Koç University President

5.2. Vice President for Academic Affairs
Koç University Vice President for Academic Affairs

5.3. Registrar’s Office
Koç University Registrar’s Office

5.4. Students
Former Koç University students who graduated from undergraduate or graduate programs

NOT: Baskı alındığında, özel olarak İnsan Kaynakları Direktörlüğü tarafından işaretlenmemiş kopyalar “Kontrolsüz kopya” dir.
6. GENERAL PRINCIPLES

If the second copies of the original diplomas/transcripts are also lost, a third copy will not be provided.

7. METHOD

7.1. Students, who have lost the original copies of their diplomas/certificates, should hand in the following documents to the Registrar’s Office.

   a. Petition stating the request for the second copy diploma/transcript. The petition should include the following in addition to the student’s request:
      i. Name of the College/School/Institute which provided the original copy of the diploma/transcript
      ii. Name of the Department/Program corresponding to the original diploma/transcript
      iii. Student ID Number
      iv. Date of Graduation
      v. Student Contact Information (Phone, Address, E-mail)

   b. Photocopy of the Identity Card (for Turkish citizens)/Photocopy of the Passport Identity Page (for non-Turkish citizens)

   c. Bank receipt of the payment (Payment details can be found at: http://registrar.ku.edu.tr/)

   d. The student has the option of having a newspaper announcement ad published for a fee, which states that he/she has lost his/her diploma/certificate. Details of this procedure can be obtained from the Registrar’s Office. If the student chooses not to exercise this option, he/she should add the following sentence to his/her petition: “I am legally responsible for not having a newspaper announcement published”.

7.2. The second copy of the diploma/transcript will be prepared in 10 days and it will be marked to indicate that the copy has been prepared due to the original copy being lost. The student has to collect the second copy personally, or he/she should officially authorize another person to collect the second copy on his/her behalf. Also, the student can specify in his/her petition that he/she wants to receive the second copy via mail. However, even if the second copy gets lost during the mail transfer, a third copy will not be prepared.

7.3. If the student loses the second copy as well, a third copy will not be prepared under any circumstance. In those cases, the Registrar’s Office provides the student a document indicating that both the original copy and the second copy of the diploma/certificate have been lost. To receive this document, the student has to follow the same application procedure described above.

8. RECORDS

   NONE

NOT: Baskı alındığında, özel olarak İnsan Kaynakları Direktörülüğü tarafından işaretlenmemiş kopyalar “Kontrolsüz kopya” dir.
9. REVISION

The Office of Vice President for Academic Affairs has the responsibility to review and update this procedure every October.

10. AMENDMENT/CIRCULATION/APPROVAL TABLE

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Distribution (Relevant Units)

All Academic and Administrative Units

Approval (Vice President for Academic Affairs)  Approval (President) :