



CYPRUS AYDIN UNIVERSITY

**REGULATION ON THE PREPARATION OF DIPLOMAS, DIPLOMA
REGISTERS, GRADUATION CERTIFICATES AND OTHER DOCUMENTS**

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Purpose

Article 1- This Directive determines the principles regarding the preparation of diplomas, minor certificates, pedagogical formation certificates, temporary graduation certificates, diploma supplements and honor certificates to be issued for students who have completed their education in associate degree, undergraduate and combined undergraduate and graduate programs, double major, minor programs and graduate programs at Cyprus Aydın University, as well as the arrangement of diploma registers.

Scope

Article 2- The provisions of this Regulation shall be applied in the preparation of Doctorate, Proficiency in Art, Master's, Bachelor's and Associate Degree diplomas and other documents to be awarded to graduates of Institutes, Faculties and Vocational Schools affiliated with Cyprus Aydın University.

Legal Basis

Article 4- This Directive has been prepared based on Article 43 of the Higher Education Law No. 2547, the Cyprus Aydın University Associate and Undergraduate Education Regulation, and the Cyprus Aydın University Graduate Education Regulation.

Definitions

Article 3- In this Regulation:

University: Cyprus Aydın University,

Rector: The Rector of Cyprus Aydın University,

Board of Trustees: The Board of Trustees of Cyprus Aydın University,

Director of Student Affairs: The Director of Student Affairs of Cyprus Aydın University,
shall be expressed.

Diplomas Issued

Article 5- At the end of each examination period, a diploma is prepared by the Student Affairs Directorate for students who have successfully completed their education, whose graduation has been decided by the relevant Higher Education Institution Administrative Board, and whose names have been submitted to the Student Affairs Directorate in a list. The information in the diploma register prepared according to the order in the graduation lists submitted to the Student Affairs Directorate shall be taken

as the basis for the diplomas. Graduation lists are prepared by giving priority to the graduates of the end-of-semester examination period.

Temporary Graduation Certificate

Article 6- A temporary graduation certificate indicating that they have studied is issued to graduates whose diplomas have not yet been prepared, upon their written request. The graduation certificate does not include a photograph. While the graduation certificate includes students' personal and academic information, it is not required to return the graduation certificate upon delivery of the diploma. The temporary graduation certificate is issued in such a way that only the front page is signed by the Rector and the Director of Student Affairs. A second copy may be prepared for those who lose their graduation certificate. Document fees are determined by the University Senate. Students' procedures are initiated after the approval of payment following the request for documents. The front page of the document is prepared in Turkish and English. The document obtained from the student information system and printed on letterhead paper is stamped with the cold seal and wet seal of Student Affairs.

Preparation of Diplomas

Article 7-

- a. The form, paper and print quality, and security principles of diplomas shall be determined as standard by the decision of the Senate in accordance with technological developments and in harmony with the historical identity of the University.
- b. On the front side of the diploma, the name of the University, the name of the Vocational School/Faculty/School or Institute, the type of diploma (Associate Degree/Bachelor's/Master's/Doctorate or Proficiency in Art Diploma), the student's name and surname, the name of the department and/or program in the text section, if any, the title, diploma number, the name, surname, title and signature of the Dean/Director of the relevant unit at the lower left corner of the diploma, and the name, surname, title and signature of the Rector at the lower right corner, and in the lower middle part of the diploma the diploma number and graduation date shall be included.
- c. On the back side of the diploma; the student's name, surname, date and place of birth, student number, language of instruction, diploma number, date and number of issuance of the diploma, Turkish Republic Identification Number, registration date and type, the program in which the student was placed, the program completed, and if any, the minor/double major program in which the student is enrolled shall be included.
- d. Diplomas are signed by the Dean/Director and the Rector who are in office on the date of issuance and are sealed with the University's cold seal. No photograph is affixed to the diploma.

- e. All information on the front and back sides of the diploma, except for the student's name, surname and identity information, is prepared in Turkish and English.
- f. Changes made later in the identity card by court decision are indicated and approved by annotation and date on the back of the diploma. The necessary correction is also made in the diploma register.
- g. In case of an administrative error on the diploma, a new diploma is prepared and submitted for the approval of the Rectorate. The erroneous diploma is cancelled and kept by Student Affairs. The necessary correction is also made in the diploma register.
- h. Honorary Doctorate; in accordance with Article 14, paragraph 5 of the Higher Education Law No. 2547, is awarded by the Senate to living individuals who have made distinguished services and contributions in the development of science, technology, art, sports, culture and social life, in line with the fundamental values of our University.

Graduation Date to be Written on the Diploma

Article 8- The graduation date to be written on the diploma:

- a. For Associate and Bachelor's diplomas, it is the date of the meeting in which the relevant Faculty or School Administrative Board decides on the student's graduation.
- b. For Doctorate, Master's and Proficiency in Art diplomas, it is the date of the meeting in which the relevant Institute Administrative Board decides on the student's graduation.

Certificate and Course Completion Certificate

Article 9-

- a. Certificates or Course Completion Certificates are issued to those who successfully complete all kinds of courses, seminars and similar activities organized in Institutes, Faculties and Schools affiliated with the University.
- b. The certificate or Course Completion Certificate includes the name and surname of the relevant person, date and place of birth, father's name, date of issuance of the document, serial number, full name of the course, seminar or similar activity, its duration and, if any, the title obtained.
- c. The certificate or Course Completion Certificate to be issued is personally signed by the relevant Dean, Director of School or Director of Institute and the coordinator of the course, seminar or similar activity. The certificate and course completion certificate are delivered to the relevant person against signature.

Diploma Register, Diploma Number

Article 10-

- a. Diploma numbers are automatically assigned by the university's information system, and these numbers are written in the diploma register sequentially according to the diploma order number.
- b. In addition to the student's identity information, the diploma number and graduation date are also recorded in the diploma register.
- c. No erasure, scraping or correction shall be made in the prepared diploma register.
- d. Page numbers shall be assigned to the register and each page shall be sealed with the student affairs seal.
- e. The numbering in the register shall be maintained on an academic year basis, and at the end of the academic year, the records shall be closed by signing the last page by the Student Affairs Directorate.
- f. Graduates whose graduation has been approved by the relevant administrative board and whose diplomas have been prepared shall be recorded in the diploma register.
- g. Care must be taken in archiving and storing the data kept electronically in an integrated manner with the student affairs software.

Pedagogical Formation Certificate

ARTICLE 11-

The Pedagogical Formation Certificate includes the student's identity information. The Pedagogical Formation Certificate is signed by the Rector and the Dean of the Faculty of Education conducting the program.

Honor and High Honor Certificates

ARTICLE 12-

- a. Provided that no disciplinary penalty has been received during the period of university education, students who have a semester grade point average between 3.00–3.50 with at least the normal course load at the end of a semester are considered honor students, and those between 3.51–4.00 are considered high honor students.
- b. The certificates are prepared by the affiliated academic unit for students deemed eligible by the academic unit. The certificate includes the signatures of the Director of the Faculty/School/Vocational School and the Head of Department.

Delivery of the Diploma

Article 13-

The diploma is delivered personally to the student against signature after all relevant units have approved the exit form. However, in mandatory cases, the diploma may be delivered to a person authorized by the student through a notarized power of attorney upon written application. In case of the death of the student, the diploma shall be given to the legal heirs upon request. If the rightful owner is abroad, it is delivered to a first-degree relative provided that a power of attorney obtained from the Consulates of the Republic of Türkiye is presented, and in case of death, upon submission of the Certificate of Inheritance.

Approval of the Diploma

Article 14-

a. Diplomas of graduates prepared by the Student Affairs Directorate in accordance with the relevant regulations are approved by the Ministry of National Education and Culture of the TRNC, and subsequently by the Embassy of the Republic of Türkiye in Nicosia by university authorities. Dual citizens (TRNC/TR) and foreign national graduate students are also included in this approval process.

b. Foreign graduates are required to have their diplomas individually approved by their own embassies located in Türkiye.

c. In accordance with the agreement between the two countries (TRNC–TR) and the rules of the Council of Higher Education (YÖK), Turkish Republic citizens who are placed and registered at the university through ÖSYM are not required to obtain equivalency. Diplomas of students who are registered through domestic/international transfer or who change departments within the institution, as well as those who graduate from master's and doctoral programs, are evaluated by the YÖK Recognition and Equivalency Unit upon the student's individual application.

Loss of Diploma, Certificate or Course Completion Certificate

Article 15-

Diplomas, certificates or course completion certificates that are lost may be reissued as explained below:

a. Those who lose their diploma, certificate or course completion certificate must publish a loss announcement in a local or national newspaper. In this announcement titled "Lost Diploma", "Lost Certificate" or "Lost Course Completion Certificate", it is required to specify where the document was obtained from, its number, year and term of graduation, that it has been lost and is no longer valid, and other details regarding the characteristics of the document.

b. In the application to the institution from which the diploma, certificate or course completion certificate was obtained, the application petition must include the newspaper in which the loss announcement was published and a declaration containing the Turkish Republic Identification Number. Foreign students may publish the announcement with their personal information (name, surname, father's name, mother's name, date of birth).

c. The application is examined in light of the records, and the University Administrative Board decides whether the request can be accepted for diplomas, while the relevant Faculty, School or Institute Directorate decides for certificates and course completion certificates.

d. In cases where the original diploma, certificate or course completion certificate is submitted due to damage, a new document may be issued without requiring an announcement, provided that the originally issued document is returned. The new document is prepared with the name, surname and signature of the Dean or Director in office and the Rector.

e. The document fees to be charged for the reissuance of the above-mentioned documents are determined by the University Senate. Procedures shall be initiated after the written application is approved by the Student Affairs Directorate and the document fee is collected.

Diploma Supplement

Article 16-

a. The Diploma Supplement is a document given together with the diploma upon request by petition to students who have successfully completed the programs in which they are enrolled, and its format is based on the model developed by the European Commission, the Council of Europe and UNESCO/CEPES.

b. The Diploma Supplement includes the graduation date, diploma number, level of the degree obtained, transcript information, and information about the grading system of the University and the national education system.

c. The Diploma Supplement facilitates the academic and professional recognition of the diploma; however, it does not replace the diploma and does not guarantee international academic recognition.

d. The Diploma Supplement is signed by the Director of Student Affairs and stamped with a wet seal.

Article 17-

This Regulation enters into force upon approval by the Board of Trustees of Cyprus Aydın University.

Execution

Article 18-

This Regulation shall be executed by the Rector of Cyprus Aydın University.