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05 November 2025	13.30	2025-2026-04

**İSTİNYE UNIVERSITY
DIRECTIVE ON THE ISSUANCE OF DIPLOMAS, DIPLOMA SUPPLEMENTS, AND
OTHER DOCUMENTS**

**Chapter 1
Purpose, Scope, and Legal Basis**

Purpose

ARTICLE 1 – (1) This directive establishes the procedures and principles for earning, preparing, issuing, recording, and replacing diplomas and diploma-related documents at Istinye University, particularly regarding graduation, as well as all certificates and documents regulated by university legislation and Senate decisions.

Scope

ARTICLE 2 – (1) This directive encompasses the procedures and principles for the preparation of diplomas, diploma supplements, minor certificates, transcripts, and honor/high honor certificates awarded to associate and undergraduate students based on their academic achievements. It also includes certificates and participation documents for those who successfully complete training organized by the university's application and research centers, the awarding of honorary titles and science medals, documentation related to professorship appointments, certificates of appreciation/participation, the preparation of diploma registers, and procedures for handling lost diplomas, certificates, or documents, all in accordance with Istinye University legislation.

Legal Basis

ARTICLE 3 – (1) This directive is based on Articles 43 and 44 of the Higher Education Law No. 2547, as well as the following legislation:

- a) Regulation on Awarding Associate Degrees or Transferring to Vocational Schools for Students Who Have Not Completed or Cannot Complete Undergraduate Studies
- b) Istinye University Associate and Undergraduate Education and Training Regulation
- c) Istinye University Graduate Education and Training Regulation
- ç) Istinye University Double Major and Minor Directive
- d) Procedures and Principles for Awarding Honorary Titles
- e) Implementation Principles of the "İstinyeli That Makes a Difference Announcement and Award Program"
- f) Procedures and Principles of the Faculty of Medicine Science Medal
- g) Regulation of the Continuing Education Application and Research Center
- h) Directives of Research Centers / Regulations of Application and Research Centers.

Definitions

ARTICLE 4 – (1) The following terms used in this directive shall have the meanings specified below:

- a) University: Istinye University
- b) Senate: The Senate of Istinye University
- c) Rector: The Rector of Istinye University
- ç) Administrative Board: The Administrative Board of Istinye University

- d) Unit: The Institutes, Faculties, and Vocational Schools affiliated with Istinye University
- e) Dean: The Deans of the Faculties affiliated with Istinye University
- f) Electronic Signature: Electronic data that is attached to or logically associated with other electronic data for authentication purposes. This is also known as an e-signature and serves as a legal substitute for a handwritten signature in electronic contexts.
- g) Director: The Directors of the Institutes and Vocational Schools affiliated with Istinye University.
- h) Second Copy (Duplicate): An official document reissued by the University to replace an original document that has been stolen, lost, or rendered unusable. This is issued upon the request and declaration of the rightful holder and serves as a substitute for the original.
- i) Science Medal: An honorary award presented to individuals who have made original contributions in medicine, health sciences, or interdisciplinary scientific fields, as defined in subparagraph (1/a) of Article 4 of the Procedures and Principles for Awarding Honorary Titles.
- j) Double Major Program (ÇAP): A program that allows students who meet academic success requirements and other conditions to simultaneously take courses from two diploma programs at the University, enabling them to earn two separate diplomas.
- k) Diploma Supplement (DS): A document issued alongside a higher education diploma to enhance international transparency and ensure the academic and professional recognition of acquired qualifications and competencies, as well as the documents (diplomas, degrees, certificates) that reflect these.
- l) Electronic Signature: Electronic data attached to or logically associated with other electronic data and used for authentication purposes.
- m) Honorary Title: The honorary academic title (honorary doctorate) and honorary service awards (such as the science medal and certificate of friendship).
- n) Certificate: An official document certifying that an individual has received training and acquired knowledge and skills in a specific subject.
- o) Minor Program: A program that allows a student enrolled in a diploma program to take a limited number of courses in a specific subject within another diploma program at the same higher education institution, provided the necessary conditions are met. The student receives a document (minor certificate) that does not replace a diploma.

Chapter 2 Issuance of Diplomas

Diplomas

ARTICLE 5 – (1) The Directorate of Student Affairs issues the diplomas defined below to students who have successfully completed all the requirements of their respective academic programs, based on the decision of the administrative board of the relevant academic unit.

- a) An Associate Degree Diploma is awarded to students graduating from two-year vocational schools.
- b) Students who have completed the first two years of a faculty program but are unable to finish can request an Associate Degree Diploma, following the provisions of the Regulation on Awarding Associate Degrees or Transfer to Vocational Schools for Students Who Have Not Completed or Cannot Complete Undergraduate Studies.
- c) For Faculty of Medicine students who have successfully completed the first two years of their program but cannot continue, a Basic Medical Sciences Associate Degree Diploma is issued upon request. Those who complete the first four years but cannot finish the program may request a Bachelor's Degree in Medical Sciences.
- d) A Bachelor's Degree Diploma is awarded to students who complete the undergraduate programs of four-year faculties.
- e) Students who meet all requirements for their faculty or vocational school curriculum and earn a bachelor's degree, while also completing a Double Major program, receive an additional diploma for the second major. However, a diploma for the second major is not issued if the student has not graduated from the primary major program.
- f) Students who complete the six-year Faculty of Medicine or the five-year Faculties of Pharmacy and

Dentistry receive the following diplomas: Medical Doctor Diploma, Dentistry Diploma, and Pharmacy Diploma, respectively.

g) For those who complete thesis-based master's programs, a Master's Diploma with Thesis is awarded; for non-thesis master's program graduates, a Non-Thesis Master's Diploma is issued; for doctoral program graduates, a Doctoral Diploma is awarded; and for proficiency in arts program graduates, a Proficiency in Arts Diploma is issued.

Graduation Date

ARTICLE 6 – (1) The graduation date stated on associate and bachelor's degree diplomas is the date of the administrative board meeting at which graduation is decided for the student's academic unit.

For students required to repeat courses such as internships or clinical practice, graduation procedures will proceed without waiting for the semester/year to conclude, provided they have fulfilled the necessary obligations. The graduation date will be recorded as the date of the final exam in which these obligations are completed, or for internships, the final day of the internship.

(2) For thesis-based master's programs, the graduation date is the date on which bound copies of the thesis—approved in terms of format and signed by the thesis examination jury—are submitted to the Institute.

(3) In non-thesis master's programs, the graduation date is the date the term project report is approved as successful by the advisor, assuming all other courses have been completed.

(4) For Doctorate/Proficiency in Arts programs, the graduation date is the date the signed thesis, approved by the thesis examination jury, is submitted to the Institute.

Diploma Format and Language

ARTICLE 7 – (1) The Rectorate determines the type of paper, size, design, and layout for diplomas.

(2) Diplomas are issued in Turkish and include an English translation of the information. Additional English explanations may be added where necessary.

(3) A QR code for verification purposes is included on the front side of the diploma.

Diploma Number

ARTICLE 8 – (1) Diploma numbers are automatically generated by the information system. They consist of the graduation year, the numerical code of the relevant academic unit, and the diploma sequence number. These numbers are recorded on both the diploma and the diploma register.

ARTICLE 9 – (1) If an administrative error occurs on a diploma, a new diploma will be issued and submitted for Rectorate approval. The incorrect diploma will be documented in a formal report, then canceled and destroyed.

Information Included on the Diploma

ARTICLE 10 – (1) The following information will appear on the front side of the diplomas:

- The University logo
- The name of the University
- The Republic of Türkiye identification number, or for foreign nationals, the Foreign Identification Number
- Student's first and last name
- Diploma number
- Name of the corresponding academic unit
- Name of the department, program, major field of study/major art field, and discipline
- Graduation date

- Degree type (associate, bachelor's, master's, doctorate, proficiency in arts)
- Title, if applicable, based on department/program information
- Rector's name in the lower right corner; Dean/Director's name, surname, and title in the lower left corner
- Rector's signature
- Dean's or Director's signature
- Explanations for QR code and electronic signature

(2) For diplomas signed with an electronic signature, a statement indicates that the document has been signed with a secure electronic signature in accordance with Article 5 of the Electronic Signature Law No. 5070, and that images of signatures are used in place of handwritten signatures.

(3) In joint diplomas issued to students completing associate, bachelor's, or graduate studies under an international cooperation protocol, the signatures and logos of the Rectors from both cooperating universities appear on the diploma.

Information Not Included on the Diploma

ARTICLE 11 – (1) The following information shall not be included on the diploma:

- a) For students graduating from evening education programs (second cycle), the diploma will not indicate that they completed an evening program.
- b) Except for programs determined by the Council of Higher Education, no title or graduation grade (such as “excellent,” “good,” “average,” etc.) will be written on the diploma, and no photograph will be affixed.
- c) For students who complete the first two years of undergraduate education and receive an associate degree diploma, no field or professional designation will be included on the diploma.

Signatures on Diplomas

ARTICLE 12 – (1) Diplomas are electronically signed by the Rector in office on the date of issuance and by the Dean of the relevant Faculty or the Director of the relevant School/Institute.

(2) After being initialed by the Head of the Student Affairs Department, diplomas are forwarded for electronic signature to the relevant Director, Dean, and Rector.

(3) Upon personal application to the Directorate of Student Affairs, the diploma may be printed on diploma paper and issued with an electronic signature and QR code.

Registration of Diplomas

ARTICLE 13 – (1) The diploma information for graduates of higher education programs in the health field is electronically verified through the Higher Education Information System (YÖKSİS) managed by the Council of Higher Education.

(2) Diplomas for students with verified graduation information are registered by authorities designated by the Ministry of Health.

(3) This registration process ensures the official recognition of graduation and enables individuals to pursue professional activities in the health sector.

Diploma Supplement

ARTICLE 14– (1) The Diploma Supplement is a document issued alongside the diploma to students who successfully complete their registered programs. It is based on a model developed collaboratively by the European Commission, the Council of Europe, and UNESCO/CEPES.

(2) The Diploma Supplement includes the information specified by the European Commission.

(3) It is valid only when accompanied by the diploma; while it aids in the academic and professional recognition of the diploma, it does not replace it.

(4) The Diploma Supplement is issued by the Directorate of Student Affairs, featuring the University, TQF (TYÇÇ), and EUROPASS logos, along with a wet signature and seal.

Diploma Register

ARTICLE 15 – The diploma register includes photographs for associate and bachelor’s degree programs. Diplomas are attached to the register after confirming that the information matches the recorded details, and the student signs the register upon receiving the diploma.

Chapter 3 Issuance of Certificates and Other Documents

Minor Certificate

ARTICLE 16 – (1) Students enrolled in a diploma program may receive a Minor Certificate, provided they meet the necessary requirements and complete a limited number of courses on a specific subject within the relevant academic units of the University. This certificate does not replace a diploma.

- (2) To obtain the Minor Certificate, the student must graduate from their major program.
- (3) The Minor Certificate is prepared by the Directorate of Student Affairs.
- (4) It is issued with a QR code.
- (5) The Minor Certificate is electronically signed by the Dean of the respective unit and the Rector.
- (6) Upon request, the Minor Certificate is printed and issued by the Directorate of Student Affairs.

Honor and High Honor Certificates

ARTICLE 17 – (1) Graduating students without any disciplinary penalties and with a cumulative grade point average (GPA) of 3.00 to 3.49 receive an **Honor Certificate**. Those with a GPA ranging from 3.50 to 4.00 are awarded a **High Honor Certificate**.

- (2) The Honor and High Honor Certificates are electronically signed and issued by the Dean/Director of the relevant unit and the Rector, each containing a QR code.
- (3) At the student's request, the Directorate of Student Affairs can print and issue the Honor and High Honor Certificates.

Certificate / Participation / Appreciation Documents

ARTICLE 18 – (1) A **Certificate** is awarded to individuals who successfully complete the final assessment examinations for any defined course or training activity conducted by the University’s academic units, research centers, collaborating institutions, or the Continuing Education Center. A **Participation Certificate** is given to those who participate in these activities.

- (2) The front of the Certificates and Participation Certificates will display the recipient’s first and last name, the date of issuance, the serial number, the full name of the course or activity, its duration, and, if applicable, the name of the collaborating institution.
- (3) Certificates will include an electronic signature and a QR code.
- (4) An appreciation document is awarded to individuals serving as instructors, panelists, speakers, or in similar roles during such activities.

Honorary Title Certificate

ARTICLE 19 – (1) This certificate is issued in accordance with the *Procedures and Principles for Awarding Honorary Titles* of Istinye University.

Professorship Certificate

ARTICLE 20 – (1) This certificate is awarded to faculty members appointed to a full-time Professorship position at Istinye University. The front of the Professorship Certificate includes the

certificate holder's name, the date of issuance, the name of the Faculty/Institute/Vocational School and Department, the certificate number, and the Rector's signature centered at the bottom.

Istinyeli That Makes a Difference Certificate

ARTICLE 21 – (1) This certificate is awarded to individuals who demonstrate exceptional achievement in the areas outlined in the *Implementation Principles of the Istinyeli That Makes a Difference Announcement and Award Program*.

Certificate of Appreciation

ARTICLE 22 – (1) This certificate is awarded by the appropriate administrative and academic units to academic and administrative staff, students, and external individuals, groups, or institutions in recognition of their participation in or contributions to training activities, symposia, conferences, competitions, and similar events.

Manifesto Development Program Social Transcript Certificate

ARTICLE 23 – (1) Students who successfully complete the Manifesto I–II–III–IV courses within undergraduate programs, as well as the Manifesto I–II courses in associate degree programs, will receive a Manifesto Development Program Social Transcript Certificate. This certificate is provided to graduating students along with their diploma and diploma supplement.

Chapter 4 Format and Delivery of Documents

Delivery of Documents

ARTICLE 24 – (1) Diplomas, diploma supplements, certificates, and similar documents are delivered exclusively to the rightful student or to a representative presenting a notarized power of attorney. If the rightful holder is abroad, the power of attorney must be issued by a Consulate of the Republic of Türkiye. In the event of the rightful holder's death, the diploma will be delivered—upon request—to the legal heirs who provide a certificate of inheritance.

Loss of Diplomas, Diploma Supplements, Minor Certificates, and Honor/High Honor Certificates

ARTICLE 25 – (1) If a diploma or certificate is lost, the document holder must submit a petition along with a photocopy of their identification card to the Directorate of Student Affairs.

(2) When reissuing diplomas that require registration with the Ministry of Health, the phrase “second copy” will be stamped on the front.

(3) The second copy will be electronically signed and issued with a QR code by the Rector, Dean, or Director in office at the time of reissuance.

(4) In the case of a lost Honor or High Honor Certificate, a new physical document will not be issued. Students may access their Honor or High Honor Certificates electronically (with e-signature) through the Student Information System and print them as needed.

(5) The provisions of this article apply to lost diplomas, diplomas requiring registration by the Ministry of Health, and printed diplomas.

Reissuance of Documents

ARTICLE 26 – (1) If an individual's name, surname, or identification information changes after a diploma has been issued, a new diploma or document with the updated information will be prepared as a second copy. In such cases, individuals must submit a petition to the Directorate of Student Affairs, along with the original document and any supporting documents, such as a certified copy of the court decision required for updating population registry information.

(2) If a diploma has not yet been issued by the time of the application, necessary updates will be made in the Student Information System, and all documents to be issued will reflect the updated information.

3) If a document is damaged to the extent that it cannot be used, a new document containing the same information as the original will be issued. The rightful holder must apply to the Directorate of Student Affairs with a petition, along with the original damaged document and a photocopy of their identification card.

Chapter 5

Final Provisions

ARTICLE 27 – (1) This Directive shall take effect on the date of its approval by the University Senate.

Execution

ARTICLE 28 – (1) The provisions of this Directive shall be enforced by the University Rector.