

**ISTINYE UNIVERSITY**

**SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
01 April 2026	13.30	15

**ISTINYE UNIVERSITY**

**SOCIAL TRANSCRIPT APPLICATION**

**PROCEDURES AND PRINCIPLES**

**Purpose**

**ARTICLE 1**

(1) These Procedures and Principles define the processes for operating the Social Transcript application, including application, registration, evaluation, and documentation. The aim is to highlight the social, cultural, artistic, scientific, athletic, community service, and volunteer achievements and personal growth of associate and undergraduate students at the University during their education.

(2) Furthermore, these Procedures and Principles seek to foster the development of socially conscious, responsible individuals who contribute to society, possess strong social skills (communication, teamwork, critical and analytical thinking, leadership), uphold universal and humanitarian values, and have a broad intellectual background and aesthetic appreciation.

**Scope**

**ARTICLE 2**

(1) These Procedures and Principles govern the application, registration, evaluation, and documentation of extracurricular activities undertaken by associate and undergraduate students at the University, and the inclusion of these activities in the Social Transcript.

**Basis**

**ARTICLE 3**

(1) These Procedures and Principles are established in accordance with Articles 4, 5, and 14(5) of the Higher Education Law No. 2547, dated November 4, 1981.

**Definitions**

**ARTICLE 4**

(1) For the purposes of these Procedures and Principles, the following definitions apply:

- Academic Advisor: A faculty member assigned to a student by their Department/Program.
- Application System: The University's online platform for submitting Social Transcript applications.
- Activity: Social, cultural, artistic, scientific, athletic, or community service activity.

d) Social Transcript: An official record, supplemental to the academic transcript, documenting a student's participation in social responsibility, club, athletic, cultural, and volunteer activities during their studies.

e) University: Istinye University.

### **Nature of the Social Transcript**

#### **ARTICLE 5**

(1) Every graduating student has the right to receive a Social Transcript in addition to their academic transcript. The student's Social Transcript is permanently maintained in the system, even after graduation. Students may request a replacement Social Transcript if the original is lost.

(2) The Social Transcript, distinct from the academic transcript, documents a student's engagement in the activities listed in Article 6 during their enrollment at the University.

(3) The Health, Culture, and Sports Department coordinates all processes related to the Social Transcript.

### **Activities Eligible for Inclusion in the Social Transcript**

#### **ARTICLE 6**

(1) The Social Transcript recognizes extracurricular activities.

(2) Eligible activities include:

##### **a) Awards and Honors**

1. Awards and honors received in university-organized events.
2. Awards and honors received in events attended outside the University.
3. Awards and honors received in competitions where the University was represented.

##### **b) Leadership and Management Roles**

1. Chairperson or member of a student club's management/supervisory board.
2. Student Council, faculty, department, or class representative.
3. Roles within the University (student assistant, project assignments, etc.).

##### **c) Memberships**

1. Student club memberships.
2. Memberships in other University organizations.
4. Memberships in non-governmental organizations.

##### **d) Exchange Programs**

1. Participation in student exchange programs such as Erasmus, Mevlana, Farabi, etc.
2. Participation in domestic and international events within the scope of these programs.

##### **e) Entrepreneurial Activities**

1. Establishing or co-owning a business.
2. Participation in entrepreneurial events (competitions, training, business idea presentations, etc.).

**f) Projects, Publications, and Intellectual Property**

1. Participation in internationally funded projects.
2. Participation in activities related to patents, utility models, designs, etc.
3. Scientific publications in academic journals.

**g) Volunteer Internship Programs**

1. Volunteer internships and related social activities undertaken during the student's education.

**h) Other Activities**

1. Social Responsibility (Community Service) Activities.
2. Cultural and Artistic Activities.
3. Athletic Activities.
4. Scientific Activities.
5. Club Activities.
6. Sustainability Activities.
7. Education/Certificate Programs.

(3) Active participation is essential for activities to be recorded on the Social Transcript. Passive attendance as an observer or listener is insufficient. Active roles such as organizing team membership, presentations, moderation, or similar roles in conferences, seminars, and panels are required.

**Application Process**

**ARTICLE 7**

(1) Students upload supporting documentation for their activities through the University's designated application system.

(2) Applications must include documentation verifying participation, such as event-related materials or verification documents issued by the relevant organization. At a minimum, the documentation must include the date of issuance, the student's full name, the wet or digital/electronic signature of the issuer/approver, and, if applicable, a verification code and/or QR code for verification.

(3) Applications should be submitted after the activity is completed. However, recognizing potential delays in obtaining documentation, applications may be submitted on dates announced in the academic calendar and/or until the last day of the Final Exam week.

(4) For students transferring horizontally or vertically with recognition of prior learning, eligible activities will be added to their Social Transcripts.

(5) Upon initial login to the system, students must electronically sign a statement affirming the accuracy of the submitted documents and acknowledging full responsibility for their veracity. They must also approve the Personal Data Protection Law and consent text. Submission of false or falsified documents will be subject to disciplinary action as per the Higher Education Law No. 2547.

### **Evaluation and Approval**

#### **ARTICLE 8**

- (1) Academic advisors evaluate students' Social Transcript applications.
- (2) The academic advisor reviews the submitted documents and information in accordance with these Procedures and Principles and approves the inclusion of eligible activities on the Social Transcript.
- (3) The advisor may request additional information or documentation if necessary.

### **Preparation of the Social Transcript**

#### **ARTICLE 9**

- (1) Approved activities are recorded on the student's Social Transcript.
- (2) The Social Transcript is issued together with the diploma and diploma supplement.

### **Entry into Force**

#### **ARTICLE 10**

- (1) These Procedures and Principles take effect upon approval by the University Senate.

### **Execution**

#### **ARTICLE 11**

- (1) The Rector is responsible for the execution of these Procedures and Principles.