



REGULATION ON GRADUATION AND GRADUATION DOCUMENTS

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

1. Short Title

This Regulation shall be referred to as the “Arkin University of Creative Arts and Design (ARUCAD) Regulation on Graduation and Graduation Documents.”

2. Definitions

For the purposes of this Regulation, the following terms shall mean;

- a) University: Arkin University of Creative Arts and Design (ARUCAD),
- b) Rector: The Rector of ARUCAD,
- c) Academic Unit: The relevant Faculty, Institute, School, or Vocational School of the University,
- d) Dean: The head of an academic unit in Faculties,
- e) Director: The head of an academic unit in Institutes, Schools, and Vocational Schools,
- f) Diploma Register: The official register in which diplomas are recorded,
- g) Duplicate Diploma: The second copy of a diploma issued, upon a duly submitted application, to graduates who have lost their diploma or whose diploma has become unusable due to damage or deterioration, provided that their identity and graduation records are preserved,
- h) Temporary Graduation Certificate: The document issued, upon request, to graduates whose diplomas have not yet been prepared.

3. Purpose

The purpose of this Regulation is to establish the fundamental principles governing the preparation and delivery of Doctoral, Proficiency in Art, Master’s, Bachelor’s, and Associate Degree diplomas, as well as other related documents, to students who have graduated from the Institutes, Faculties, Vocational Schools, or Schools affiliated with Arkin University of Creative Arts and Design.

4. Scope

This Regulation covers the provisions regarding the preparation and delivery of Doctoral, Proficiency in Art, Master’s, Bachelor’s, and Associate Degree diplomas, as well as other related documents, to individuals who have successfully completed their education and graduated from the Institutes, Faculties, Schools, and Vocational Schools affiliated with Arkin University of Creative Arts and Design.

SECTION TWO

Principles Governing Graduation and Graduation Documents

5. Graduation

- (1) In order for a graduation decision to be rendered, the following conditions regarding the student must be reviewed and approved:
 - (a) Verification and approval, respectively, by the Academic Advisor, the Department Graduation Committee, the Faculty Graduation Committee, and the Faculty Boards, that the student has taken and successfully completed all required courses; has accumulated the required amount of local credits and ECTS credits; and has achieved the minimum cumulative grade point average stipulated in the relevant regulations,
 - (b) If all of the above conditions are met positively, the matter shall be submitted for the approval of the Senate, and concurrently, upon the approval of the members of the University Graduation Committee, a graduation decision shall be issued for the student and graduation procedures shall be initiated.
- (2) In cases where the student is required to attend summer school, graduation procedures shall be postponed until the completion of the summer school period.

6. Common Provisions Regarding Graduation Documents

- (1) For students whose graduation has been decided at the end of each examination period, whose procedures have been completed by the relevant Department/Faculty/School/Vocational School/Institute, whose records have been finalized in the student information system, and whose graduation has been approved by the Senate, diplomas shall be prepared by the Directorate of Student Affairs.
- (2) Diploma paper shall be printed in a standard and blank format approved by the Rectorate.
- (3) In the preparation of diplomas, the information contained in the student information system and the graduation lists submitted by the academic units shall constitute the basis.
- (4) Diplomas shall be signed with wet signatures by the Dean and the Rector in Faculties; by the Director and the Rector in Vocational Schools, Schools, and Institutes; and, in joint programs, by the authorized persons in accordance with the provisions of the relevant protocols. Diplomas shall bear the hologram of the University. The same procedure shall apply to the preparation and signing of second major diplomas for students enrolled in double major programs.
- (5) Students who successfully complete their enrolled programs and become entitled to receive a diploma shall be provided, together with the diploma, with a diploma supplement and a transcript.
- (6) No photograph shall appear on the diploma, the diploma register, or the minor program certificate.
- (7) The Diploma Register shall be completed and maintained by the Directorate of Student Affairs.

SECTION THREE

Diplomas and Temporary Graduation Certificates

7. Diplomas

- (1) For students who have fulfilled all the requirements of the programs in which they are enrolled and have thereby earned the right to graduate, a diploma shall be issued in accordance with the

degree and title approved by the Senate of Arkin University of Creative Arts and Design for the relevant program. The front side of the diploma shall include the following;

- (a) The name, logo, and hologram of the University,
- (b) The name of the academic unit from which the student graduated,
- (c) The name of the program from which the student graduated
- (d) The student's full name,
- (e) For Bachelor's and Associate Degree diplomas, the designation "Honors" for students with a cumulative grade point average between 3.00 and 3.49, and "High Honors" for students with a cumulative grade point average of 3.50 or above,
- (f) The degree (Doctorate / Proficiency in Art / Master's (thesis / non-thesis) / Bachelor's / Associate Degree),
- (g) The date of graduation,
- (h) The embossed seal.

The reverse side of the diploma shall include the following:

- (a) The student's full name,
 - (b) Nationality
 - (c) For students who are citizens of the Republic of Türkiye or the Turkish Republic of Northern Cyprus, the national identification number; for foreign nationals, the passport number,
 - (d) Date and place of birth,
 - (e) Student number
 - (f) Language of instruction,
 - (g) Diploma number (automatically generated by the system as a 10-digit number consisting of: 2 digits for the graduation year – 2 digits for the Faculty/Institute/School/Vocational School code – 2 digits for the Program/Department code – 2 digits for the program graduation sequence),
 - (h) Date of issuance,
 - (i) Year and method of admission,
 - (j) Program completed,
 - (k) Program of admission,
 - (l) The names of the Rector and the head of the relevant academic unit (Director for Associate Degree diplomas, Dean for Bachelor's diplomas, and Institute Director for graduate diplomas), together with the signature of the Head of the Student Affairs Directorate,
 - (m) Date of approval.
- (2) The graduation date to be indicated on diplomas issued to graduates of associate degree, bachelor's, and graduate programs shall be the date specified in the relevant decision adopted by the Senate.
- (3) Diplomas shall be prepared in both Turkish and English.
- (4) Diplomas of graduates of double major programs shall not indicate that the graduate has completed a double major program.
- (5) Diplomas requiring certification shall be submitted by the Directorate of Student Affairs, within the framework of the relevant legislation, to the Ministry of National Education of the Turkish Republic of Northern Cyprus, the Ministry of Foreign Affairs of the Turkish Republic of Northern Cyprus, and the Embassy of the Republic of Türkiye in Nicosia for certification. Following approval, the diplomas shall be delivered to the graduate against a signed record confirming receipt of the certified document.
- (6) Diplomas, Temporary Graduation Certificates, and Minor Program Certificates shall be delivered only to the rightful holders themselves or, in compulsory cases, to their authorized

representatives upon presentation of a notarized power of attorney. If the diploma holder is abroad, the power of attorney must be issued by the relevant consulate. In the event of the graduate's death, the diploma shall be delivered to the legal heirs upon request.

- (7) In cases where an administrative error is identified on a diploma, the diploma shall be reissued even if it has already been delivered to the holder. The erroneous diploma shall be retrieved and, together with the newly issued diploma, submitted by the Directorate of Student Affairs to the Rectorate. Following completion of the signature process, the corrected diploma shall be duly delivered to the rightful holder.
- (8) Cancelled diplomas shall be retained by the relevant academic units, and their destruction shall be carried out under the supervision of a commission, with the process documented by an official report.

8. Loss of Diplomas and Issuance of Duplicate Diplomas

- (1) A graduate who has lost their diploma shall publish a loss announcement in one of the newspapers with nationwide circulation. The graduate shall apply to the Directorate of Student Affairs by submitting a petition together with the newspaper announcement, a copy of their national identity card, and the receipt evidencing payment of the fee determined by the Board of Trustees into the designated bank account. The application shall be compared with the records of the relevant academic unit. If deemed appropriate, a duplicate diploma shall be issued.
 - (a) The duplicate diploma shall be printed containing all the information appearing on the original diploma, and a stamp bearing the inscription "DUPLİKATA / DUPLICATE" in red ink shall be affixed.
 - (b) No further diploma shall be issued to individuals who lose the diploma issued for the second time; instead, a written statement shall be provided indicating that the diploma has been lost and that both the original and the duplicate had previously been issued.
 - (c) On the front side of the duplicate diploma, all information contained on the original diploma shall be reproduced verbatim; however, no signatures shall be affixed.
 - (d) On the reverse side of the duplicate diploma, all student information contained on the original diploma shall be reproduced verbatim. In addition, the date of issuance and the name, surname, signature, and seal of the Rector, the Dean/Director, and the Head of the Directorate of Student Affairs who were in active office on the relevant date shall be included, together with the date affixed over the signatures.
 - (e) Upon completion of the signature process, the duplicate diploma shall be delivered to the rightful holder by the relevant academic unit in accordance with the procedures followed for the issuance of the original diploma.

9. Damaged or Worn Diplomas

- (1) Provided that the identity and graduation information remain legible and intact, a graduate who wishes to replace a diploma that has become unusable due to damage or wear for any reason shall apply to the Directorate of Student Affairs by submitting the original damaged diploma together with a copy of their national identity card.
- (2) The relevant academic unit shall compare the application with its records. If the application is approved, a duplicate diploma shall be issued and delivered in accordance with the procedures applicable to lost diplomas (excluding the requirement for a newspaper announcement).

10. Temporary Graduation Certificate

- (1) Upon request, a temporary graduation certificate containing the diploma information shall be issued in two copies to graduates whose diplomas have not yet been prepared. After the certificate is dated, one copy shall be delivered to the graduate against signature, while the other copy shall be retained in the student's file.

- (2) The lower right corner of the temporary graduation certificate shall be signed by the Head of the Directorate of Student Affairs. The signature and the photograph located in the upper right corner shall be stamped with the official seal.
- (3) The temporary graduation certificate shall be issued once only for the purpose of being replaced by the diploma and shall be valid for a period of six (6) months from the date of graduation, until the diploma is obtained. This condition shall be expressly stated on the certificate.
- (4) The original temporary graduation certificate shall be submitted to the Directorate of Student Affairs at the time the diploma is collected. In cases where the certificate has been lost, the relevant loss announcement shall be presented.
- (5) For individuals who have lost the temporary graduation certificate bearing wet signatures, a certified photocopy of the duplicate retained in the student file shall be delivered, with the annotation “issued due to loss” affixed to the reverse side.

11. Diploma Supplement

- (1) Students who successfully complete the programs in which they are enrolled and become entitled to receive a diploma shall be issued a diploma supplement together with the diploma. The diploma supplement;
 - (a) Constitutes an annex designed to facilitate the recognition of the diploma.
 - (b) Does not, in itself, guarantee international academic recognition.
 - (c) Is valid only when presented together with the diploma.
 - (d) Is based on a model developed by the European Commission, the Council of Europe, and UNESCO/CEPES,
 - (e) Includes information on the graduation date, diploma number, level, content, and function of the awarded qualification, as well as the University’s principles of education, instruction, and assessment, and the national education system.
 - (f) Is signed by the Head of the Directorate of Student Affairs.
 - (g) Bears the name, logo, and hologram of the University.

12. Archiving of Diploma Information

- (1) Information relating to graduated students shall be electronically archived in the student information system by the Directorate of Student Affairs.
- (2) Prior to the diploma certification procedures for graduated students, the following information shall be entered into and maintained within the TRNC Ministry of Education YÖBİS system: the student’s name and surname, student number, national identity/passport number, Faculty and Department information, type of graduation, date of university enrollment, method of enrollment, diploma date, diploma number, diploma degree, nationality, name of the Rector, name of the Dean/Director, and telephone and e-mail contact information.

13. Diploma Fee

- (1) A fee determined each academic term by the Board of Trustees shall be charged to students for the printing, approval, inclusion of security features (such as holograms and seals), archiving, and distribution of diplomas.

14. Minor Program Certificate

- (1) Students who successfully complete a minor program shall be issued a minor program certificate in the field of study, which does not replace a diploma.
- (2) The minor program certificate shall be prepared in both Turkish and English.
- (3) The certificate shall include the student number, full name, information on the Faculty/School/Program in which the minor was completed, the date and number of the relevant Administrative Board decision, and the date of issuance of the document.

- (4) The certificate shall be signed by the Dean/Director of the academic unit in which the minor program was completed and by the Rector.

15. Graduation Ceremony and Academic Distinctions

- (1) The graduation ceremony shall be held at the date and venue determined at the end of the academic year, with the participation of graduating students.
- (2) In determining students who graduate with academic distinction, the following criteria shall apply;
- (a) Graduation without losing any academic term, excluding periods during which enrollment was suspended,
 - (b) Absence of any disciplinary penalties.
- Students meeting these conditions shall be ranked within their respective programs in descending order according to their cumulative weighted grade point averages.
- (3) Students who receive awards at the graduation ceremony organized by the University shall be those who achieve first place in each program.
- (4) In the event of equality in graduation grades, all such students shall be deemed to hold the same rank.

SECTION FOUR Other Provisions

16. Matters Not Regulated

In matters not expressly regulated under this Regulation, the relevant provisions of other applicable legislation of Arkin University of Creative Arts and Design, as well as the decisions of the Board of Trustees, the Senate, or the relevant Administrative Board, shall apply.

17. Entry into Force

This Regulation shall enter into force as of the date on which it is adopted by the Senate of Arkin University of Creative Arts and Design.

18. Authority for Execution

The provisions of this Regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.