

DOĞUŞ UNIVERSITY

THE DIRECTIVE FOR DIPLOMA, DIPLOMA BOOK, GRADUATION CERTIFICATE AND OTHER RELATED DOCUMENTS

(Accepted at the University Senate meeting held on 12.08.2010 no, 2010/17 and approved on 13.08.2010 no, 2010/19 by the board of trustees)

AIM

Article 1- The aim of this directive is to outline the procedures for the preparation of diploma, diploma book, graduation certificate and other relevant documents at Dogus University.

SCOPE

Article 2 – Provisions of this directive are to be applied in regard to bachelor's degree, associate degree, master and doctoral degree diplomas which are awarded to graduates of faculties, vocational high schools and institutes affiliated to Dogus University.

INFORMATION RECORDED ON THE DIPLOMA

Article 3 -

a) The students who have completed their course successfully are accepted as graduates by the faculty / vocational high schools / college / and institute boards of directors, reported to the Rector, and then issued a diploma.

Any graduate whose diploma has not yet been prepared, will be given a "Temporary Graduation Certificate", which must be returned when they get the diploma. If a graduate loses the "Temporary Graduation Certificate" they can be issued a replacement copy of the certificate, with the reason for the loss annotated.

b) Diplomas are issued in accordance with the information in the Diploma Book, as arranged according to the rank list sent by the Dean of Faculties and Institutes / College / Vocational schools Directorate.

c) The student's name, surname, date of graduation, Identity No (Passport number for foreign students) and diploma number are written on the front of the diploma. The date on which the meeting of the Board of Directors was held is indicated as the date of graduation.

d) The names of the Rector, the Institute Director at the Institute, the dean of the relevant faculty and the Director of Vocational Schools and Colleges affiliated to the rectorate are written upon the diploma and shall be signed by the relevant person.

Signed copies of diplomas will be stored in the archives of the rectorate.

e) Legally ratified amendments to student identity cards will be annotated in the back of the diploma book, after receiving the University's Board of Directors approval.

f) In the case of a mistake made by the directorate, a new diploma will be issued and submitted to the Rectorate for approval. The erroneous diploma is cancelled and kept by the Rectorate. Necessary changes in the diploma book are made by the Rectorate.

DIPLOMA BOOK

Article 4 – In addition to the information in the diploma, the date of delivery and the space for the signature of the student are present in the diploma book. Information about the graduate is written on papers which are appropriate for a diploma book by leaving at least one line for each graduate. After the papers are signed, one copy of those papers is taken and the original copy is bound and stored in the rectorate archives.

Any subsequent changes made by Rector will be registered in the diploma degree book.

ISSUE OF DIPLOMA

Article 5 – The graduates read the ‘Doğuş University Graduation oath’ and then the graduation diploma with the oath book shall be delivered after being signed.

In case of death of the graduates, diplomas are given to legal heirs upon request.

REPLACEMENT OF LOST OR DAMAGED DIPLOMA / CERTIFICATE

Article 6 –A replacement copy of the diplomas and certificates can be given to graduates who lost their original diplomas or certificates. The graduates who lose their diplomas or certificates are to declare the situation in a national newspaper published in İstanbul, Ankara or İzmir. The newspaper notice must display the title ‘Lost Diploma or Certificate’ and include:

- The name of diploma and that it came from Dogus University.
- The reference number of the diploma,
- The graduation year,
- A statement that the diploma is now invalid.
- Any other related information.

An ID copy certified by a notary and the newspaper containing the declaration must be included in the application for a replacement diploma or certificate.

Existing records will be reviewed by the relevant units and the requests are evaluated and decided by the university’s board of directors. In the case of the acceptance of the request, the numbers, records, and the names of the signatories on the original are written on the

replacement copy of the certificate or diploma. The replacement copy shall be signed by the dean, director, rector who are in charge on the date when the copy is given. The expression of ‘This copy is given because of loss’ is written at the bottom of the copy. The graduates who request a replacement copy of a diploma or certificate that has been damaged have to demonstrate the remains of the original diploma or certificate.

Replacement copies are prepared with the same method as in the original, and delivered.

If a graduate loses a replacement copy of a diploma or certificate, a second replacement copy is NOT issued. Instead a certified official document which indicates the loss of the certificate or the diploma is issued. The application procedure for the certified official document is the same as the application procedure for the replacement copy – outlined above in Article 6.

ABOLITION

Article 7. “The Regulations relating to designing Doğuş University Diplomas, Diploma Files, Documents of Graduation, Certificates and other related documents” accepted by the University Senate on 07/04/2005 (number 2005/7) and approved by the Board of Trustees on 14/07/2005 (number 2005/5) have been abolished.

ENACTMENT

Article 8 – This directive adopted at the Doğuş University Senate meeting held on the date 07/Nisan/2005 no, 2005/07 enacted by the approval of the Board of Trustees.

IMPLEMENTATION

Article 9 - The provisions of this directive shall be applied by the Rector.

Supplement: 1

DOĞUŞ UNIVERSITY

Diploma Reference Number Structure

Doğuş University diploma numbers are divided into three sections.

1. In the first section, Faculties, Institutes, Vocational Schools and Program code information will be found.

11 English Language and Literature Program

12 Psychology Program

13 Communication Sciences Program

14 Mathematics Program

21 Management Program

22 Business Administration Program (Turkish)

23 International Relations Program

25 Economics and Finance Program

26 Economics and Finance Program (Turkish)

27 International Trade and Business

31 Computer Engineering Program

32 Industrial Engineering Program

33 Industrial Engineering Program (Turkish)

34 Electronics and Communication Engineering Program

35 Information Systems Engineering Program

36 Control Engineering Program

37 Mechanical Engineering

38 Mechanicak Engineerin (Turkish)

41 Graphics Program

42 Photo Program

43 Interior Architecture Program

44 Industrial Product Design Program

45 Visual Communication Design Program

49 Architecture program

51 Law Program

80 Psychology Program

81 MBA Program

82 Management Program

86 Financial Economics Program

87 European Union Studies Program

89 English Literature Program

91 Computer and Information Science Program

92 Engineering and Technology Management Program

193 Management of Logistic Support and Chain of Supplies Program

186 Financial Economics Progra

Management of Engineering Technology Program

Communication Program

93 Electronics and Communication Engineering Program

71 Tourism and Hotel Management Program

72 Computer Technology and Programming Program

73 Foreign Trade Program

78 Accounting Program (METEB Evening Education)

711 BANKING AND INSURANCE PROGRAMME

712 COMPUTER PROGRAMMING

713 FOREIGN TRADE PROGRAMME

714 REAL ESTATE AND REAL ENSTATE MNG.PROG

715 PUBLIC RELATIONS AND PROMOTIONS PROG.

716 HUMAN RESOURCES MANAGEMENT PROG.

717 SECURITIES AND CAPITAL MARKETS PROG.

718 ACCOUNTING AND TAX APPLICATIONS PROG.

719 TOURISM AND HOTEL MANAGEMENT PROG.

721 GRAPHIC DESIGN PROG.

722 APPLIED ENGLISH-TURKISH TRANSLATION PROG.

781 BANKING AND INSURANCE PROGRAMME (SE)

782 FOREIGN TRADE PROGRAMME(SE)

783 REAL ESTATE AND REAL ENSTATE MNG.PROG(SE)

784 PUBLIC RELATIONS AND PROMOTIONS PROG. (SE)

785 HUMAN RESOURCES MANAGEMENT PROG. (SE)

786 SECURITIES AND CAPITAL MARKETS PROG. (SE)

787 TOURISM AND HOTEL MANAGEMENT PROG. (SE)

2. In the second section, the number of students who graduated from the program up to this year will be seen.

3. In the third section, the number of students who have graduated from Dogus University so far will be seen.

4. The diploma number will also indicate the total number of the students who have graduated from that program.

5. Example: 31 / 213 / 925

31: Computer Engineering Undergraduate Program,

213: The number of students, who graduated from the program so far,

925: The total number of students graduated from the University so far