
T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE *on* RE-ISSUING OF
LOST DIPLOMA AND CERTIFICATES

FIRST PART
Purpose Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the principles for re-issuing associate degree, undergraduate, graduate, doctorate-art proficiency, diploma supplements, minor program, double major and formation certificates lost by students who graduated from Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2- (1) This Directive is related to the reissuing of associate degree, undergraduate, graduate, doctoral/art proficiency diplomas and diploma supplements to be prepared for those who graduate from the programs affiliated to Hacı Bektaş Veli University, and the certificates obtained by those who have completed the minor program and double major program. covers the principles and procedures.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the following legislative provisions:

- Higher Education Law No. 2547 dated 06.11.1981
- Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education Regulations published in the Official Gazette dated -18.07.2012 and numbered 28357,
- Postgraduate Education Regulation published in the Official Gazette dated 18.03.1989 and numbered 20112,
- Regulation on Obtaining Associate Degree Diplomas or Adaptation to Vocational Schools for those who have not completed or cannot complete their undergraduate education,
- Nevşehir Hacı Bektaş Veli University Graduate Education and Training Regulation published in the Official Gazette dated 13.05.2018 and numbered 30420, and
- 25.10.2010 dated Nevşehir Hacı Bektaş Veli University Diploma Directive

Definitions

ARTICLE 4- (1) The following definitions are used in this Directive:

- a) Diploma Book: The book where the diplomas are recorded,
- b) Duplicata: A second copy of the diploma to be issued upon the duly application of graduates who have lost their diploma or whose diploma has been damaged or worn out for any reason, provided that their identity and graduation information are preserved,
- c) Strategy Development Department: Nevşehir Hacı Bektaş Veli University Strategy Development Department,
- ç) Registrar's Office: Nevşehir Hacı Bektaş Veli University Registrar's Office,
- d) Rector: Rector of Nevşehir Hacı Bektaş Veli University,

- e) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- f) Certificate: The certificate given to students studying in undergraduate programs of Nevşehir Hacı Bektaş Veli University upon successful completion of minor or double major programs,
- g) University: Nevşehir Hacı Bektaş Veli University,
- ğ) Board of Directors: Nevşehir Hacı Bektaş Veli University Board of Directors

SECOND PART

Regulatory Principles

Principles of issuing duplicate copies to replace lost diplomas and certificates

ARTICLE 5- (1) Second copies of their diplomas and certificates are given to those who have lost their diplomas and certificates.

(2) Those who lost their diplomas and certificates; those who lost their graduation certificate, diploma and diploma supplement apply to the Registrar's Office by attaching the document stating that they have deposited the fee determined by the University Administrative Board to the relevant account of the Strategy Development Department and the newspaper page containing the missing notice given to the national newspaper.

(3) The diploma to replace the lost diploma is issued by the Registrar's Office according to the student's information on the date of graduation.

(4) It is written on the diploma to be given instead of the lost diploma that it is a second copy.

(5) Duplicate diplomas are issued in accordance with the University's Nevşehir Hacı Bektaş Veli University Diploma Directive dated 25.10.2010. DUPLİKATA/DUPLICATE stamp is in the upper left corner of the diploma.

(6) The duplicate and/or certificate is given to the right holder by the relevant unit in accordance with the procedure followed in issuing the diploma.

Processing of Changes in the Population Registration

ARTICLE 6- (1) In order to process the population registration change, an application is made to the Registrar's Office by attaching the photocopy of the identity card, the copy of the identity register and the certified copy of the court decision, if any, to the petition.

(2) Identity registration changes are signed and sealed by the Head of the Department, with the necessary explanation and annotation on the back of the diploma, with the date set. Necessary adjustments are also made in the diploma book.

(3) Necessary corrections in the diploma book are made by the graduated academic unit.

(4) After the approval of the Rectorate, the photocopy of the annotated diploma and other documents are kept in the student's file.

Destroyed and worn diplomas and certificates

ARTICLE 7- (1) A graduate who wishes to change his diploma, which has been damaged or worn out for any reason, provided that his identity and graduation information are preserved, applies to the Registrar's Office with a petition, old diploma and a copy of the birth certificate.

(2) The Registrar's Office compares the request with the official records. In case of acceptance of the request, it arranges and delivers the damaged and worn out diplomas and certificates in accordance with the 5th article of this directive (excluding the fee).

THIRD PART
Final Provisions

Legal change status

ARTICLE 8- (1) Among the amendments to be made by the Presidency of the Council of Higher Education regarding the duplicate diplomas and certificates to be given in place of the diplomas and other official documents given to those who graduated from the university, those that are directly applicable are applied without making any changes in this Directive.

Force

ARTICLE 9- (1) This Directive enters into force as of the date of its adoption by the Senate.

Executive

ARTICLE 10 - (1) The provisions of this Directive are executed by the Rector.

Senate Adoption:	
Date: 16.09.2021	Number: 2021.31.195.