

BESİKDÜZÜ VOCATIONAL SCHOOL

Frequently Asked Questions / F. Post-Internship Graduation Process

"HOW ARE GRADUATION PROCEDURES CARRIED OUT?"

- 1.** Students who have completed all their courses become eligible for an internship.
- 2.** When students complete their internship, they send their internship report and documents in person or by mail to Trabzon University Beşikdüzü Vocational School, Vardallı Mah. Prof. Dr. Aydın Dumanoglu Cad. No: 1 61800 Beşikdüzü TRABZON. The responsibility for this process lies with the student.
- 3.** Internship Report and Documents to be Submitted to the Student Affairs Office:
 - 20 or 40-day Internship Notebook
 - Workplace internship evaluation form
 - Intern student attendance chart
- 4.** The deadline for submitting the internship report and documents should be in a few days after the completion of the internship to ensure the student's graduation procedures (exit procedures) can be completed.

The final deadline for submitting the internship file is until the beginning of the new semester.

The responsibility for this lies entirely with the student.

The student is not considered as graduated until the internship file is approved and the exit procedures are completed.
- 5.** The internship report and documents is forwarded to the program internship committee by the student affairs office.
- 6.** The program internship committee approves the internship report and documents and submits it to the student affairs office. These procedures may take several days.
- 7.** During this process, the student should contact the Beşikdüzü Vocational School student affairs office at (+900462 455 4765 - +900462 455 4884 - Central: +900462 455 4800) or send a message to bmyo@trabzon.edu.tr to follow the internship approval stage.
- 8.** The student affairs office sends approved internship report and documents to the documents office. .
- 9.** The written affairs office prepares the administrative board of vocational school decisions (ABVSD).
- 10.** Approved internships are sent to Trabzon University Student Affairs Directorate (SAD) with the ABVSD
- 11.** SAD begins to prepare and approve graduation documents. It sends the documents to Beşikdüzü Vocational School.
- 12.** SAD also marks the student's graduation status in the system. Even if the student appears as graduated, they will not be considered graduated without completing the exit procedures. The student

can have someone they authorize through a notarized power of attorney handle the graduation procedures.

13. After submitting the internship file, the student, approximately 15 days later, contacts the Beşikdüzü Vocational School Student Affairs Office or sends an email to Beşikdüzü Vocational School's email address to inquire about when they need to come to Beşikdüzü Vocational School to complete the graduation process.

14. After receiving approval from the student affairs office for graduation procedures, the student comes to Beşikdüzü Vocational School to initiate the graduation process. They sign the associate degree disconnection certificate and, if they are transferring through the Vertical Transfer Exam, they obtain a printed copy of the Course Contents of the program they studied from the course contents section on Beşikdüzü Vocational School's website under the 'graduate' menu.

15. They visit Trabzon University's Student Affairs Directorate (located at the Rectorate in Söğütlü) to complete the signature procedures and receive their Temporary Graduation Certificate and Transcript.

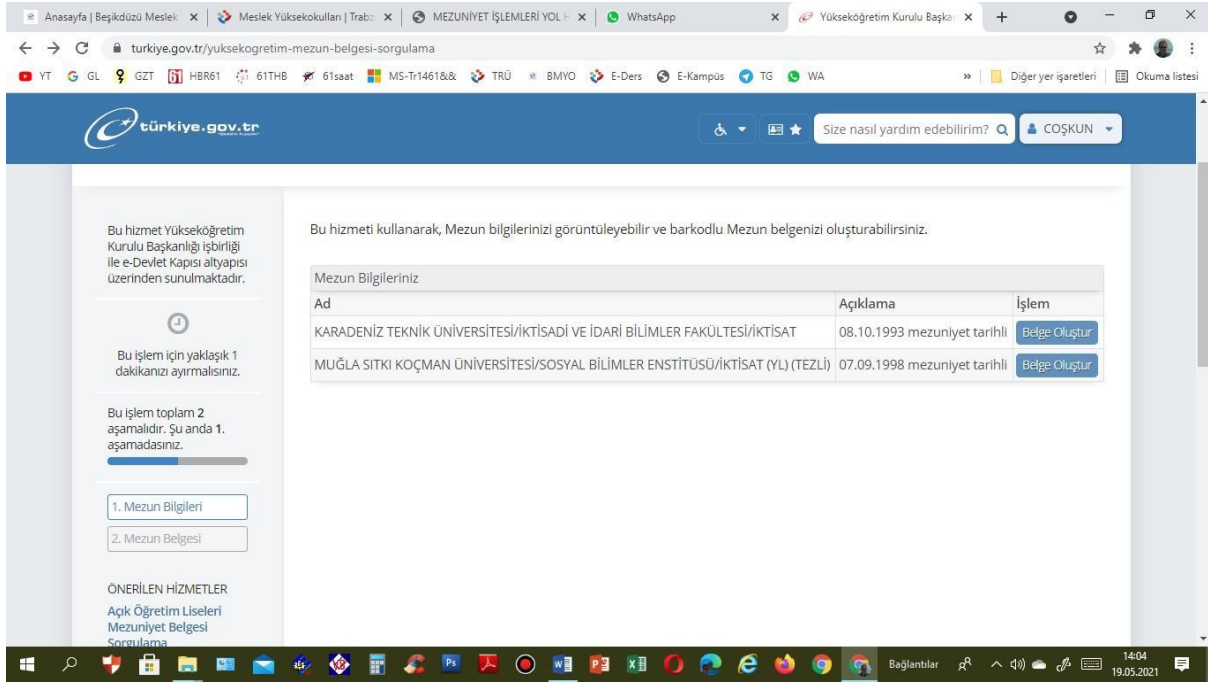
16. These procedures can be completed within the same day.

To VIEW YOUR GRADUATION STATUS ON E-GOVERNMENT:

- To view your graduation status, log in to the OSYM Candidate Procedures section. Update your Education Information. You can then check your graduation status.
- Log in to E-Government.
- Within E-Government, type “Graduate” in the search bar. Click on “Higher Education Graduate Certificate Inquiry” in the search results.
- Your graduation information will appear on the screen.
- Click on "Create Document” in the transaction section. View your document.
- Log in to E-Government again. Type "Graduate” in the search bar. Click on "Higher Education Graduate Certificate”.



Click on the document creation tab you will see on the right side of the opened page.



WHAT ARE THE GRADUATION REQUIREMENTS?

(i) (1) In order for a student to be eligible for graduation, they must successfully complete the courses, practices, internships, and similar activities required by the diploma program they are enrolled in, in accordance with the provisions of Education Regulation. Specifically, for a two-year associate degree, they must successfully complete 120 ECTS credits.

(2) The graduation's overall weighted grade point average is calculated on a 4.00 scale and is indicated on the Education Status Certificate. To be eligible for a bachelor's or associate degree diploma, a student's overall GPA must be at least 2.00.

(3) Upon successfully completing an educational program within one of the university's departments, students receive a bachelor's or associate degree diploma, accompanied by a program-specific diploma attachment. Until the diplomas are prepared, a temporary graduation certificate can be issued to students. Diplomas and graduation certificates are sealed with an official stamp by the Rectorate.

The form of the diplomas and the information to be included on them are regulated by the Rectorate.

WHAT IS A TEMPORARY GRADUATION CERTIFICATE?

A temporary graduation certificate is a document that students can use for official procedures until they receive the original copy of their diplomas. It can be provided to students who have fulfilled the graduation requirements.

WHERE CAN I OBTAIN THE ORIGINAL OR CERTIFIED COPIES OF MY TRANSCRIPT, TEMPORARY GRADUATION CERTIFICATE, AND/OR GRADUATION DIPLOMA AFTER GRADUATION?

Students can obtain their graduation documents by applying to the Student Affairs Directorate of our university.

MY DIPLOMA HAS NOT YET BEEN PREPARED. WHAT SHOULD I DO TO RECEIVE A TEMPORARY GRADUATION CERTIFICATE?

You can refer to the section titled "How Does the Transition from Internship Process to Graduation Procedures Occur?" for more information.

I'VE LOST MY TEMPORARY GRADUATION CERTIFICATE. WHAT SHOULD I DO?

Students who have lost their temporary graduation certificate are required to publish a notice of loss in a local or national newspaper and submit an application along with a written request. Upon submission of the published notice and the request, a copy of the temporary graduation certificate kept in the Student Affairs Directorate is certified and provided. If the diploma has been prepared at the time of application, it will also be issued.

Öğrenci İşleri (Student Affairs)

Yazı İşleri (Documents Office)

Öğrenci İşleri Daire Başkanlığı (Student Affairs Directorate, SAD)

Yönetim Kurulu Kararları (Administrative Board of Vocational School Decision) (ABVSD)

Öğrenci Bilgi Paketi (student info package)

Öğrenci Yönetmeliği (Education Regulations)

Staj İşlemleri (Internship Procedures)

Staj Defteri ve Staj Belgeleri (Internship Report and Documents)