

# Graduation Requirements

In order to graduate from the undergraduate program, students must fulfill the fundamental academic and administrative requirements detailed below. Fully meeting all of these conditions is mandatory for graduation.



## Course Requirements

All compulsory and elective course requirements of the enrolled undergraduate program must be completed, and students must successfully pass all the courses they have taken.



## ECTS Credits

Completing at least 240 ECTS credits in total is a mandatory requirement for graduation.



## Grade Point Average

The Grade Point Average (GPA) must be at least 2.00. This minimum success criterion applies to all students.



## Mandatory Internship

If the program curriculum includes a mandatory internship, it must be completed in full.

# Faculty Graduation Process

During the graduation process, three critical steps carried out at the faculty level provide a systematic evaluation from the completion of academic requirements to final approval.

01

---

## **Academic Advisor Check**

At the end of each semester, the transcripts and graduation simulation of final-year students are carefully checked by their academic advisor. A list of students who meet the graduation requirements is prepared and forwarded to the faculty secretariat.

02

---

## **Faculty Executive Board Evaluation**

The Faculty Executive Board conducts a comprehensive evaluation to determine whether the student has fully completed all academic requirements and makes the official graduation decision.

03

---

## **Submission to the Student Affairs Directorate**

The graduation decision approved by the Faculty Executive Board is officially sent to the Directorate of Student Affairs to finalize the process.

# Graduation Process of the Student Affairs Directorate

01

## Document Verification and System Registration

The Directorate of Student Affairs checks the executive board decision received from the faculty. If there are no missing documents or errors, the student is assigned “graduate” status in the SPARKS system.

03

## Graduate MyKHAS Registration

Before receiving the diploma, the student must be registered in the [Graduate MyKHAS](#) system and must complete all required forms accurately.

02

## Disassociation Process

If the student has no outstanding obligations to the Library and the Financial Control Directorate, the disassociation process is completed by the Directorate of Student Affairs through the MyKhas system. If there are outstanding obligations, the student must contact the relevant units and fulfill those requirements.

04

## Diploma Delivery

Starting from the date specified in the [Academic Calendar](#), the diploma can be delivered from the Directorate of Student Affairs on weekdays between 08:30–17:30.

### Temporary Graduation

#### Certificate

In mandatory situations, an electronically signed Temporary Graduation Certificate may be issued instead of the diploma.

### Disassociation Requirement

The disassociation process must be fully completed before the temporary graduation certificate or diploma can be issued. The entire process must be finalized without missing steps.

### Diploma Delivery by Proxy

A diploma can only be delivered to the graduate or to a person authorized through a notarized power of attorney, upon presenting the original document. For graduates living abroad, a power of attorney issued by a Turkish Consulate must be taken.

### Honor and High Honor Certificates

Undergraduate students with a GPA of 3.00–3.49 and no disciplinary action are awarded an Honor Certificate, while those with a GPA of 3.50–4.00 are awarded a High Honor Certificate.

# Graduation Rankings and Ceremony



## Graduation Rankings

Graduation honors are awarded to the top three students at each level (university, faculty, department).

In the case of a tie in GPA, students are considered to hold the same rank.



## Double Major Program students

Double Major Program students are also eligible for graduation rankings under the same academic conditions as other students. However, while determining the double major students' rankings, the positions of major program students are preserved.



## Ranking Certificates

Ranking Certificates are presented during the graduation ceremony. Graduates who cannot attend the ceremony may collect these certificates from the Directorate of Student Affairs.

---

## Graduation Ceremony Participation Requirements

1

### Academic Requirement

The student must have no more than 26 ECTS credits remaining to meet the graduation credit requirement (excluding the internship course) or must not have unsuccessfully completed or unattempted courses remaining for graduation.

2

### Application Process

Students who wish to attend the ceremony must complete the [Graduation Ceremony Participation Form](#) accurately and fully, and pay the deposit required for the cap and gown.



### Contact and Detailed Information

**For detailed information and questions regarding the graduation ceremony:**

mezuniyet@khas.edu.tr

**For detailed information and questions about the graduation prom:**

khasbalo@khas.edu.tr