

**NISANTASI UNIVERSITY
DIRECTIVE FOR DOUBLE MAJOR AND MINOR PROGRAMS**

Ground and Scope

Article 1- (1) Nisantasi University Directive for Double Major and Minor Programs determines the principles of Double Major and Minor Programs within the framework of the Regulation on the Principles of Transfer between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer and Nisantasi University Regulation on Associate and Undergraduate Education.

Definitions

Article 2- (1) In this Directive;

Double Major Program (DMP): Refers to the program that enables students who meet the success requirement and other conditions to take courses from two diploma programs of the same higher education institution simultaneously and to be entitled to two separate diplomas.

Relevant administrative board: Refers to the administrative board of the relevant faculty/school/vocational school of Nisantasi University.

Senate: Refers to Nisantasi University Senate.

University: Refers to Nisantasi University.

Minor program: Refers to the program that enables students enrolled in a diploma program to receive a document (Minor Certificate) that does not replace a diploma by taking a limited number of courses on a specific subject within the scope of another diploma program within the same higher education institution, provided that they meet the stipulated conditions.

**CHAPTER ONE
DOUBLE MAJOR PROGRAM**

Purpose

Article 3- (1) The purpose of the double major program is to enable students who successfully carry out their major undergraduate/associate degree programs to receive a bachelor's/associate degree diploma in a second branch at the same time.

Opening a Double Major Program

Article 4- (1) A double major program can be opened between associate degree programs and other associate degree programs, between undergraduate programs and other undergraduate programs or associate degree programs, upon the recommendation of the relevant departments and faculty/college/vocational school boards, with the approval of the Senate.

Quotas for Double Major Programs, Application to the Program, Admission and Enrollment Conditions

Article 5- (1) The quota of students who will do a double major, is determined by the resolution of the Senate upon the recommendation of the relevant department heads and the faculty/college/vocational school administrative boards and is announced by the Department of Student Affairs one month before the start of the academic year.

The quota of students who will do a double major cannot be less than the number of students who are in the top 20% in the relevant class of the major diploma program in terms of success, provided that the overall grade point average in the major diploma program is at least 2.72 out of 4.00.

Except for engineering programs, the quota of the programs in which double major to be done, cannot be less than 20% of the quota published in the guides of the programs.

In order to apply for DMP to the departments that have been restricted according to the order of success by the Council of Higher Education, ranking in the relevant score type must be provided.

The courses and credits required in the double major program are the same as the minimum courses and credits required for graduation in the double major program, after the equivalence to be given to the courses that each student has succeeded in his/her major, by the relevant departments and faculty/college boards.

Students can apply to the second major diploma program at the beginning of the third semester at the earliest and the fifth semester at the latest, and to the major associate degree program at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest, on the dates determined in the academic calendar.

At the time of application, the student's overall grade point average in the major diploma program must be at least 2.72 /4.00 and he/she must be in the top 20% in the relevant class of the major diploma program.

Students whose overall grade point average in the major diploma program is at least 2.72/4.00, but who are not in the top 20% in terms of success in the relevant class of the major diploma program, can apply to the double major program provided that they have the same central placement score type and score, not less than the base score of the program in which the double major will be made.

In order to apply for a double major program, the student must have successfully completed all the courses taken in the major diploma program until the semester he/she applies.

In the admission of students to the double major diploma program, which admits students with an aptitude test, it is also required to be successful in the aptitude test.

Applications to the double major program are submitted to the Department of Student Affairs, together with the application form and other necessary documents, by the deadline specified in the academic calendar.

The applications of the candidates who meet the necessary conditions are evaluated by the relevant Faculty Dean's Office / College and Vocational School Directorates.

The admission of the candidates to the second major diploma program is completed with the decision of the relevant faculty/school/vocational school administrative board upon the recommendation of the relevant department where that program is conducted.

Advisory

Article 6- (1) In departments that accept students to double major programs, a Double Major Program Advisor is appointed by the relevant department to assist the students in determining the courses to be taken by the students and in planning the semesters in which the courses will be taken, and to ensure that the double major program is carried out in accordance with its purpose. Double Major Program Advisor works in communication and cooperation with students' major undergraduate/undergraduate program advisors.

Major and Double Major Program Relations

Article 7 – (1) More than one-second major diploma program cannot be enrolled at the same time. However, it is possible to enroll in the second major diploma program and the minor program at the same time.

Students in the second major diploma program can transfer to the second major diploma program when they meet the internal lateral transfer requirements in the major diploma program.

It is essential that the major program and the double major program are separated. Within the framework of this separation, all the courses in the relevant lesson plan must be successfully completed and other requirements for graduation (internship, etc.) must be fulfilled, in order for the second major program to be completed. In this context, the courses that can be considered equivalent to each other, except for the common courses in the course plans of the two programs, are determined by the administrative board of the relevant faculty/college/vocational school.

In order for the students enrolled in the double major program to complete the relevant diploma programs, they must have taken and succeeded in all the courses except the common courses in the major and second diploma programs.

A student who does not take courses from the double major program for two consecutive semesters will be disenrolled from the second major diploma program.

During the entire double major education, the student's GPA may decrease to 2.50 out of 4.00 for once.

A student whose overall grade point average falls below 2.50 out of 4.00 for the second time is disenrolled from the second major diploma program.

In case of leaving or being removed from the double major program;

Students who have not yet fulfilled the graduation requirements of the major diploma program can enroll in the minor program with the decision of the relevant administrative board, provided that they meet the application requirements for the minor program. Students in this situation can request that the courses which they have taken from the second major program and succeeded, be substituted in the minor program. The relevant administrative boards decide which courses will be substituted in the minor program and which courses the student should take in order to complete the minor program.

The courses taken by the student studying in the double major second diploma program and whose equivalence are accepted are shown in the transcript.

A student who freezes his/her registration in the first major diploma program is deemed to have frozen his/her enrollment in the second major diploma program at the same time. However, for the students who graduated from the first major program and continue the second major program, the two programs are evaluated independently of each other in the registration freezing process of the students enrolled in the first major diploma program and the graduate program. Students who cannot take courses in the second major diploma program due to reasons such as the course/application not being opened or the overlapping of the courses, may be granted a two-semester registration freezing permit for the second major program with the approval of the relevant department and the decision of the faculty/college/vocational school Administrative Board. This permission is notified to the department that runs the first major program.

Success and Graduation Conditions

Article 8- (1) Graduation grade point averages of the students are calculated separately for both major diploma programs.

In order for the student to graduate from the double major program, the GPA must be at least 2.72 out of 4.00.

The student who continues the second major diploma program is awarded a graduation diploma only if he/she graduates from the first major diploma program he/she has attended.

The education period of students who have the right to graduate from the major diploma program but cannot complete the second major diploma program is the maximum period specified in paragraph (c) of Article 44 of the Law No. 2547 from the academic year in which they registered for the second major diploma program.

Paid students who have the right to graduate from the major diploma program but cannot complete the second major diploma program are subject to the principles on the tuition fees of the second major diploma program they attend. The principles of Nisantasi University Directive For Associate Degree and Undergraduate Scholarship are applied for scholarship students who have graduated from the major diploma program but continue their second major diploma program.

The success and graduation of the student in the major program are not affected in any way, due to the double major program. Two separate transcripts are issued to show the courses separately and grade point average of both major diploma programs.

Leaving the Double Major Program

Article 9- (1) The student can leave the double major program voluntarily.

(2) Students who are currently enrolled in a double major program can also apply to other double major programs if they meet the application requirements and can switch to a new program provided that they leave the previous program.

CHAPTER TWO MINOR PROGRAM

Purpose

Article 11- The purpose of the minor program is to determine the procedures and principles of the minor programs that enable students enrolled in a diploma program at Nisantasi University to qualify for a minor certificate by taking a limited number of courses on a specific subject under another diploma program within Nisantasi University, provided that they meet the stipulated conditions. These procedures and principles are also valid for interdisciplinary minor programs opened together by more than one diploma program.

Opening a Minor Program

Article 12- (1) Minor programs are opened with the approval of the Senate upon the proposal of the relevant administrative boards. The quotas of minor programs are determined by the administrative board that decides to open the relevant program.

Only a certificate of achievement (Minor Certificate) is issued to those who have completed their minor program in the field in which they have been trained. These documents do not replace diplomas.

The courses to be taken in the minor program are decided between the relevant departments; it becomes final with the decision of the relevant faculty/college boards and the approval of the Senate.

The student whose application is accepted to the minor program has to take the courses determined by the senate decision within the scope of the minor program and succeed in these courses.

Application, Admission and Enrollment Conditions for Minor Programs

Article 13- (1) Applications to the minor program are submitted to the relevant Department of Student Affairs, together with the application form, transcript and other necessary documents, until the deadline specified in the academic calendar.

Students can apply to the minor programs with announced quotas at the beginning of the third and latest sixth semester of the major undergraduate program, on the dates determined in the academic calendar.

In order for the student to apply for a minor program, he/she must have successfully completed all the credit courses taken in the major undergraduate program until the semester he/she applied for, his/her GPA must be at least 2.50 out of 4.00 at the time of application, and he/she must have met the other conditions, if any, of the program that he/she applied for.

The applications of the candidates who meet the necessary conditions are taken into action by the relevant Faculty Dean's Office and College Directorates.

Only undergraduate students can apply to minor programs.

The admission procedure is completed with the recommendation of the department that carries out the minor program which is applied for and the decision of the relevant faculty/college administrative board.

A student whose enrollment has been canceled from the minor program cannot re-enroll in the same minor program.

Advisory

Article 14- (1) A Minor Program Advisor is appointed by the head of the relevant department to assist students in determining the courses in the minor program and planning the semesters in which they will be taken, and to ensure that the minor program is carried out in accordance with its purpose. Minor Program Advisor works in communication and cooperation with students' major undergraduate program advisors.

(2) The Faculty Minor Coordinator is appointed by the deans in order to ensure the general coordination of the minor programs in the faculties. The coordinator to be appointed for interdisciplinary minor programs is determined by the joint decision of the relevant programs. The processes defined within the scope of this directive are carried out by the faculty boards of the department where the coordinator is assigned.

Major and Minor Program Relations

Article 15- (1) The success status of the student in the minor program does not affect his graduation from the major program. A separate transcript is issued for the minor program.

During the semester course enrollment, the student enrolls in both programs for the courses that will be considered common to the major and minor programs. The courses substituted for both programs are shown in the transcript of both the major and minor programs of the student. However, these common courses are treated as a single course in the course load calculation.

If the student wishes to withdraw from a course that is considered common to both programs, the withdrawal from the course is applied for both programs.

In order for the students enrolled in the minor program to complete these programs, it is obligatory to take the courses in the relevant minor program determined by the department that conducts the minor program, apart from the courses taken jointly from both programs and/or mutually substituted for both programs.

Success and Program Completion Conditions

Article 16- (1) In order for a student to continue the minor program, his/her overall grade point average in the major program must be at least 2.29 out of 4.00.

A student who cannot meet this requirement for at least two consecutive semesters will be disenrolled from the minor program.

Only a certificate of achievement (minor certificate) is issued to the student who has the right to graduate from the major program and completes the minor program with a minimum average of 2.00/4.00. These documents do not replace diplomas.

Students who have the right to graduate from the major program but cannot complete the minor program are given an additional period of two semesters at the most, with the decision of the relevant administrative board. These students continue to pay the tuition fee of the department in which they are doing their minor program during the additional period.

Scholarship students who have the right to graduate from the major program but whose minor program continues, pays the minor program tuition fee at a discount at the rate of the scholarship until the maximum scholarship period of the major program is completed.

Leaving and Dismissal from the Minor Program

Article 17- (1) The student can leave the minor program voluntarily.

Students currently enrolled in a minor program can apply to another minor program, provided that they meet the application conditions, and can switch to a new program, provided that they leave the previous program.

A student who freezes his/her registration in the major program is deemed to have frozen his/her enrollment in the minor program at the same time. However, for the students who graduated from the major program and continue the minor program, the two programs are evaluated independently of each other in the registration freezing process of the students enrolled in the graduate program.

Students who will not be able to take courses in the minor program due to reasons such as not opening the course or overlapping the courses may be granted a one-semester registration freeze upon the recommendation of the department

conducting the minor program and the relevant faculty administrative board and the decision of the faculty/college administrative board.

A student who does not take courses from the minor program for two consecutive semesters will be disenrolled from this program.

A student whose cumulative grade point average in the minor program is below 2.00/4.00 for two consecutive semesters will be disenrolled from the minor program.

In case of leaving or being removed from the minor program, the courses taken and succeeded by the student in the minor program can be substituted for the elective courses in the major diploma program with the recommendation of the advisor and the decision of the relevant faculty administrative board. Minor program courses that are not accepted in the student's major program are included in the transcript and diploma supplement, without being included in the graduation credit and GPA.

Enforcement

Article 19- Supersedes the directive adopted by the University Senate on 11.09.2014.

Execution

Article 20- This directive is executed by the Rector of Nisantasi University.