

Karadeniz Technical University

Double Major and Minor Programs Application Directive

Purpose and scope

ARTICLE 1- (1) (Amendment: Senate Decision 21.07.2017-282) The purpose of this Directive is to regulate the procedures and principles to be followed in the implementation of double major and minor programs between diploma programs within Karadeniz Technical University (KTU). This Directive covers the provisions regarding double major and undergraduate diploma minor programs between KTU associate degree programs and other associate degree programs, between undergraduate diploma programs and other undergraduate programs or associate degree programs.

Legal basis

ARTICLE 2- (1) This Directive has been prepared based on the provisions of the "Regulation on the Principles of Transfer between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions" published in the Official Gazette dated 24.04.2010 and numbered 27561.

PART ONE

Undergraduate Double Major Program

Objective

ARTICLE 3- (1) The purpose of the double major program is to enable students who have successfully completed their undergraduate programs in their own departments to study for a bachelor's degree in a second major optionally at the same time.

Definition

ARTICLE 4- (1) With the double major program, students enrolled in one undergraduate program of the university are given the opportunity to continue to another undergraduate program of the university. The undergraduate program in which the student is enrolled on the date of application is called "Major", the second undergraduate program to which the student applies and is accepted is called the second major, and the name of the second major program continued is called "Double Major Program".

Opening the program

ARTICLE 5- (1) Double major programs are opened upon the proposal of the relevant department, the decision of the Faculty Board and the approval of the University Senate. The program approved by the Senate is applied in the following semester. A double major program can be done between any two departments of Karadeniz Technical University.

(2) If there is no double major program between two departments approved by the Senate, a double major program can be opened with the approval of the Senate. In this case, before the double major program applications start, the student must apply in writing to the faculty where he / she is studying undergraduate education and to the faculty where he / she wants to do a double major program until the date the quotas are announced. The program proposal of the relevant department, the decision of the Faculty Board and the approval process of the University Senate must be completed until the preference period.

Application, admission and registration requirements

ARTICLE 6- (1) The application, admission and registration requirements for the double major program are as follows:

a) The departments approved by the Senate to open a double major program determine the number of students to be admitted at the end of the academic year at the latest and submit them to the Faculty Board. The Faculty Board decides on the quotas proposed by the departments until mid-June

of each academic year. Quotas are opened with the approval of the Senate.

b) Students who have a GPA of at least 2.80/4.00 in the major diploma program at the time of application and who are in the top 20% of the relevant class of the major diploma program according to the success ranking can apply to the second major diploma program. In addition, higher education institutions may determine quotas in accordance with the following conditions and students may apply within the scope of these conditions:

b1) The quota of students who will double major is determined by the University Senate, provided that the GPA in the major diploma program is at least 2.80/4.00, not less than 20% of the success ranking in the relevant class of the major diploma program.

b2) Except for law, medicine and health programs and engineering programs, the quotas of the programs to be double majored are determined by the university senate, not less than 20% of the quota of the programs.

b3) Students who have a GPA of at least 2.80/4.00 in the major diploma program, but who are not in the top 20% of the relevant class of the major diploma program in terms of success ranking, and who have a score not less than the base score of the program to be double majored in the relevant year can also apply to the double major program.

c) The Student Affairs Department announces the quotas approved by the Senate at the beginning of July each year.

ç) Applications for the double major program can be made directly or electronically from the relevant link on the website of the Student Affairs Department on the date determined by the University Senate and stipulated in the academic calendar.

d) **(Amendment: Senate Decision 03.11.2017-284)** The student may apply to the announced double major program in the third semester of the major undergraduate program at the earliest and at the latest at the beginning of the fifth semester in four-year programs, at the beginning of the seventh semester in five-year programs, and at the beginning of the ninth semester in six-year programs.

e) In the admission of students to the double major diploma program that accepts students with an aptitude exam, it is required to be successful in the aptitude exam.

f) Double major programs cannot be done between programs with the same name. Only horizontal transfer can be made between these programs. Double major program applications to the aforementioned programs are not accepted.

g) The admission process is completed with the recommendation of the department applied and the decision of the relevant faculty board of directors. The list of students who are eligible for the double major program must be finalized at the beginning of the registration renewal period specified in the academic calendar of that year determined by the Senate. One week before the beginning of the academic year, the students who have the right to enroll are announced together with their substitutes. Each student who has applied to different programs can be listed once in the primary list and once in the substitute list.

h) Students who are eligible for the double major program must apply to the Registrar's Office in person on the announced date with a petition stating that they agree to do a double major program with the department they are eligible for. The final registration of the students who apply is made to the relevant double major program. Accepted students register for courses in both majors during the registration period. In the event that there are students who do not enroll in the double major program within the registration period, the final registration dates for the reserve students who are eligible to enroll are announced by the Registrar's Office and their registration acceptance is taken.

1) Students cannot enroll in more than one double major diploma program at the same time. However, it is possible to enroll in a double major and a minor program at the same time.

i) **(Amendment: Senate Decision 03.11.2017-284)** Among the students who have taken and succeeded in the course load in the major diploma program until the semester in which the student applies for a double major, the grade point average, in case of equality of the average, the total credits completed by the student is taken into consideration. Students who have completed more credits are given priority. If the total number of credits is also equal, the selection is made by taking into account the results of the ÖSYM ranking in the year of entry to the higher education institution.

j) **(Addendum: Senate Decision 03.11.2017-284) Students** who are successful in the preparatory exam or who have an equivalent success certificate within the last five years are enrolled in the double major program.

Consulting

ARTICLE 7- (1) Double major programs are monitored by double major program advisors to be elected for three years upon the proposal of the relevant department and the decision of the faculty board. For this purpose, the faculty board selects at least one double major program advisor for each department within the faculty and these advisors form the faculty double major program commission. This commission submits its evaluation report to the dean's office in July each year to be forwarded to the senate.

(2) For students accepted to the double major program, the double major program advisors of both programs prepare the student's double major program. This program is discussed in the faculty board of the second major. An advisor is assigned to the double major program student by the head of the relevant department in the second major faculty.

(3) If there are courses with the same name and content but different credits in the undergraduate major and second major programs that are not accepted as equivalent by the double major program advisors, the student is required to take the course with more credits.

Major and double major program relationships

ARTICLE 8- (1) The separation of the undergraduate program of the student's own department and the double major program is essential. Due to the double major program, the student's success in the major program and graduation are not affected in any way. The student who graduates from the first major in which he/she is enrolled is awarded the undergraduate diploma of his/her major.

(2) Double major program students are given a single certificate of education showing the courses taken in both majors together.

(3) **(Amendment: Senate Decision 27.04.2018-288)** The student must take at least 240 ECTS worth of courses in the second major program. After the current ECTS value is calculated as a result of the evaluation made by the compliance commissions regarding the courses that the student has been successful in the first major program, the courses that will provide the missing ECTS value are determined from the second major program. The total of these additional courses to be determined for the second major cannot be less than 36 ECTS.

(4) Double major program students are also responsible for the provisions of KTU Associate and Undergraduate Education, Examination Evaluation and Student Affairs Regulations or the relevant regulations of their faculty, if any.

(5) In order for students enrolled in the double major program to complete these programs, in addition to the courses in the major program, the courses offered by the department opening the relevant double major program

The minimum and maximum number of credits of courses to be taken is decided by the faculty executive boards upon the proposal of the relevant department.

(6) In the double major program, it is compulsory to complete internships and practical studies of different types in both the major and the second major. The double major program commission decides on the equivalence of internship and practical studies and which ones should be done in the second major.

Success and graduation requirements

ARTICLE 9- (1) The conditions for success and graduation in the double major program are as follows:

a) In order for the student to graduate from the double major program, the GPA must be at least 2.80/4.00. **(Amendment: Senate Decision 02.12.2016-275)** During the entire double major education, the student's GPA may fall below 2.50/4.00 for one time only. Students whose major GPA falls below 2.50/4.00 for the second time are dismissed from the double major diploma program.

b) Students who have achieved the right to graduate from the major program and successfully complete the double major program are also awarded the undergraduate diploma of the faculty / department of the second major. Students who have obtained the right to graduate from the double major program are not awarded the undergraduate diploma of the double major program without obtaining the right to graduate from the major program.

c) Students who graduate from their undergraduate majors during their double major program education are carried out by the faculty of the second major. There is no success ranking among double major students.

ç) **(Amendment: Senate Decision 03.11.2017-284)** Students subject to the double major program are charged only the tuition fee or co-payment of this major until they graduate from the major in which they receive undergraduate education, and after graduation, students who do not graduate at the end of an additional year are charged the amount determined by the Council of Ministers. If these students enroll in a graduate program, they also pay the contribution fee for this program.

d) **(Repealed: Senate Decision 03.11.2017-284)**

e) A student who leaves the double major program is entitled to receive the certificate of that minor program with the courses he/she has taken until the semester he/she leaves the program, if the department offering the double major also offers a minor program(s) and if the student has fulfilled all the requirements of a related minor program he/she prefers. In this case, if the student has not fulfilled all the requirements of the minor program, he/she is given the right to enroll in that minor program regardless of the semester he/she is enrolled in order to complete the missing courses.

f) **(Amendment: Senate Decision 17.06.2016-271)** For students who have achieved the right to graduate from the major diploma program but cannot complete the second major diploma program, the maximum period of study is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547 starting from the academic year in which they enroll in the second major diploma program.

Temporary or permanent separation

ARTICLE 10- (1) Temporary or permanent withdrawal and dismissal from the double major program are as follows:

a) Students may leave the double major program at any time upon their own request, the opinion of the advisor and the decision of the second major faculty board of directors. When a student leaves the double major program, he/she does not have to repeat the failed double major program courses.

b) Students enrolled in a double major program can apply to other double major programs provided that they meet the application requirements and can transfer to a new program provided that they leave the previous program.

c) A student in a double major program cannot transfer from his/her major program. ç) A student who is deemed to be on leave of absence in the major program can also transfer to the double major program without request.

are considered to be on leave. Students who cannot take courses in the double major program due to reasons such as not offering a course or course conflicts may be granted a semester leave with the recommendation of the department offering the double major program and the decision of the faculty board of directors to which the double major program is affiliated.

d) Some of the courses taken and passed by the student leaving the double major program can be counted instead of the main courses or elective courses in the major program with the decision of the relevant board of directors.

e) **(Repealed: Senate Decision 03.11.2017-284)**

f) Students who leave the double major program cannot apply to the same double major program or to another double major program.

Associate degree double major programs (Additional: Senate Decision 21.07.2017-282)

ARTICLE 11- (1) Double major programs can be opened between associate degree diploma programs and other associate degree programs and between undergraduate programs and other associate degree programs carried out at our university upon the proposal of the relevant departments, the proposal of the faculty / vocational school boards and the approval of the senate.

(2) **(Amendment: Senate Decision 27.04.2018-288)** Students can apply to the second major diploma program at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest. The student must take at least 120 ECTS worth of courses in the second major program. After the current ECTS value is calculated as a result of the evaluation made by the compliance commissions regarding the courses that the student has been successful in the first major program, the courses that will provide the missing ECTS value are determined from the second major program. The total of these additional courses to be determined for the second major cannot be less than 18 ECTS.

(3) The Student Affairs Department announces the quotas approved by the Senate in December and July each year. Admission of students to the second major diploma program is made with the approval of the board of directors of the vocational school upon the proposal of the relevant department where that program is carried out.

(4) The other principles listed above for undergraduate double major diploma programs within the scope of this Directive also apply to double major programs in associate degree programs.

PART TWO

Minor Program

Objective

ARTICLE 12- (1) The purpose of the minor program is to ensure that students who successfully complete their major undergraduate programs are informed and trained in another discipline (minor) in which they are interested.

Opening a minor program

ARTICLE 13- (1) Minor programs can be opened in every program of every department of the University. Minor programs are finalized with the proposal of the relevant department and faculty boards and the approval of the University Senate.

ARTICLE 14- (1) Application, admission and registration requirements for the minor program

a) The relevant department determines the quotas by mid-June in each academic year and the quotas are announced online by the Registrar's Office at the beginning of July.

b) Applications for the minor program can be made directly or electronically from the relevant link on the website of the Registrar's Office on the date stipulated in the academic calendar.

c) Students who have successfully completed all credit courses in the undergraduate program until the semester they apply to the minor program can apply. In order for the student to apply to the minor program, the GPA at the time of application must be at least 2.60 / 4.00.

ç) The student can apply to the announced minor program at the beginning of the third semester of the major undergraduate program at the earliest or at the beginning of the sixth semester at the latest.

d) The applications of students who meet the necessary conditions are processed by the Registrar's Office.

e) Admission to the minor program is completed with the recommendation of the department applied and the decision of the relevant faculty board of directors. Eligible students are announced one week before the beginning of the academic year, together with their substitutes. Each student can be listed once in the primary list and once in the substitute list. On the announced date, students apply to the Registrar's Office with a petition stating that they accept the program they are eligible for and make their final registration. In case there are students who do not register for the minor program among the main students, the substitute students who are entitled to register for one time are announced by the Registrar's Office together with the final registration dates and their registration acceptance is taken.

g) If the number of applications to the minor program exceeds the quota, firstly the GPA is taken into consideration, and if the GPA is equal, the total credits completed by the student are taken into consideration. Students who have completed more credits are given priority. If the total number of credits is also equal, the selection is made by taking into account the ÖSYM result ranking in the year of entry to the higher education institution.

Consulting

ARTICLE 15- (1) Minor programs are monitored by Minor Advisors who will be elected for three years upon the recommendation of the relevant department and the decision of the faculty board. Minor program advisors work in communication with students' major undergraduate program advisors. For this purpose, the faculty board elects at least one minor advisor for each department within the faculty and these advisors form the faculty minor commission. This commission submits its evaluation report to the dean's office in July each year to be forwarded to the senate.

Prerequisite courses

ARTICLE 16- (1) Students following the minor program must meet the prerequisites of the courses in the program. Prerequisite courses are not included in the major program

In the case of a minor program, the student must take and pass these courses in the minor program without credit. These courses are included in the transcript.

(2) In the minor program, 30% English course requirement is not required.

Major and minor program relationships

ARTICLE 17 - (1) The minor program does not affect the student's success and graduation in the major undergraduate program in any way. The student who graduates from the major program is awarded a major undergraduate diploma.

(2) The minor student is given a single education certificate showing the courses taken in both programs together. The courses that the student is successful and are not counted in the major program are not included in the GPA.

(3) Courses counted in both programs are included in the average of the major program in the average calculation. If this course is elective, another elective course must be taken for the major program. However, if the course is taken for the minor program, this situation is notified to the Registrar's Office with a petition by the student and counted in the minor average. If the student wants to withdraw from a course that is common to both programs, the withdrawal process is processed for both programs.

Course load

ARTICLE 18- (1) Minor programs are organized by the relevant units to consist of at least 18 and at most 24 credits.

Conditions for success and program completion

ARTICLE 19- (1)

a) A minor certificate is given to the student who has the right to graduate from the major program and completes the minor program with an average of at least 2.40/4.00.

b) Students enrolled in the minor program are not ranked within the class.

c) The student who completes the minor program cannot benefit from the rights and authorities granted by the bachelor's and associate degree diploma in the minor field.

ç) The student status of the student who graduates from the major program during the minor program is carried out by the faculty to which the minor program is affiliated.

d) In case of taking additional courses due to the failure to complete the minor education within the legal period, the student contribution or tuition fee to be paid per credit for each course is determined within the scope of the relevant legislation.

e) Students enrolled in a minor program pay only the student contribution fee for the major program until they graduate from their undergraduate major, and only the student contribution fee for the minor program after graduation. If these students enroll in a graduate program, they also pay the contribution fee for this program. A student who leaves or is dismissed from a double major program is entitled to receive the certificate of that minor program with the courses he/she has taken until the period in which he/she leaves or is dismissed from the program, if a minor program(s) is also offered by the department where the double major is offered and if the student has fulfilled all the requirements of a related minor program he/she prefers. If the aforementioned student has not fulfilled all the requirements of the minor program of his/her choice, he/she is given the right to apply to that minor program without any semester restriction in order to complete the missing courses.

Temporary or permanent withdrawal from the minor program, dismissal

ARTICLE 20- (1) In case of temporary or permanent withdrawal or dismissal from the minor program;

a) The student may leave the minor program voluntarily. When the student leaves the minor program, he/she does not have to repeat the failed minor program courses.

b) **(Change: Senate Decision 02.12.2016-275)** In order to continue the minor program, the student must have a GPA of at least 2.30/4.00 in the major program. Students who fail to meet this requirement are dismissed from the minor program.

c) Students enrolled in the minor program can apply to other minor or double major programs provided that they meet the application requirements and can switch to a new program provided that they leave the previous program.

ç) Students who are considered to be on leave in the major program are automatically considered to be on leave in the minor program. Students who cannot take courses in the minor program due to reasons such as not offering a course or course conflicts may be granted a semester leave from the minor program with the recommendation of the department offering the minor program and the decision of the faculty board of directors to which the minor program is affiliated.

d). **(Amendment: Senate Decision 02.12.2016-275)** Students who do not take courses from the minor program for two consecutive semesters are deregistered from this program.

(2) Students who are dismissed from the minor program or who leave the minor program voluntarily can apply for the courses they have succeeded in the minor program to be considered equivalent to the elective courses in their own program. In this case, the evaluation is made by the relevant department commissions and decided by the deanships.

(3) **(Amendment: Senate Decision 17.06.2016-271)** The education period of students who have achieved the right to graduate from the major diploma program but cannot complete the minor diploma program is extended for a maximum of two semesters with the decision of the board of directors of the faculty where the minor diploma program is located.

PART THREE

Other provisions

Repealed provisions

ARTICLE 21- (1) Students who have previously enrolled in KTU double major and minor programs continue to benefit from the provisions of the abrogated Karadeniz Technical University Double Major, Minor and Summer School Regulation published in the Official Gazette dated 13.05.1997 and numbered 22988.

ARTICLE 22- (1) In matters not covered in this Directive, the provisions of the Regulation on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24.04.2010 and numbered 27561 and the decisions of KTU Senate are valid.

(Additional: Senate Decision 27.04.2018-288) PROVISIONAL ARTICLE 1- (1) The third paragraph of Article 8 and the second paragraph of Article 11 of this Directive apply to students enrolled in double major programs as of the 2018-2019 academic year.

Enforcement

ARTICLE 23- (1) After this Directive is accepted by the KTU Senate, it enters into force to be implemented as of the 2014-2015 Academic Year.

Execution

ARTICLE 24- (1) This Directive is executed by the Rector of KTU.

(Approved by the decision of the University Senate dated 14.05.2013 and numbered 251.)

(Amended by the decision of the University Senate dated 17.06.2016 and numbered 271.)

(Amended by the decision of the University Senate dated 02.12.2016 and numbered 275.)

(Amended by the decision of the University Senate dated 21.07.2017 and numbered 282.)

(Amended by the decision of the University Senate dated 03.11.2017 and numbered 284.)

(Amended by the decision of the University Senate dated 27.04.2018 and numbered 288.)