



FENERBAHÇE UNIVERSITY
DIRECTIVE FOR DOUBLE MAJOR AND MINOR PROGRAMS

PART ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this directive is to outline the procedures and principles for double major and minor programs at the associate and undergraduate levels at Fenerbahçe University.

Scope

ARTICLE 2 – (1) This Directive covers the procedures and principles regarding the double major and minor programs at the associate and undergraduate levels at Fenerbahçe University.

Basis

ARTICLE 3 – (1) This Directive is based on subclause (c) of Article 44 of the Higher Education Law No. 2547, the provisions of the Regulation on the Principles of Transition between Associate Degree and Undergraduate Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions, and the Fenerbahçe University Associate Degree and Undergraduate Education Regulation.

Definitions

ARTICLE 4- (1) Definitions of the terms in this directive are as follows;

- a) Major: The associate degree or undergraduate program in which the student is enrolled at the time of application to the double major or minor program,
- b) Unit: Faculties, colleges, and vocational schools within Fenerbahçe University,
- c) Unit Board: The boards of faculties, colleges, and vocational schools affiliated with Fenerbahçe University,
- ç) Unit manager: Deans in faculties within Fenerbahçe University, principals in colleges and vocational schools,
- d) Unit Board of Directors: The management boards of faculties, colleges, and vocational schools affiliated with Fenerbahçe University,
- e) Double Major Program: A program that allows students who meet the success and other requirements to simultaneously take courses from two diploma programs at the University and earn two separate diplomas,
A program that enables students to take courses simultaneously from two diploma programs of the same higher education institution and receive two separate diplomas,

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- f) GPA: Grade Point Average,
 - g) Second Major Program: Refers to the second associate degree or undergraduate program, distinct from the primary major in the double major program, in which the student is enrolled,
 - ğ) Student: Fenerbahçe University student,
 - h) Rector: Rector of Fenerbahçe University,
 - ı) Senate: Senate of Fenerbahçe University,
 - ı) University: Fenerbahçe University,
 - j) University Board of Directors: Fenerbahçe University Board of Directors
 - k) Base Score: The entrance score of the lowest-scoring student admitted to a diploma program at a higher education institution through the central exam administered by the Student Selection and Placement Center (ÖSYM)
- l) Minor Program: A program in which a student enrolled in a diploma program, upon meeting the required conditions, takes a limited number of courses in a specific subject area within another diploma program at the same higher education institution, and upon completion, receives a minor certificate that does not qualify as a separate diploma,

PART TWO

Double Major Program

Purpose

ARTICLE 5 – (1) The purpose of the double major program is to provide students who successfully complete their primary associate degree or undergraduate program with a second associate degree or bachelor's degree in another field simultaneously.

Offering a Double Major Program

ARTICLE 6 – (1) A double major program may be offered across associate degree programs at the University, between undergraduate programs, or between undergraduate and associate degree programs.

Quota

ARTICLE 7 – (1) Except for law, medicine, health, and engineering programs, the quotas for double major programs are determined based on the proposal of the relevant program or department heads, the decision of the relevant unit boards, and the approval of the Senate, and cannot be less than 20% of the quotas published in the Student Selection and Placement System manual for the applicable programs.

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- (2) The quota for students who will pursue a double major must be no less than the number of students in the top 20% of their respective class in terms of success ranking, provided that their GPA in the major diploma program is at least 3.00 out of 4.00.
- (3) Quotas are announced by the Student Affairs Directorate before the beginning of the academic year.

Application, Acceptance, and Registration

ARTICLE 8 – (1) Applications for double major undergraduate programs may be submitted no earlier than the beginning of the third semester, and no later than the beginning of the fifth semester in four-year programs, the beginning of the seventh semester in five-year programs, the beginning of the ninth semester in six-year programs, and the beginning of the third semester in associate degree programs. Applications to the associate degree double major program from undergraduate programs can be made at the beginning of the third semester at the earliest and the beginning of the fifth semester at the latest.

- (2) Applications for the double major program are submitted through the student information system on the dates specified in the academic calendar.
- (3) For students to be eligible to apply for a double major,
- a) The student must have successfully completed all courses taken in the major diploma program up to the semester of their application,
 - b) The student's GPA in the major diploma program must be at least 3.00 out of 4.00,
 - c) The student must be in the top 20% of the success ranking based on GPA in the relevant class of the major diploma program,
 - ç) If a student could not be included in the top 20% of the GPA-based success ranking in the relevant class of the major diploma program, despite having a GPA of at least 3.00 out of 4.00, the student must have attained the base score for the second major program in the year of entering the major program.
 - d) The student must meet the English proficiency requirement, if required, for the double major program to which the application is made.
 - e) The student must succeed in the relevant special talent exam for double major programs that admit students based on an aptitude exam.
 - f) In programs requiring a health report, the student must have a health report suitable for acceptance.
 - g) If the program being pursued for a double major has additional conditions set by the Council of Higher Education or the University, the student must meet those conditions.
- (4) A student can apply to up to three different double major programs at the same time but may enroll in only one.
- (5) It is not possible to enroll in more than one double major program concurrently.

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- (6) The student may enroll or be enrolled in a minor program while attending the double major program.
- (7) To apply for the double major program, a student who enters as a lateral or vertical transfer must study for at least one semester in their current program.
- (8) A student in the double major program may transfer to another double major program if they meet the conditions specified by the lateral transfer provisions.
- (9) Admission of students who meet the conditions is granted based on the recommendation of the applied program and the decision of the board of directors with which the double major program is affiliated.
- (10) A student who wishes to pursue a double major in programs with a success ranking requirement must meet the success ranking criteria set by the Higher Education Council for the relevant program in the year of enrollment, along with other conditions specified in this Directive.
- (11) Those who are eligible to enroll in the double major program are placed on the principal and substitute lists.
- (12) In evaluating the applications, the student's GPA in the major diploma program is considered first. In case of a tie in GPA, the percentage in the success ranking of the major diploma program is then taken into account.

Advisorship

ARTICLE 9 – (1) The Double Major Coordinator is appointed by the relevant department heads in the departments to coordinate the double major programs.

(2) In programs and departments that accept students for double major programs, the Double Major Coordinator is appointed as an academic advisor to assist students in selecting courses, planning the semesters in which courses will be taken, and ensuring the double major program is carried out in accordance with its purpose.

(3) For the coordination of double major programs, Double Major Coordinators communicate and cooperate with the advisors in the major program.

Principles of Success, Attendance, and Graduation

ARTICLE 10 – (1) The courses and ECTS workload a student must complete in the double major program are determined with the senate's approval, based on proposals from the relevant program or department boards. In associate degree programs, students must complete at least 30 ECTS credits, while in undergraduate programs, the requirement is a minimum of 60 ECTS credits, all aligned with the Higher Education Area Competencies. In all cases, the relevant double major program must be structured to ensure that the student achieves clearly defined learning outcomes by the end of the program.

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- (2) It is essential that the major program and the double major program are distinct from one another. In this context, to complete the double major program, all courses in the relevant course plan must be successfully completed, and all other graduation requirements must be met.
- (3) Common and equivalent courses that can be counted in both programs, as well as the courses to be taken, are determined by the relevant program/department heads and finalized by the decision of the board of directors of the respective units.
- (4) The courses taken and successfully completed by a student in the major diploma program, whose equivalence is accepted, will be listed with a grade of 'T' in the double major program transcript.
- (5) The total maximum ECTS workload that a double major student can take in both programs during a semester is determined in accordance with the provisions of Fenerbahçe University Associate and Undergraduate Education Regulations.
- (6) The student's graduation GPA is calculated separately for each program.
- (7) To graduate from the double major undergraduate program, the student must meet the undergraduate graduation requirements outlined in the first paragraph of Article 32 of the Fenerbahçe University Associate Degree and Undergraduate Education Regulation, and the graduation grade point average in the major program must be at least 2.72.
- (8) To graduate from the double major associate degree program, the student must fulfill the associate degree graduation requirements outlined in the first paragraph of Article 32 of the Fenerbahçe University Associate Degree and Undergraduate Education Regulations, and the graduation grade point average in the major program must be at least 2.72.
- (9) The student in the double major program receives a graduation diploma for the double major only upon graduating from their primary major program.
- (10) The student enrolled in a double major program with an internship requirement must fulfill this obligation as part of the double major program.
- (11) Separate transcripts, diplomas, and diploma supplements are issued for both the major and the double major programs. Semester and cumulative grade point averages are calculated separately.
- (12) A student's success in the minor program does not impact their graduation from the major program.
- (13) Students pursuing a double major may enroll in courses offered during the summer school.
- (14) In the double major program, students with a GPA in the second major between 3.00 and 3.49 are recognized as "honor students", while those with a GPA of 3.50 or above are recognized as "high honor students", provided they have not been subjected to disciplinary action.

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Graduation extension

ARTICLE 11 – (1) The maximum duration of education for a student who has completed the requirements for graduation in their major program but has not yet finished the second major program is determined by the period specified in subclause (c) of Article 44 of Law No. 2547, starting from the academic year in which the student enrolled in the second major program.

Freezing registration

ARTICLE 12 – (1) If a student freezes their registration in their major program, their registration in the second major program will also be considered frozen simultaneously.

(2) However, for students who have graduated from the first major program and are continuing in the second major program, the two programs will be evaluated independently during the registration freezing process for students enrolled in the first major and graduate programs.

(3) Students unable to take courses in the second major program due to reasons such as courses not being offered or course overlaps may be granted a two-semester registration freeze for the second major program, subject to approval by the relevant department and the decision of the Administrative Board of the faculty, college, or vocational school. This permission is communicated to the department responsible for the first major program.

Exmatriculation and disenrollment

ARTICLE 13 – (1) Students who fail to take courses for two consecutive semesters without permission from the double major program will be disenrolled from the program.

(2) A student may voluntarily withdraw from the double major program by submitting a petition to the relevant unit's secretariat.

(3) A student's GPA in the major program may decrease to 2.50 out of 4.00 only once. A student whose GPA falls below 2.72 out of 4.00 for the second time will be disenrolled from the double major program.

(4) Courses that are not accepted in the major program or counted as part of the student's minor program, but are successfully completed in the double major program, will be included in the transcript and Diploma Supplement, but will not be counted toward graduation credits or GPA.

(5) If students leave the double major program before graduating from the major diploma program, and if they have a minor program and meet the admission conditions specified in this directive, they may switch to the minor program with the approval of the relevant unit's board of directors, without needing to meet the quota requirement. In this case, a written request from the student and a decision from the relevant unit's board of directors are required for the courses taken and successfully completed in the double major program to be counted in place of the courses in the minor program.

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(6) A "Minor Certificate" is awarded to a student who has been unenrolled or deregistered from the double major program, if requested, provided they have fulfilled the graduation requirements for the major diploma program, have earned at least 30 ECTS credits in courses not included in the major transcript (subject to approval by the board of directors of the unit to which the double major program is affiliated), and have a GPA of at least 2.00 out of 4.00.

PART THREE

Minor Programs

Purpose

ARTICLE 14 – (1) The purpose of the minor program is to allow students enrolled in a diploma program at the University to earn a minor certificate by taking a limited number of courses on a specific subject within another diploma program at the University, provided they meet the specified conditions. The same objective applies to interdisciplinary minor programs offered jointly by multiple diploma programs.

Offering a Minor Program

ARTICLE 15 – (1) Minor programs may be established by the decision of the relevant unit boards of the university and with the approval of the Senate.

Quota

ARTICLE 16 – (1) The quotas for minor programs are determined by the relevant unit boards and approved by the Senate.

Application, Acceptance, and Registration

ARTICLE 17 – (1) The student may apply to the minor program at the earliest at the beginning of the third semester and at the latest by the beginning of the sixth semester of the major undergraduate program.

(2) Applications for the minor program are submitted through the student information system on the dates specified in the academic calendar.

(3) For students to be eligible to apply for a minor program, the following are required;

a) Successfully completing all courses in the major undergraduate program up to the semester in which the student applies to the minor program,

b) Having a GPA of at least 2.50 out of 4.00 at the time of application,

c) Meeting the English proficiency requirement, if applicable, for the minor program being applied to,

ç) Successfully passing the relevant special talent exam for minor programs that admit students based on an aptitude test,

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- d) A compliance report for student admission to programs that require a health certificate,
- e) If the minor program has additional conditions set by the Council of Higher Education or the University, the student must fulfill those requirements.
- (4) The student may not enroll in more than one minor program.
- (5) Students who transfer to the University's programs through undergraduate or vertical transfer must complete at least one semester in their enrolled program before applying for the minor program.
- (6) Applications are decided based on the recommendations of the relevant department and the board of directors of the respective unit.

Advisors

ARTICLE 18 – (1) A Minor Coordinator is appointed by the relevant department heads to oversee the coordination of minor programs within the departments.

(2) The Minor Coordinator is appointed as an academic advisor to assist students in selecting courses within the programs and departments offering minor programs, planning the semesters in which these courses will be taken, and ensuring the minor program is carried out in alignment with its objectives. Minor Coordinators collaborate and maintain communication with advisors in the major program to ensure the coordination of minor programs.

Principles of Success, Attendance, and Graduation

ARTICLE 19 – (1) The courses and ECTS workload that the student must complete in the minor program are determined with the Senate's approval, based on proposals from the relevant unit boards. The total ECTS credits should be no less than 30, in alignment with the Higher Education Field Competencies.

- (2) Separate transcripts are provided for the minor program.
- (3) Students who graduate from the major program and have a GPA of at least 2.00 out of 4.00 in the minor program receive a Minor Certificate.
- (4) For students who leave their minor programs and are admitted to the double major program, the courses taken during the minor program may be accepted as substitutes for courses in the second major of the double major program they are admitted to, provided that the relevant conditions are met.
- (5) The student's success in the minor program has no impact on the graduation requirements for the major program.
- (6) The student who successfully completes the minor program is given a "Minor Certificate". This document is not a substitute for a diploma.
- (7) A student who completes the minor program cannot claim the rights and privileges granted by an associate degree or undergraduate diploma in the minor field.

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Graduation extension

ARTICLE 20 – (1) Students who are eligible to graduate from the major program but have not completed the minor program may be granted an additional period of up to two semesters, subject to the decision of the relevant unit's board of directors.

Freezing registration

ARTICLE 21 – (1) If a student freezes their registration in their major program, their registration in the second major program will also be considered frozen simultaneously. However, for students who have graduated from the major program but continue in the minor program, the two programs are evaluated independently during the registration freezing process for students enrolled in the graduate program.

(2) Students who are unable to take courses in the minor program due to reasons such as course unavailability or scheduling conflicts may be allowed to freeze their registration for one semester, with the recommendation of the department offering the minor program and the approval of the relevant unit board of directors.

Exmatriculation and disenrollment

ARTICLE 22 – (1) To continue in the minor program, a student must maintain a GPA of at least 2.29 out of 4.00 in their major program. The student who cannot meet this requirement will be disenrolled from the minor program.

(2) A student may voluntarily withdraw from the minor program by submitting a petition to the relevant unit's secretariat.

(3) The student who withdraws or is disenrolled from the minor program cannot reapply to the same minor program.

(4) A student who fails to take courses from their minor program without permission for two consecutive semesters will be disenrolled from that program.

(5) A student whose GPA in the minor program remains below 2.00 for two consecutive semesters will be disenrolled from that program.

(6) If a student withdraws or is removed from the minor program, successfully completed courses from the minor program may be counted as elective courses in the major diploma program upon the advisor's recommendation and approval by the relevant faculty administrative board.

PART FOUR

Joint and Final Provisions

Make-up Exams:

ARTICLE 23 – (1) In the event that the exams for courses in the second major or minor program conflict with the exams for the major program courses during the midterm or final exam schedules, students are entitled to make-up exams for the second major or minor program courses.

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(2) If the exam schedules for the major and second major/minor programs overlap in terms of dates and times, students must apply to the secretariat of the unit responsible for their second major/minor program within three working days after the exam schedules are announced. The board of directors of the relevant unit grants students the right to take make-up exams for the affected course(s) if they apply within the specified time frame and are confirmed to have an exam conflict. Make-up exams are held on the date and time to be determined by the relevant unit board of directors.

Financial provisions

ARTICLE 24 – (1) Double major and minor students are not required to pay any additional tuition fees for their major program during the normal duration of their studies in the major program. Double major or minor students who are unable to complete the second major or minor program by the end of the normal duration of the major program and an additional year, will be required to pay a fee equivalent to the fee charged to newly enrolled paid students in the relevant program for that academic year. This applies if the total ECTS credits required for graduation, multiplied by the per-ECTS fee for that year, exceeds the tuition fee for newly enrolled paid students in the relevant program. Students whose calculated fee (based on the total ECTS credits required for graduation multiplied by the per-ECTS fee for that year) is lower than the tuition fee for newly enrolled paid students in the relevant program, will pay the amount determined by multiplying the total ECTS of the courses they take in that semester by the per-ECTS fee for that year.

(2) Scholarships for double major and minor students who are on scholarship and cannot complete their education within the normal duration may be extended for a maximum of one year, provided they have completed the major program within the normal duration and have valid excuses. This extension requires the approval of the University Administrative Board and the Board of Trustees.

(3) Students who receive scholarships and are enrolled in a double major or minor program must pay tuition fees for the courses they take during the summer school.

Situations for which no applicable provision exists

ARTICLE 25 – (1) In cases where there is no applicable provision is found in this directive, the provisions of the relevant legislation, the Fenerbahçe University Associate Degree and Undergraduate Education Regulations, the decisions of the Senate and the University Administrative Board are applied.

Effective Date

ARTICLE 26 - (1) This directive takes effect on the date of its publication.

Implementation

ARTICLE 27 (1) The provisions of this directive are implemented by the Rector.

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