

FENERBAHÇE UNIVERSITY
DOUBLE MAJOR AND MINOR PROGRAM
DIRECTIVE

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) Purpose of this Directive is to determine the principles and procedures related to learning in double major and minor programs carried out at Fenerbahçe University associate degree and undergraduate level.

Scope

ARTICLE 2 – (1) This Directive covers the principles and procedures related to double major and minor programs carried out in associate and undergraduate programs of Fenerbahçe University.

Basis

ARTICLE 3 – (1) This Directive has been prepared based on the provisions of Article 44 (c) of Higher Education Law No. 2547 and the provisions of "Regulation on the Transition Between Associate Degree and Undergraduate Programmes in Higher Education Institutions, Double Major, Major and Inter-Institute Credit Transfer" and "Fenerbahçe University Associate Degree and Undergraduate Education Regulation".

Definitions

ARTICLE 4 - (1) The following terms used in this directive shall bear the following meanings;

- a) Major: Associate or undergraduate diploma program in which the student is enrolled on the date of applying to the double major or minor program,
- b) Unit: Faculties, colleges and vocational colleges within Fenerbahçe University
- c) Unit board: Faculty, college and vocational college boards affiliated to Fenerbahçe University,
- ç) Unit director: Dean of faculties within Fenerbahçe University, directors of colleges and vocational schools,
- d) Unit board: Faculty, college and vocational college boards affiliated to Fenerbahçe University,
- e) Double major program The program that enables the student who convenes the success condition and other conditions to take courses simultaneously from the two diploma programs of the University and receive two separate diplomas,
- f) Different Score Type: Considering the tests used in the calculation of the scores used in the placement in higher education programs in the Student Selection and Placement system, MATHS and SCIENCE four scores types as of 2018: MATHS and SCIENCE Score Type (AYT with TYT (Core Proficiency Test-Advanced Proficiency Test), MATHS and SCIENCE Score Type (AYT with TYT), EA Score Type (AYT with TYT), LANGUAGE Score Type (YDT with TYT); MATHS and SCIENCE seven score types as of 2010: MATHS and SCIENCE Score Type (YGS-1 with YGS-2), MATHS and SCIENCE Score Type (YGS-3

with YGS-4), MATHS, TURKISH AND HISTORY Score Type (YGS-5 with YGS-6), MATHS and SCIENCE (MF) Score Type, Turkish-Mathematics (TM) Score Type, Turkish-Social (TS) Score Type, Foreign Language (LANGUAGE) Score Type; MATHS and SCIENCE seven point types as of MATHS, TURKISH AND HISTORY -1, MATHS and SCIENCE -1, MATHS, TURKISH AND HISTORY -2, MATHS and SCIENCE and LANGUAGE-2, VERBAL-1, VERBAL

Score Type, MATHS, TURKISH AND HISTORY-1 MATHS, TURKISH AND HISTORY Score Type, MATHS and SCIENCE -2 Mathematics-Science Score Type, MATHS, TURKISH AND HISTORY -2 Turkish-Mathematics Score Type, VERBAL-2 Turkish-Social Score Type, and LANGUAGE Foreign Language Score Type before 2009

g) GPA: means the grade point average,

ğ) Second major program; The second associate degree or undergraduate diploma program outside the major in the double major program in which the student is registered,

h) Student: Fenerbahçe University student, 1)

President: Rector of Fenerbahçe University,

i) Senate: Senate of Fenerbahçe University,

j) University: Fenerbahçe University,

k) Board of Trustees of the University: Board of Trustees of Fenerbahçe University,

l) Base Point Entry point of the student placed to a diploma program of a higher education institution with the lowest point through the central examination placed by the Measurement, Selection and Placement Center (ÖSYM),

m) Minor program: A programme enabling students enrolled in a diploma program to receive a document (subsidiary 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,

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PART TWO

Double Major Program

Purpose

ARTICLE 5 – (1) The purpose of the double major program is to ensure that the students who carry out the associate and bachelor's degree programs with high success also study to obtain an associate or bachelor's degree in a second branch.

Opening Double Major Study

ARTICLE 6 - (1) Between which diploma programs of the university a double major diploma program shall be carried out shall be determined by the proposal of the relevant programs/departments to which the diploma programs within the scope of double major education are affiliated, the decision of the relevant unit boards and the approval of the Senate.

Quotas

ARTICLE 7 - (1) The quotas of the programs to be performed in double major, excluding

legal, medical and health programs and engineering programs, shall be determined with the approval of the Senate upon the decision of the relevant unit boards, not less than 20% of the quotas of the relevant programs published in the guide.

(2) The quotas of students who will do a double major may not be less than the number of students in the top 20% in the relevant class of the major diploma program, provided that their GPA in the major diploma program is at least 2.70 out of 4.00.

(3) Quotas are announced by the Director of Student Affairs before the start of the academic year.

Application, Acceptance and Registration

Article 8 - (1) Applications to the second major diploma program in undergraduate programs may be made at the beginning of the third semester at the earliest, at the beginning of the fifth semester in four-year programs at the latest, at the beginning of the seventh semester in five-year programs, at the beginning of the ninth semester in six-year programs, and at the beginning of the third semester at the earliest in associate degree programs. Applications for associate degree second major program from undergraduate programs can be made at the beginning of the third semester at the earliest and at the beginning of the fifth semester at the latest.

(2) Double major program applications are made to the relevant second major unit secretariats on the dates announced in the academic calendar by petition and approved transcript of the major.

(3) In order for students to apply for the second major;

a) The student has successfully completed all the courses (except practice courses in hospital, clinic, field, etc.) in the major diploma program until the semester he/she applies,

b) GPA in the major diploma program should be at least 2.72 out of 4.00,

c) Being in the first 20% of the success ranking of the students in the relevant class of the major diploma program according to GPA,

ç) Although the GPA in the major diploma program is at least 2.72 out of 4.00, it is the first in the success ranking of the students in the relevant class of the major diploma program according to GPA

For students who cannot be included in 20%, the students have provided the base score of the second major program in the year settled in the major program,

d) If the application is made at the beginning of the third semester, at least 48 ECTS, if it is made at the beginning of the fourth semester, at least 84 ECTS, and if it is made at the beginning of the fifth semester, at least 120 ECTS.

e) If the second major program in which the application is made convenes the English proficiency requirement,

f) To be successful in the relevant special talent exam for the second major programs that accept students with the talent exam,

g) Compliance report for student admission to programs requiring health report,

ğ) If any, it must comply with the other conditions of the program to be made by the YÖK or the University.

(4) Up to three separate secondary major diploma programs can be applied for simultaneously. However, only one second major diploma program can be enrolled.

- (5) More than one second major diploma program cannot be enrolled at the same time.
- (6) The student may be enrolled or register in a minor program while continuing the second major diploma program.
- (7) In order to apply to the second major diploma program, the student who comes with a lateral transfer must study for at least one semester in the program in which he/she is enrolled.
- (8) Students in the second major diploma program can make a lateral transfer to the second major diploma program when they meet the conditions in accordance with the provisions of the internal lateral transfer.
- (9) Students enrolled with a vertical transfer cannot apply to the second major program.
- (10) Acceptance of students who meet the conditions is made with the proposal of the program applied and the decision of the unit board to which the second major diploma program is affiliated.
- (11) Admitted students are enrolled to the second major program by the Director of Student Affairs within the periods specified in the academic calendar.
- (12) The student who wants to do double major in the programs for which the success ranking requirement is sought must meet the success ranking requirement determined by the Higher Education Council of the relevant program in the year in which he/she is enrolled, among other conditions set out in this Directive.
- (13) Those who are eligible to enroll in the double major program are declared as primary and substitute lists.
- (14) In the evaluation of the applications, firstly, the student's GPA in the major diploma program and, in case of equality of GPA, the percentage in the success ranking of the major diploma program are examined.

Advisory

ARTICLE 9- (1) The Second Major Advisor shall be appointed for each student by the relevant unit director to whom the second major is affiliated in order to assist the students in determining the courses to be taken by the students in the programs and departments admitting students to the double major programs, 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. The second major advisors communicate and cooperate with the advisors in the major program.

(2) Double Major Coordinator is appointed in the units by the relevant unit directors for the coordination of double major programs.

Principles of Success, Attendance and Graduation

ARTICLE 10 - (1) The courses to be taken by the student in the double major program and ECTS workload shall be determined with the approval of the senate upon the proposal of the boards of the relevant programs/departments and units, not less than 30 ECTS in associate degree programs and 60 ECTS in undergraduate programs, taking into account Higher Education Area Competencies. In any case, the relevant double major program should be arranged in a manner that ensures that the student has defined learning outcomes that should be gained at the end of the program.

(2) The separation of the major program and the double major program is essential. In this context, in order to complete the second major program, all courses in the relevant curriculum must be completed and other conditions necessary for graduation must be met.

(3) The courses to be taken with common and equivalent courses to be counted in both

programs are determined by the relevant program/department presidencies and finalized by the decision of the board of trustees of the relevant units.

- (4) The courses taken and accepted as equivalent in the major diploma program of the student studying in the second major diploma program are shown as the course with success grade "T" in the transcript of the second major diploma program.
- (5) If the student wants to withdraw from a course that is considered common in both programs, the withdrawal process is applied for both programs.
- (6) The maximum ECTS workload that a double major student can receive in a semester is determined according to the provisions of Fenerbahçe University Education Regulation.
- (7) The graduation GPA of the student is calculated separately for both major diploma programs.
- (8) In order for the student to graduate from the second major undergraduate diploma program, he/she must provide at least 240 ECTS and his/her GPA must be at least 2.72 in the second major undergraduate diploma program, provided that the credit worth at least 60 ECTS is taken from the second major undergraduate diploma program.
- (9) In order for the student to graduate from the second major associate degree program, he/she must provide a credit worth at least 120 ECTS provided that the credit worth at least 30 ECTS is taken from the second major associate degree program and his/her GPA must be at least 2.72 in the second major associate degree program.
- (10) The double major diploma program is awarded to the student provided that the second major program is a graduation diploma, but only if he/she graduates from the major diploma program.
- (11) If the courses taken in the second major program by the decision of the board of trustees of the second major diploma program meet the courses to be taken in the first four semesters of this program, the student can be given an associate degree. In this case, the courses that the student succeeds in the second major program but is not included in the major diploma program are shown in the transcript and Diploma Supplement without being included in the GPA.
- (12) The student enrolled in the second major diploma program, which is an internship requirement, must fulfill the internship obligation in this program.
- (13) Separate transcripts, diplomas and diploma attachments are issued for each major and second major programs. Semester and general grade point averages are calculated separately.
- (14) The success status of the student in the second major program does not affect his/her graduation in the major program.
- (15) Students studying double major can take courses opened in summer school.
- (16) Students with a GPA between 3.00 and 3.49 in the second major program are considered as "honorary students" and students with a GPA of 3.50 and above are considered as "high honor students" provided that they have not received any disciplinary penalty in the double major program.

Graduation Extension

ARTICLE 11 - (1) The education period of the student who has obtained the right to graduate in the major diploma program but has not completed the second major diploma program is the maximum period specified in Article 44 (c) of the Law No. 2547 as of the academic year of registration in the second major diploma program.

Freezing Registration

ARTICLE 12 - (1) If the student has frozen his/her registration in the major program, he/she shall be deemed to have simultaneously frozen his/her registration in the second major program.

(2) Among the students who graduated from the first major program but continued the second major program, the two programs are evaluated independently from each other in the registration freezing procedures of those who are enrolled in the first major diploma and postgraduate program.

(3) Students who cannot take courses in the second major diploma program due to reasons such as not opening the course and/or application or overlapping courses can be granted permission to freeze registration for a maximum of two semesters for the second major program with the approval of the relevant program/department and the decision of the relevant unit board. This permission is notified to the program/department executing the first major program.

Discharge and Deregistration

ARTICLE 13 – (1) Students who do not take courses in two semesters in a row without permission from the double major program shall be removed from the double major program.

(2) The student can leave the double major program at any time by petitioning the second major unit secretariat about his/her own request.

(3) The GPA of the student in the double major program can be reduced to 2.50 out of 4.00 for one time. The registration of the student whose GPA falls below 2.72 out of 4.00 for the second time is removed from the double major program.

(4) The courses taken and succeeded in the second major program of the students removed from the double major program can be counted instead of the elective courses in the major diploma program with the proposal of the advisor in the major program and the decision of the relevant unit board.

(5) The courses that are not accepted in the major program of the student or are not counted in a minor program but are successful in the second major program are included in the transcript and Diploma Supplement without including in the graduation credit and GPA.

(6) Students who leave the double major program before graduating from the major diploma program can switch to the secondary program with the decision of the relevant unit board of trustees without seeking the quota condition if they have a secondary program and meet the acceptance conditions specified in this directive. In this case, the written request of the relevant student and the decision of the relevant unit board are required in order for the courses taken in the double major program and succeeded to be counted instead of the courses in the minor program.

(7) The student who has his/her registration removed from the second major diploma program or whose registration has been removed, is given a "Minor Certificate" if he/she achieves at least 30 ECTS credit courses that are not included in the major transcript and accepted by the decision of the board of the unit to which the second major diploma program is affiliated and his/her GPA from these courses is 2.00 out of 4.00.

PART THREE

Minor Programs

Purpose

ARTICLE 14 - (1) The purpose of the subsidiary program is to ensure that the students enrolled in a diploma program of the University are educated in order to qualify for the subsidiary certificate by taking a limited number of courses within the scope of another diploma program within the University. The same goal is aimed for the interdisciplinary minor programs opened by more than one diploma program together.

Opening Minor Program

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

Quotas

ARTICLE 16 - (1) The quotas of the minor programs shall be determined by the decision of the relevant unit boards and the approval of 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 at the beginning of the sixth semester of the major undergraduate program.

(2) Minor program applications are made to the relevant unit secretariats on the dates announced in the academic calendar by petition and approved transcript of the major.

(3) In order for the students to make a minor application;

a) Having successfully completed all the courses he/she has taken in the major undergraduate program until the semester when he/she applied to the minor program,

b) At the time of application, the GPA in the major program should be 2.50 out of at least 4.00,

c) If there is a minor program in which the application is made, it convenes the English proficiency requirement,

ç) Being successful in the relevant special talent exam for the minor programs that accept students with the talent exam,

d) Compliance report for student admission to programs requiring health report,

e) It must comply with other requirements, if any, pertaining to the program to be made by the YÖK or the University.

(4) The student cannot enroll in more than one minor program.

(5) In order for the student who enrolls in the programs of the University with lateral transfer or vertical transfer to apply to the minor program, he/she must study for at least one semester in the program he/she enrolled.

(6) Applications are evaluated and decided by the recommendation of the relevant department and the Board of Trustees of the relevant unit.

Advisory

ARTICLE 18 - (1) Minor Program Advisor is appointed for each student by the relevant Minor program unit director in order to help the students in determining the courses to be taken in the minor program and to plan the semesters in which the courses will be taken and to ensure that the minor program is carried out in accordance with its purpose. Minor program advisors communicate and cooperate with advisors in the major program.

(2) Minor Program Coordinator is appointed in the units by the relevant unit directors for the coordination of the subordinate programs. The coordinator to be appointed for interdisciplinary

minor programs shall be determined by a joint decision of the relevant programs.

Principles of Success, Attendance and Graduation

ARTICLE 19 – (1) The courses to be taken by the student in the minor program and ECTS workload shall be determined with the approval of the Senate upon the proposal of the boards of the relevant units not less than 30 ECTS credits by considering Higher Education Area Competencies. In any case, the relevant minor program should be arranged in such a way as to ensure that the student has defined learning outcomes that should be gained at the end of the program.

(2) Separate transcripts are arranged for the minor program.

(3) The student is enrolled in the common courses in the major and minor programs during the course enrollment for both programs. The courses counted in both programs are shown in both the major and minor program transcripts of the student. However, these common courses are treated as the only course in the calculation of course load. If the student wishes to withdraw from a course that is considered a partner, the withdrawal process is applied for both programs.

(4) The courses in which the student is successful and not counted in the major program are included in the major transcript and Diploma Supplement without inclusion in the GPA.

(5) Students who have graduated from the major program and have a GPA of at least 2.00 out of 4.00 in the minor program can receive a Yandal Certificate.

(6) The courses taken by the students admitted to the double major program by leaving the minor program provided that the relevant conditions are met can be counted instead of the courses of the second major program in the double major program in which they were accepted.

(7) The success status of the student in the minor program does not affect his/her graduation in the major program.

(8) The student who successfully completes the minor program is awarded a "Minor Certificate". This document does not replace the diploma.

(9) The student who completes the minor program cannot benefit from the rights and powers granted with associate degree and bachelor's degree in the minor field.

Graduation Extension

ARTICLE 20 - (1) Students who have graduated from the major program but cannot finish the minor program are granted a maximum of two semesters of additional time with the decision of the relevant unit Board of Trustees.

Freezing Registration

ARTICLE 21 - (1) If the student has frozen his/her registration in the major program, he/she shall be deemed to have simultaneously frozen his/her registration in the minor program. However, among the students who graduate from the major program and continue their minor program, the two programs are evaluated independently from each other in the registration freezing procedures of those enrolled in the graduate program.

(2) Students who cannot take courses in the minor program due to reasons such as not opening the minor program or overlapping courses can be granted permission to freeze registration for a semester with the proposal of the department running the minor program and the decision of the relevant unit board.

Discharge and Deregistration

ARTICLE 22 – (1) In order for the student to continue his/her minor program, his/her GPA must be 2.29 out of at least 4.00 in the major program. Registration of the student who cannot meet this condition is removed from the minor program.

(2) The student may leave the minor program at any time by submitting a petition to the unit secretariat about his/her own will.

(3) The student who has his/her enrollment removed from the minor program or whose enrollment has been removed cannot re-enroll in the same minor program.

(4) The record of the student who does not take courses in two semesters in a row without permission from the minor program is removed from this program.

(5) The enrollment of the student whose GPA in the minor program is below 2.00 in the two semesters in succession is removed.

(6) In case of leaving or removal from the minor program, the courses succeeded in the minor program of the student can be counted instead of the elective courses in the major diploma program with the proposal of the major program advisor and the decision of the relevant unit board.

PART FOUR

Common and Final Provisions

Make-up Exam

ARTICLE 23 - (1) In the event that the exams of the courses in the second major/minor program overlap with the exams of the major program courses in the midterm and semester end exam programs, the students may be granted the right to an make-up exam with the decision of the relevant Board of Trustees for the exams of the second major /minor program courses.

(2) In case the exams overlap in terms of days and hours in the exam programs, the students apply to the secretariat of the unit to which the second major/minor program they continue within three working days following the announcement of the exam programs with a petition. The relevant unit Board of Trustees grants the students who apply within the time limit and are determined to have an exam conflict the right to an make-up exam for the relevant course (s). The make-up exams are held on the date and time to be determined by the relevant unit board.

Financial Provisions

ARTICLE 24 - (1) Double major and minor students shall not pay any additional tuition fee to the tuition fee of the major program within the normal tuition period of the major programs. Double major or minor students who fail to complete the second major or minor program at the end of the normal education period of the major in which the student is enrolled and an additional year pay the tuition fee determined by the Board of Overseers per credit for the courses.

(2) Scholarships of double major and minor students who cannot complete their studies within normal education periods may be extended for a maximum of one year with the acceptance of their excuses by the University Board of Trustees and the approval of the Board of Overseers, provided that these students have completed their major program within normal education periods and if they have valid excuses.

(3) Students who benefit from scholarships and take double major or minor courses do not pay

tuition fees for these courses if they take the courses opened in summer school for the first time. In other cases, they pay the summer school tuition fee approved by the Board of Overseers.

The conditions not covered hereunder

ARTICLE 25 – (1) Provisions of relevant legislation, Fenerbahçe University Associate Degree and Undergraduate Education Regulation, Senate and University Board decisions shall be applied in cases where there is no provision in this directive.

Effectiveness

ARTICLE 26- (1) This Directive shall enter into force on the date of acceptance by the Senate of Fenerbahçe University.

Enforcement

ARTICLE 27. (1) This Directive shall be enforced by the Rector of Fenerbahçe University.