

**ISTINYE UNIVERSITY
SENATE MEETING**

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15/12/2021	10.30	17

**ISTINYE UNIVERSITY
DOUBLE MAJOR – MINOR PROGRAM DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 – (1) The purpose of this Directive is to regulate the procedures and principles regarding registration and admission to double major and minor programs of Istinye University and graduation from those programs.

Basis

ARTICLE 2 – (1) This Directive was prepared based on the Higher Education Law No. 2547, the Regulation on the Principles of Transfer Between Associate Degree and Undergraduate Programs, Double Majors, Minors and Inter-Institutional Credit Transfers at Higher Education Institutions as published in the Official Gazette No. 27561 dated 24/04/2010, and the Istinye University Regulation on Associate Degree and Undergraduate Education.

Definitions

ARTICLE 3 – (1) In this Directive

a) Cumulative Grade Point Average (CGPA): Refers to the grade point average of all courses taken by the student until the semester they are planning to transfer, excluding the preparatory year, calculated on a weighted basis according to the credits of all said courses;

b) Double Major Program (DMP): Refers to the program that enables students who meet the academic success condition and other terms, to receive two separate diplomas by taking courses from the University's dual diploma program simultaneously;

c) Relevant Unit: Refers to the faculties, schools and vocational schools within Istinye University;

ç) Relevant Unit Board: Refers to the faculty boards of the faculties, the school boards of the schools and the vocational school boards of the vocational schools within Istinye University;

d) Relevant Unit's Administrative Board: Refers to the faculty administrative boards of the faculties, the school administrative boards of the schools and the vocational school administrative boards of the vocational schools within Istinye University;

e) Available Place: Refers to the pre-determined number of students to be admitted;

f) Board of Trustees: Refers to the Board of Trustees of Istinye University;

g) Transcript of Records: Refers to the document on which the names, credits and final grades of all courses taken throughout the education period are written;

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- ğ) Student Registration Office: Refers to the designated unit of Istinye University in charge of handling all registration procedures of students;
- h) President: Refers to the President of Istinye University;
- i) Senate: Refers to the Istinye University Senate;
- i) Base Point: Refers to the entrance point of the student with the lowest point who was placed to a diploma program of a higher education institute by the Center for Student Selection and Placement (ÖSYM) via central examination;
- j) University: Refers to Istinye University;
- k) Minor Program: Refers to the program that enables the student enrolled in a diploma program to receive a certificate (minor certificate), which is not a substitute for a diploma, by taking a limited number of courses on a particular subject within another diploma program at the same higher education institution, provided that they meet the stipulated requirements.

**PART TWO
Double Major Program**

Double major program

ARTICLE 4 – (1) A “Double Major Program” may be established between an associate degree program and other associate degree programs, between an undergraduate program and other undergraduate programs or associate degree programs upon the relevant unit board’s recommendation and approval of the Senate.

(2) Curricula of double major programs are determined and declared through the approval of the Senate upon the recommendation of the relevant unit board.

Application, admission and registration conditions

ARTICLE 5 – (1) The student may apply to a double major program

a) at the beginning of the third semester of an undergraduate major program at the earliest, and at the beginning of the fifth semester of the four-year programs; the seventh semester of the five-year programs and the ninth semester of the six-year programs at the latest;

b) at the beginning of the second semester at the earliest, and at the beginning of the third semester at the latest of an associate degree major program.

(2) Students who have a minimum cumulative grade point average of 3.00 out of 4.00 in their major program and rank in the top 20% of their major program class at the time of application can apply for a double major program.

(3) Among students who have a minimum cumulative grade point average of 3.00 out of 4.00 in their major program, yet do not rank in the top 20% of their major program class, those who have a point equal to or higher than the base point of the desired double major program for the relevant academic year can also apply for a double major program.

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(4) Students who wish to do a double major in programs where success ranking condition is sought need to have met the relevant program's success ranking condition determined by the Council of Higher Education for the year they were enrolled, apart from the other conditions specified in this Directive.

(5) To be eligible for applying for a double major program, the student must have successfully completed all the courses in their major program up until the semester of application.

(6) In admissions to double major diploma programs where students are admitted through a talent examination, the condition of success in the talent examination is also sought.

(7) Applications for double major programs are made to the Student Registration Office on the dates specified in the academic calendar.

(8) Applicants are ranked by the Student Registration Office according to their cumulative grade point average, and the list of those meeting the required conditions is sent to the relevant units.

Admission to double major program

ARTICLE 6 – (1) Students are admitted to a double major program upon the approval of the unit administrative board of the relevant unit where the respective program is conducted.

Registration for double major program

ARTICLE 7 – (1) Students admitted to a double major program complete the registration process at the Student Registration Office.

(2) Students who have not registered on the specified dates lose their rights for registration.

(3) Students cannot register for more than one double major program simultaneously. However, they can register for a minor program simultaneously with a double major program.

Taking courses and orientation

ARTICLE 8 – (1) Students admitted to and registered for a double major program can take courses amounting to 30 ECTS in total in addition to the major normal ECTS course load when taking courses in any semester, unless they have graduated from the major program.

(2) The course taking processes are carried out on the student automation system with the advisor's approval, taking into account overlaps.

(3) If the student requests that the course(s) taken and successfully completed in the major program be considered a substitute for the equivalent course(s) in the double major program, this is done in accordance with the Directive of Exemption and Orientation of Istinye University. The student takes those courses only once and the courses are shown with the final grade also on the transcript of records for the other program. The said course(s) are included in the grade point average in both programs. However, no exemption request can be

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made for the equivalent courses in the major program based on the courses in the double major program.

(4) For students who are deregistered from their double major program, the future of their courses taken within the scope of the second major program is determined by the Senate. The courses which the student successfully completed in the second major program, yet which are not accepted in the major program are specified in the transcript and diploma supplement without being included in the grade point average.

Advisor System

ARTICLE 9 – (1) In the units admitting or sending students for double major programs, a double major advisor is assigned by the relevant unit to help students determine the courses to be taken and plan the semesters when the courses will be taken, and to ensure that the double major program is conducted in a way that fits its purpose. The double major advisor stays in communication and works in cooperation with major associate degree/undergraduate program advisors of students.

Education status and period

ARTICLE 10 – (1) Double major programs are free provided that they are completed within the regular education period.

(2) Regular education period of the double major program is up to the regular education period of the program that the student attends, starting from the semester when the student is admitted to the program.

(3) Students attending a double major program but failing to have completed the major program within the regular education period do not pay any fee for their major for the regular education period of the double major program.

(4) Financial provisions to be applied for students who have failed to complete either one or both of their major or second major programs by the end of the regular education period are determined by the Board of Trustees.

(5) The education period of students who are entitled to graduate from their major program but could not finish the double major program is the maximum period specified in Article 44, Paragraph (c) of the Law No. 2547 as from the academic year when they registered to the double major program.

(6) Students in double major programs may leave these programs in any semester of the education period at their own request.

(7) In the double major program, the student who do not take any course for two consecutive semesters without a valid excuse or without their excuse being accepted by the relevant unit board is deregistered from the double major program.

(8) If a student enrolled in a double major program transfers to a different program within the institution from their major program, they will be also deregistered from their second major program.

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(9) A student who suspends studies in their major program is regarded to have suspended studies in their double major program as well. In the double major program, for students who will not be able to take courses in any semester due to reasons such as the courses being not opened or overlapping of them, the student's studies may be suspended for the respective semester upon the recommendation of the unit conducting the double major program and the decision of the administrative board.

(10) A student who has left a double major program may apply to different double major and minor programs at a later stage provided that they meet the requirements.

(11) A student in a double major program may transfer to a second major program if they meet the conditions for transfer within the institution in their major program.

(12) Throughout the entire double major program, the cumulative grade point average of students can drop to 2.50 out of 4 once only. Students whose cumulative grade point average drops below 2.72 out of 4 for a second time will be deregistered from the double major program.

Graduation

ARTICLE 11 – (1) Students who successfully complete all the courses included in the double major program curriculum and fulfill the cumulative grade point average needed for graduation may graduate from the double major program. The faculty/school administrative board to which the double major program is affiliated decides for graduation from the double major program.

(2) Academic standing of students in double major programs does not affect graduation from their major program.

(3) Students must have a cumulative grade point average of at least 2.72 out of 4 to graduate from a double major program.

(4) In addition to the ones stated in this Directive regarding double major programs, the Senate may implement new conditions, and the stipulated minimum final grades may be increased. However, this change does not apply for students already attending a double major program.

(5) The diploma of the second major program is awarded to students only when they graduate from the first major diploma program.

**PART THREE
Minor Program**

Minor program

ARTICLE 12 – (1) Minor programs may be established between an undergraduate program and other undergraduate programs upon the recommendation of the relevant unit administrative boards and approval of the Senate.

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(2) Available places for minor programs are determined by the administrative board which has decided for the establishment of the respective programs.

(3) A certificate of achievement (minor certificate) is given to students who have completed their minors indicating their education in the respective field. These certificates are not substitutes for a diploma.

Application, admission and registration conditions

ARTICLE 13 – (1) Students can apply to a minor program at the beginning of the third semester at the earliest and at the beginning of the sixth semester at the latest of a major undergraduate program.

(2) Students must have a cumulative grade point average of at least 2.5 out of 4 in their major program at the time of application.

(3) For students to apply to a minor program, they need to have successfully completed all the credit courses in their undergraduate program up to the semester of application.

(4) Applications for minor programs are made to the Student Registration Office on the dates specified in the academic calendar.

(5) Applicants are ranked by the Student Registration Office according to their cumulative grade point average, and the list of those meeting the required conditions is sent to the relevant units.

Admission to minor program

ARTICLE 14 – (1) Students are admitted to a minor program upon the approval of the unit administrative board of the relevant unit where the respective program is conducted.

Registration for minor program

ARTICLE 15 – (1) Students admitted to a minor program complete the registration process at the Student Registration Office.

(2) Students who have not registered on the specified dates lose their rights for registration.

(3) Students cannot register for more than one minor program simultaneously. However, they can register for a minor program simultaneously with a double major program.

Taking courses and orientation

ARTICLE 16 – (1) Minor programs consist of at least 4 (four) mandatory and 2 (two) elective courses.

(2) A student doing a minor can apply for exemption for courses they have taken in their major, which are also present in the minor curriculum. Exemptions and orientations regarding those courses are made according to the Directive of Exemption and Orientation of IstinYE University.

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(3) Students must take at least 3 (three) mandatory and 1 (one) elective course in their minor programs apart from the courses they are exempt from.

(4) Students registered for minor programs can take courses amounting to 18 ECTS in addition to the major normal course load when taking courses in any semester.

(5) In a minor program, courses may be delivered as a prerequisite if required.

(6) If the student leaves the minor program at their own request or due to them not meeting the conditions, the courses that the student has successfully completed and are not taken into account in the major program are included in the transcript and diploma supplement without being included in the grade point average.

Advisor System

ARTICLE 17 – (1) In the units admitting or sending students for minor programs, a minor advisor is assigned by the relevant unit to help students determine the courses to be taken and plan the semesters when the courses will be taken, and to ensure that the minor program is conducted in a way that fits its purpose. The minor advisor stays in communication and works in cooperation with major undergraduate program advisors of students.

Education status and period

ARTICLE 18 – (1) Minor programs are free provided that they are completed within the maximum period of the major program.

(2) Students must have a cumulative grade point average of at least 2.29 out of 4 in their major program to continue their minor program. Students who fail to meet this condition will be deregistered from the minor program. The courses that the student has successfully completed and are not taken into account in the major program are included in the transcript and diploma supplement without being included in the grade point average.

(3) Upon the decision of the relevant unit administrative boards, a maximum of two additional semesters are given to students who are entitled to graduate from their major program but could not finish the minor program.

(4) Students in minor programs may leave these programs in any semester of the education period at their own request. Students who have their minor program enrollment deregistered cannot enroll in the same minor program again.

(5) Students who do not take courses from their minor program for two consecutive semesters will be deregistered from this program.

Graduation

ARTICLE 19 – (1) For students who have completed the courses, which they are required to take in the minor program, and the CGPA, a certificate of achievement (minor certificate) is issued in the field on which education is received, upon the relevant unit administrative board's decision.

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(2) Academic standing of students in minor programs does not affect graduation from their major program.

(3) In addition to those stated in this Directive regarding minor programs, the Senate may implement new conditions, and the stipulated minimum final grade may be increased.

(4) For students who are deregistered from a minor program, the future of their courses taken within the scope of the minor program is determined by the Senate.

**PART FOUR
Miscellaneous and Final Provisions**

Provisional article

Provisional article 1 – (1) The provision that reads “Students who have a minimum cumulative grade point average (CGPA) of 3.00 out of 4.00 in their major program (...) at the time of application...” in Article 5, Paragraph 2 of this Directive (to be applied as of the Spring Semester applications in the 2018-2019 Academic Year) shall be applied as “Students who have a minimum cumulative grade point average (CGPA) of 2.72 out of 4.00 in their major program (...) at the time of application...” only for the Fall Semester applications in the 2018-2019 Academic Year.

Cases which are not regulated

ARTICLE 20 – (1) The resolutions of the Senate, the University Administrative Board and the relevant administrative boards, as well as provisions of the Higher Education legislation and other relevant legislations shall apply to the situations which are not regulated in this Directive.

Effect

ARTICLE 21 – (1) This Directive shall become effective on the date of its approval by the Senate.

Execution

ARTICLE 22 – (1) The provisions of this Directive shall be executed by the President of Istinye University.