# ATILIM UNIVERSITY

# DIRECTIVE ON MINOR PROGRAMS

**SECTION ONE**

**Purpose-Scope-Basis**

**Purpose**

**ARTICLE 1-**(1) The purpose of minor programs is to ensure that successful undergraduate students receive education in another field in line with their interests.

# Scope

**ARTICLE 2**-(1) This Directive covers the provisions concerning application and admission conditions to minor programs, as well as the conditions regarding studies and achievements of Atılım University students in minor programs.

# Basis

**ARTICLE 3 -** (1) This Directive is based on Article 14 of Higher Education Law no. 2547, and Regulations on Transfer among Associate and Undergraduate Degree Programs of Higher Education Institutions, Double and Minor Major Programs, and Inter-Institutional Credit Transfer, published in the Official Gazette No: 27561, dated April 24, 2010.

# SECTION TWO

**Application and Admission Conditions**

**Minor programs**

**ARTICLE 4-** (1) Minor programs are opened with the approval of the Senate upon the proposal of the relevant executive boards. A separate transcript is prepared for the minor program. Chairpersons of departments assign a Minor Program Coordinator to assist the students in choosing their minor program and to ensure that the minor program progresses appropriately. The Coordinator shall cooperate with advisors of students in their major programs.

(2) Minor programs consist of a minimum of six courses not less than 30 ECTS.

(3) There may be common or equivalent courses between major and minor programs of students. In a minor program, students must take a minimum of four courses not less than twenty ECTS in total, excluding common or equivalent courses of their major program.

(4) The academic success of students in minor programs does not affect graduation status from major programs. Students may terminate minor programs at their own request. Upon termination, students are not required to repeat the failed courses of their minor program. Students who disenroll from a minor program may not register in the same minor program again.

(5) Students may register in only one minor program during their undergraduate education. Registration of students not having taken any courses from a minor program in two semesters consecutively shall be deleted.

# Application and admission conditions

**ARTICLE 5-** (1) Relevant departments determine the minor program quotas to be presented to the executive board, when a semester begins. Upon their discussion at the Executive Board meeting, the quotas are announced to students.

(2) Students are required to complete minimum two and maximum five semesters in their own undergraduate programs to apply for an available minor program. Applications to minor programs are evaluated and determined by the relevant department boards. Applications are made to the relevant department with a letter and transcript within previously announced dates.

(3) Students must have a minimum GPA of 2.50/ 4.00 and have passed all credit courses of their undergraduate program taken until the relevant semester.

(4) Withdrawn (W) courses are included in the list of courses to be completed.

(5) Courses taken in major and/or double major programs may be recognized in minor programs upon the proposal by the minor program department and the decision by the relevant executive board. In course recognition transactions:

a) A semester assignment form is issued;

b) The semester assignment form includes the courses taken or exempted from in major and/or double major programs and to be exempted in minor programs;

c) Recognized courses are included in the GPA calculations for minor programs.

(6) Students are expected to meet the prerequisites of the courses in their minor programs. If prerequisite courses are not taken in a major program before, they are to be taken in the minor program in (NI) status and included in the transcript of the minor program.

# SECTION THREE

**Success and the Minor Program Certificate**

**Success**

**ARTICLE 6-** (1) Students admitted to a minor program must successfully pass the courses determined by the relevant departments upon the proposal by the executive board of the relevant School and upon Senate resolution.

(2) Students must have a minimum GPA of 2.00/ 4.00 in major program in order to continue their minor program. Otherwise, their minor program is canceled.

(3) Students who are eligible for graduation from their major program without having completed their minor program are given an additional period of maximum two semesters with the decision by the relevant executive boards. Registrations of students who fail to graduate from their minor programs at the end of this additional period are deleted.

(4) Students who have completed their own major program successfully and their minor program with a minimum GPA of 2.00/ 4.00 receive a minor program certificate. However, the certificate does not constitute a diploma.

(5) Courses passed by dismissed students in their minor program but not recognized in their major programs are included in transcript and the diploma supplement but not included in their CGPA.

# SECTION FOUR

**Miscellaneous Provisions**

**Period extensions and scholarship students**

**ARTICLE 7-** Among students having registered with a LYS/ YGS scholarship and pursuing a minor program, those having graduated from their major programs successfully without completing their minor program shall be subjected to the provisions of Regulations on Undergraduate Degree Scholarships within the additional period of two semesters.

# Repealed directive

**ARTICLE 8**- Atılım University Directive on Minor Programs accepted with the Senate Resolution dated 22.06.2010 no. 06 has been abolished.

**Provisional ARTICLE 1-(1)** Paragraph 2 of Article 6 of this Directive does not apply to students who are already registered in a minor program on the effective date of this Directive.

# Effective Date

**ARTICLE 9-**This Directive shall take effect after its approval by the Senate.

# Execution

**ARTICLE 10 -** This Directive is executed by the President of Atılım University.