

(Senate Resolution date 14.03.2017 and number 03)

## **ATILIM UNIVERSITY MINOR PROGRAM DIRECTIVE**

### **FIRST CHAPTER Purpose-Scope-Basis**

#### **Purpose**

**ARTICLE 1-(1)** The purpose of minor program 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, study and achievement of Atılım University students in minor programs.

#### **Basis**

**ARTICLE 3-(1)** This Directive was drawn up on the basis of Article 14 of Higher Education Law No. 2547, and Regulation on Transfer among Associate and Undergraduate Degree Programs of Higher Education Institutions, Double and Minor Major Program, and Inter-institutional Credit Transfer which was published in the Official Gazette No: 27561, dated 24.04.2010.

### **SECOND CHAPTER Application and Admission Conditions**

#### **Minor program**

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

(2) Minor program consists of a minimum of six courses not less not 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 (4) courses not less than twenty (20) ECTS in total excluding common or equivalent courses of the major program.

(4) Academic success of students in minor program shall not affect their graduation from major program. Students may terminate minor program at their own request. After termination of minor program, students do not have to repeat fail courses of the program. Students who disenroll from a minor program cannot register in the same minor program again.

(5) Students can register in only one minor program during their undergraduate education. Registrations of students who have not taken any courses from minor program in two semesters consecutively shall be deleted.

#### **Application and admission conditions**

**ARTICLE 5-** (1) Minor program quotas determined by relevant departments and

approved by executive boards are announced to students.

(2) Students must complete minimum two and maximum five semesters in their own undergraduate program to apply an available minor program. Applications to minor programs shall be evaluated and determined by relevant department boards. Applications are made to 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 undergraduate program taken until relevant semester.

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

(5) Courses taken in major and/or double major program can be recognized in minor program with proposal of minor program department and decision of relevant executive board. In course recognition transactions:

- A) A term assignment form is issued;
- B) The form includes the courses taken in major and/or double program and to be exempted in minor program;
- C) Recognized courses are included in the GPA calculation of minor program.

(6) Students must meet prerequisites of courses in minor program. If prerequisite courses are not taken in major program before, they are taken in minor program in (NI) status and included in the transcript of minor program.

### **THIRD CHAPTER**

#### **Success and Minor Program Certificate**

##### **Success**

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

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

(3) Students who have completed their major programs successfully but not completed their minor program are given a maximum of two-semester additional period with the decision of relevant executive boards. Registrations of students who cannot graduate from minor program at the end of additional period shall be canceled.

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

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

**FOURTH CHAPTER**  
**Miscellaneous Provisions**

**Additional period and scholarship students**

**ARTICLE 7-** Among students who registered with LYS/YGS scholarship and pursue a minor program, the ones who have completed their major programs successfully but not completed their minor program shall be subject to the provisions of Undergraduate Scholarship Regulation within the additional period.

**Repealed directive**

**ARTICLE 8-(1)** Atılım University Directive on Minor Program accepted with the Senate Resolution date 22.06.2010 and number 06 has been abolished.

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

**Effective Date**

**ARTICLE 9-(1)** This Directive shall take effect after its approval by the Senate.

**Execution**

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