

(Senate Resolution dated 07.12.2021 no. 16)

(Senate Resolution dated 18.12.2019 no. 10)

(Senate Resolution dated 05.02.2019 no. 02)

(Senate Resolution dated 14.03.2017 no. 03)

## **ATILIM UNIVERSITY DIRECTIVE ON DOUBLE MAJOR PROGRAMS**

### **SECTION ONE Purpose-Scope-Basis**

#### **Purpose**

**ARTICLE 1** - (1) The aim of the double major program is to ensure that students who pursue their undergraduate (**Senate Resolution dated 07.12.2021 no. 16**) or associate degree studies in their departments successfully have the opportunity to pursue a second major (**Senate Resolution dated 07.12.2021 no. 16**) under another program at the University at the same time in order to receive a second undergraduate/ associate degree.

#### **Scope**

**ARTICLE 2** - (1) This Directive covers the provisions concerning the conditions for application and admission, education, success and graduation for Atılım University (**Senate Resolution dated 07.12.2021 no. 16**) students pursuing double major 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**

#### **Opening Double Major Programs, Application and Admission Conditions**

#### **Opening Double Major Programs**

**ARTICLE 4** -(1) Double major programs are opened with the approval of the Senate upon the proposal of relevant departments (**Senate Resolution dated 07.12.2021 no. 16**) and executive boards of school. Double major programs include all courses of the relevant undergraduate/ associate degree program (**Senate Resolution dated 07.12.2021 no. 16**). Course equivalence is determined by relevant departments. Double major program students must take a minimum of twelve (12) courses not less than sixty (60) ECTS excluding common or equivalent courses of their undergraduate degree program (**Senate Resolution dated 07.12.2021 no. 16**); or 6 courses not less than 30 ECTS (**Senate Resolution dated 07.12.2021 no. 16**) in total, excluding common or equivalent courses of their associate degree program (**Senate Resolution dated 07.12.2021 no. 16**).

#### **Terms of application and admission**

**ARTICLE 5** - (1) (**Senate Resolution dated 07.12.2021 no. 16**) Undergraduate degree program students must complete a minimum of two and a maximum of four semesters in their own undergraduate program to apply to pursue double major programs. The condition for associate degree program students is to complete at least one, and at most two semesters before applying. Applications are made to the relevant department with a letter and transcript within previously announced dates.

(2) In order to be eligible for the program, students must have passed all credit courses in their own undergraduate/ associate degree program, have a minimum GPA of 3.00/4.00 and rank in the top 20% with respect to their grades relevant to their class under their main degree program (**Senate Resolution dated 07.12.2021 no. 16**). Students with a minimum GPA of 3.00/4.00 but not in the top 20% of their class under their main degree program may apply for double major programs, provided that their university entrance exam score is higher than the base point of the double major program of their choice for their year of entrance.

(3) Admission procedures are finalized with the decision of the executive board of school/ graduate school of the program of the students' choice (**Senate Resolution dated 07.12.2021 no. 16**).

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

(5) Students who wish to pursue a double major under an English medium program must meet the English proficiency requirements of the relevant department.

(6) Applicants must also meet the minimum ranking conditions specified by the Higher Education Council for admission to relevant departments.

(7) (**Senate Resolution dated 07.12.2021 no. 16**) Associate degree program students may not pursue a double major in undergraduate degree programs.

### **Double Major Programs**

**ARTICLE 6 - (1)** A separate transcript shall be prepared for the double major program. Double major programs shall not affect the students' success in and their graduation from their main degree programs.

(2) Courses to be recognized by both departments shall be determined with a protocol and finalized upon the decision of the relevant executive board of school/ graduate school (**Senate Resolution dated 07.12.2021 no. 16**). The courses taken in main major programs and deemed to be equivalent shall be presented accordingly in both transcripts.

(3) Chairpersons of departments shall assign a Double Major Program Coordinator to assist the students in choosing a double major program and to ensure that double major programs are carried out appropriately. Double Major Program Coordinators operate in coordination with the relevant student advisors of associate/ undergraduate degree programs (**Senate Resolution dated 07.12.2021 no. 16**).

(4) Students cannot register in multiple double major programs at the same time. However, students may enroll in a double major and a minor program at any given time.

(5) (**Senate Resolution dated 07.12.2021 no. 16**) Courses taken in main major and/ or minor degree programs of students may be recognized in their double major programs as per the proposal of the relevant department and the decision of the relevant executive board. In course recognition transactions:

- a) A term assignment form is issued;
- b) The term assignment form includes the courses taken or exempted from in their main major and/or minor programs and to be recognized in their double major programs;
- c) Recognized courses are included in the GPA calculation of double major programs.

(6) (**Senate Resolution dated 07.12.2021 no. 16**) Registration of students not having taken any courses in two semesters consecutively shall be suspended.

### **SECTION THREE Success and Graduation**

#### **Success and graduation**

**ARTICLE 7-** (1) Students may quit the double major programs at their own request. They are not required to repeat their failed double major program courses upon quitting the program.

(2) (**Senate Resolution dated 18.12.2019, no. 10**) Students' CGPA may drop under 2.72 over 4.00 only once during their entire double major program studies. In cases where students' GPA drops below 2.72/ 4.00 in a double major program for a second time, their double major program shall be suspended.

(3) Students who have completed their own major program successfully and their double major program with a minimum GPA of 2.00/4.00 shall receive the diploma for their double major program.

(4) Only the main major program success of double major program students shall be taken into account for ranking purposes (**Senate Resolution dated 07.12.2021, no. 16**).

(5) The maximum period of study for students having completed their main major programs successfully but not their double major programs is the maximum period of study specified under Paragraph (c) of Article 44 of Law no. 2547 from their year of registration to their double major program.

(6) (**Senate Resolution dated 18.12.2019, no. 10**) Students continuing their double major programs are granted their graduation diploma only if they graduate from their main major program successfully.

### **SECTION FOUR Miscellaneous Provisions**

#### **Quotas**

**ARTICLE 8 -** (1) (**Senate Resolution dated 18.12.2019, no. 10**) Double major program quotas are determined and finalizes with a Senate Resolution when each academic year begins.

#### **Student Transfer**

**ARTICLE 9-**(1) Double major students have the right to be transferred to another double major diploma program, on the condition that they meet the conditions for intra-institutional student transfer of their main major diploma programs.

#### **Additional period and scholarship students**

**ARTICLE 10 -** (1) Among the students who register with LYS/ YGS/ 15% Incentive/ "Geleceğe Atılım" scholarship programs, and pursue a double major program, the ones to complete their main major programs successfully but not their double major programs shall be granted a scholarship for a single year, and will be required to pay tuition fees in further additional periods on the condition that they continue their education within the period specified in paragraph 16 of the Article 7 (**Senate Resolution dated 07.12.2021, no. 16**).

### **Evaluation**

**ARTICLE 11** - (1) Courses passed by students in their double major programs but not recognized in their main major programs are included in their transcripts and diploma supplements, but not included in CGPA.

(2) - (**Senate Resolution dated 05.02.2019, no. 02**) Students who are not registered in a minor program and exmatriculated from their double major program for any reason may register in a minor program derived from their double major programs, with the decision of the relevant executive board and upon their own request within the study period of their main major program. Students registered within the scope of this provision are subject to the Atılım University Directive on Minor Programs, and are issued a Minor Program Certificate on the condition that they successfully complete or meet all requirements to complete the program.

### **Repealed directive**

**ARTICLE 12** - (1) Atılım University Directive on Double Major Programs, accepted with the Senate Resolution dated 22.06.2010 and numbered 06, has been abolished.

**PROVISIONAL ARTICLE 1** - (1) Paragraph 2 of the Article 7 of this Directive shall not be applied to the students already registered in a double major program on the effective date of this Directive.

### **Effective Date**

**ARTICLE 13**-(1) This Directive shall take effect after its approval by the Senate.

### **Execution**

**ARTICLE 14** - (1) This Directive is executed by the President of Atılım University.