

(Senate Resolution date 05.02.2019 and number 02)

(Senate Resolution date 14.03.2017 and number 03)

ATILIM UNIVERSITY DIRECTIVE ON DOUBLE MAJOR PROGRAM

FIRST CHAPTER Purpose-Scope-Basis

Purpose

ARTICLE 1-(1) The aim of the double major program is to ensure that students who carry out their studies in their departments successfully have the opportunity to study another program at the University at the same time in order to receive a second undergraduate diploma.

Scope

ARTICLE 2-(1) This Directive covers the provisions concerning application and admission conditions, study, achievement and graduation of Atılım University students in double major 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

Opening Double Major Programs, Application and Admission Conditions

Opening Double Major Programs

ARTICLE 4-(1) Double major program is opened with the approval of the Senate upon the proposal of relevant department and executive board of school. Double major programs cover all courses of relevant undergraduate program, and equivalency of courses are determined by departments. In a double major program, students must take a minimum of twelve (12) courses not less than sixty (60) ECTS excluding common or equivalent courses of the major program.

Terms of application and acceptance

ARTICLE 5- (1) Students must complete a minimum of two and a maximum of four semesters in their own undergraduate program to apply an available double major program. Applications are made to the Directorate of Student Affairs with a letter and transcript in previously announced dates.

(2) In order to be eligible for the program, students must have passed all credit courses in their own undergraduate program, have a minimum GPA of 3.00/4.00 and rank in the top 20% according to the achievement ranking of relevant grade of major program. The students, who have a minimum GPA of 3.00/4.00 but are not included in the top 20% of their major program, may apply for double major program provided that their university entrance exam score is higher than the base point of double major program in the year of entrance.

(3) Applicants are accepted by the executive board of relevant school.

(4) Withdrawn courses are included in the list of courses to be completed.

(5) Students who want to do a double major with an English medium course must meet English proficiency requirements of such department.

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

Double Major Programs

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

(2) Courses to be recognized by both departments shall be determined with a protocol and finalized upon the decision of executive board of school. The courses which have been taken in the major program and accepted as equivalent shall be recorded in both transcripts.

(3) Chairpersons of departments shall assign a Double Major Program Coordinator to assist the students in choosing double major program and to ensure that double major program is carried out appropriately. Double Major Program Coordinator shall cooperate with advisors of students in their major program.

(4) Student cannot register in more than one double major program at the same time. However, students can enroll in a double major and a minor program at the same time.

(5) Students applying to double major programs admitting students with special talent test must take and pass the test, as well.

(6) Courses taken in major and/or minor program can be recognized in double major program with proposal of double major program 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 minor program and to be exempted in double major program;

C) Recognized courses are included in the GPA calculation of double major program.

(7) Registrations of students who have not taken any courses in two semesters consecutively shall be deleted.

THIRD CHAPTER Success and Graduation

Success and graduation

ARTICLE 7- (1) Students can quit the double major programs at own request. Student do not have to repeat double major program courses which they have failed when they quit the program.

(2) If students' GPA drops below 2.50/4.00 in major program, their double major program is canceled.

(3) Students who have completed their own major program successfully and double

major program with a minimum GPA of 2.00/4.00, shall receive the second major program undergraduate diploma.

(4) Double major students are included in success rankings of both major and double major programs.

(5) The maximum study period of students who have completed their major programs successfully but not completed their double major programs is specified in the paragraph C of the Article 44 of the Law no 2547.

FOURTH CHAPTER Miscellaneous Provisions

Quota

ARTICLE 8-(1) Quotas of double major programs shall be determined by departments at the beginning of every academic year and be concluded by the administrative boards.

Student Transfer

ARTICLE 9-(1) Double major students have right to transfer into a second major diploma program, if they meet the conditions of intra-institution transfer in their major diploma programs.

Additional period and scholarship students

ARTICLE 10-(1) Among the students who registered with LYS/YGS scholarship and pursue a double major program, the ones who complete their major programs successfully but not complete their double major program shall be granted scholarship for one year and pay tuition fee in further additional periods on the condition that they continue their education within the period specified in paragraph 5 of the Article 7.

Evaluation

ARTICLE 11-(1) Courses passed by students in double major program but not accepted in major program are included in transcript and diploma supplement but not included in CGPA.

(2) - **(Senate resolution date: 05.02.2019/no: 2)** Students who are not registered in a minor program and exmatriculated from double major program for any reason are registered in the minor program of the double major program with the decision of relevant executive board and upon the request of students within the study period of major program. Students registered within the scope of this provision are subject to the Atılım University Minor Program Directive, and are given 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 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 7 of this Directive shall not be applied to the students who are 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.