

**ALTINBAS UNIVERSITY**  
**DOUBLE MAJOR and YANDAL PROGRAM REGULATIONS**

**Objective**

**ARTICLE 1** - (1) The purpose of this Directive is to enable students who successfully complete their major associate's/undergraduate degree programs to study for a bachelor's degree or certificate program in a second major at the same time.

**Scope**

**ARTICLE 2** - (1) At Altınbaş University, education and training in double major and minor programs are carried out in accordance with the provisions of this Directive and covers Altınbaş University associate's/undergraduate students. In matters not covered by this Directive, the provisions of Altınbaş University Education and Training Regulations and Associate and Undergraduate Degree Regulations shall apply.

**Basis**

**ARTICLE 3** - (1) This directive has been prepared based on the "Regulation on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions" and "Altınbaş University Associate and Undergraduate Education Regulations".

**Definitions**

**ARTICLE 4** - (1) In this Directive

- a) Double major program: A program that allows students who meet the success requirement and other conditions to take courses simultaneously from two diploma programs of the same higher education institution and receive two separate diplomas,
- b) Minor program: A program that enables students enrolled in a diploma program to obtain a document (minor certificate) that does not replace a diploma by taking a limited number of courses on a specific subject within the scope of another diploma program within the same higher education institution, provided that they meet the prescribed conditions,
- c) Grade point average (GPA): The grade point average weighted according to the credits of all courses taken until the semester the student wants to transfer, except the preparatory class,
- ç) Faculty: The faculties where undergraduate education is provided at Altınbaş University,
- d) Faculty Board: The boards of the faculties that provide undergraduate education at Altınbaş University,
- e) School Board: The boards of the colleges and vocational schools within Altınbaş University,
- f) Quota The number of students determined and announced in advance,
- g) Senate: Altınbaş University Senate,
- h) University Altınbaş University,
- ğ) Board of Directors: Altınbaş University Board of Directors.

**Double Major Program**

**ARTICLE 5** - (1) **Change:** Double major programs can be opened between associate degree programs and other associate degree programs, between undergraduate programs and other undergraduate programs or between associate degree programs carried out in the same higher education institution with the approval of the senate upon the proposal of the relevant departments and faculty / school boards. Students who wish to double major in programs that require the requirement of success ranking must have met the success ranking requirement determined by the Council of Higher Education for the relevant program in the year of enrollment in addition to the other requirements specified in this Regulation.

(2) **Amendment:** Admission of students to the second major diploma program is made with the approval of the faculty / school board of directors upon the proposal of the relevant department where that program is carried out.

(3) Students cannot enroll in more than one second major diploma program at the same time. However, it is possible to enroll in a second major diploma and a minor program at the same time.

(4) Students in the second major diploma program can transfer to the second major diploma program when they meet the conditions in accordance with the provisions of internal transfer in the major diploma program.

(5) In the admission of students to the double major diploma program that accepts students with an aptitude exam, it is required to be successful in the aptitude exam.

(6) The courses and credits that the student must take in the double major program are determined with the approval of the senate upon the proposal of the relevant departments and faculty boards, taking into account the Higher Education Field Qualifications determined by the Higher Education Council. The relevant double major undergraduate program must be organized in a way to ensure that the student has learning outcomes defined according to the knowledge, skills and competencies that the student must acquire at the end of the program.

**Application, Registration, Courses and Graduation**

**ARTICLE 6** - (1) Applications for double major can be made at the beginning of the second and third semesters at the earliest in associate degree programs, at the beginning of the third and fifth semesters at the earliest in four-year undergraduate diploma programs, at the beginning of the third and seventh semesters at the earliest in five-year diploma programs, and at the beginning of the third and ninth semesters at the earliest in six-year diploma programs.

(2) Double major quotas are determined by the Senate. Double major quotas of programs other than law, medicine and health programs and engineering programs cannot be less than 20% of the quota of the relevant program.

- (3) Students who will apply to the double major program must have successfully completed all the courses they are obliged to take until that date in the major diploma program, must have a GPA of at least 3.00 out of 4.00, and must be in the top 20% of the success ranking in the relevant class of the major program. Students who are not in the top 20% of the success ranking, but who have a score equal to or higher than the base score of the second major program in the relevant year can also apply to the double major program, provided that they meet the other requirements. Priority is given to those who are in the top 20% and have a higher grade point average.
- (4) Applications are made to the Registrar's Office with the application form and transcript on the dates specified in the academic calendar.
- (5) In order for the student to graduate from the double major program, the GPA in the major program must be at least 4.00 out of 4.00. 2.72 is required. During the entire double major education, the student's GPA must be over 4.00 for the primary major program for one time only. It can drop up to 2.5. Students whose GPA falls below 2.72 out of 4.00 for the second time in the first major program are dismissed from the second major diploma program.
- (6) The graduation diploma can only be given to a student who continues his/her second major undergraduate program if he/she graduates from the first major diploma program.
- (7) The courses that double major students have taken in their major program and whose equivalencies are accepted are shown in the transcript of the second major program.
- (8) For students who have the right to graduate from the major diploma program but cannot complete the second major diploma program, the duration of education is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547 as of the academic year in which they enrolled in the second major diploma program.
- (9) Students who have the right to graduate from the major program and have not yet completed the second major program are awarded the associate degree / undergraduate diploma of the major program. Students who cannot graduate from the major program or who are dismissed from the major program for any reason are not given a second major program diploma.
- (10) Double major program students who are in graduation status benefit from additional exam rights in both their major and second major programs.
- (11) Students who do not take courses from the double major program for two consecutive semesters are dismissed from the second major diploma program.
- (12) Students who leave the second major program voluntarily or are dismissed for any reason are subject to the general rules of the major program in terms of grade point average and graduation requirements. If there is a minor program in the second major program and if they have fulfilled all the requirements of this program, a minor certificate can be given to these students upon their request. If a minor certificate is not given, the courses that the student has passed in the second major program while in the double major program are shown in the major transcript and diploma appendix without being included in the GPA. Students who leave the double major program do not have to repeat the failed courses of the second major program.
- (13) Double major program fees are determined by the Board of Trustees every year

#### **Major and Double Major Program Relationships**

**ARTICLE 7 -** (1) Due to the double major program, the student's success in the major program and graduation are not affected in any way. A separate transcript is issued for the double major program.

(2) The courses to be counted in both programs are decided between the departments, and the courses taken before starting the double major program are finalized with the decision of the relevant Faculty Executive Board during the student's admission to the program. The common courses to be taken later are recorded in both programs during semester registrations. The courses counted in both programs are shown on the student's transcript in both programs. However, these joint courses are treated as a single course in course load calculation.

#### **Temporary or Permanent Withdrawal from the Double Major Program**

**ARTICLE 8 -** (1) A student may leave the double major program voluntarily.

(2) Students enrolled in a double major or minor program can also apply to other double major or minor programs provided that they meet the application requirements and can switch to a new program provided that they leave the previous program.

(3) The student in the double major program cannot transfer to the double major program without meeting the requirements of the "Regulation on the Principles of Transfer Between Associate and Undergraduate Programs, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions" in the major program.

(4) A student who is considered to be on leave in the major program is automatically considered to be on leave in the double major program. Students who cannot take courses in the double major program due to reasons such as not offering a course or course conflicts may be granted a semester leave upon the recommendation of the department offering the double major program and the decision of the Faculty Executive Board to which the double major program is affiliated.

(5) A student who leaves or is dismissed from a double major program is entitled to receive the certificate of that minor program with the courses he/she has taken until the period he/she leaves or is dismissed from the program, if a minor program(s) is also offered by the department where the double major is offered and if the student has fulfilled all the requirements of a related minor program of his/her choice. If the aforementioned student has not fulfilled all the requirements of the minor program he/she prefers, he/she is given the right to apply to that minor program without applying a semester restriction in order to complete the missing courses.

#### **Minor Program**

**ARTICLE 9 -** (1) Higher education institutions can organize minor programs by determining the principles and application conditions with the proposal of the relevant administrative boards and the approval of their senates.

(2) Only a certificate of achievement (minor certificate) is issued to those who complete minor programs in the field in which they receive education. These documents do not replace a diploma.

(3) The quotas of the minor programs are determined by the board of directors that decides to open the relevant program.

- (4) Applications are evaluated by the relevant board of directors of that program.
- (5) The minor program consists of at least 30 ECTS.

#### **Application Period**

**ARTICLE 10 -** (1) A student may apply to the minor program at the beginning of the third semester of the major undergraduate program at the earliest and the sixth semester at the latest.

- (2) Students who have successfully completed all credit courses in the undergraduate program until the semester they apply for the minor program can apply.
- (3) At the time of application, the student's GPA in the major program must be at least 2.50 out of 4.00.
- (4) Applications are made to the Registrar's Office with the application form and transcript on the dates specified in the academic calendar.
- (5) The admission process is completed with the recommendation of the department applied and the decision of the relevant Faculty Administrative Board.
- (6) A student can enroll in more than one minor program at the same time or in both a double major and a minor program.
- (7) The minor program is free of charge.

#### **Loans**

**ARTICLE 11 -** (1) The student whose application to the minor program is accepted must take and pass the courses determined by the senate decision within the scope of the minor program. These courses are decided between the relevant departments and submitted to the approval of the relevant faculty boards and the university senate.

(2) In order to continue the minor program, the student must maintain a GPA of at least 2.30 out of 4.00 in the major program. The student who fails to meet this requirement is deregistered from the minor program. The courses that the student is successful and are not counted in the major program are included in the transcript and diploma supplement without being included in the GPA.

(3) Students who have achieved the right to graduate from the major program but cannot complete the minor program are granted a maximum of two additional semesters with the decision of the relevant administrative boards.

#### **Major and Minor Program Relations**

**ARTICLE 12 -** (1) The minor program does not affect the student's success and graduation in the major undergraduate program in any way. A separate transcript is issued for the minor program.

(2) Courses that are counted in both programs are included in the student's semester record in both programs and are shown on both transcripts. However, these common courses are treated as a single course in course load calculation.

#### **Prerequisite Courses**

**ARTICLE 13 -** (1) Students following the Double Major / Minor program must meet the necessary prerequisites of the courses in the program.

#### **Consulting**

**ARTICLE 14 -** (1) In departments that accept and send students to Double Major and Minor programs, a Double Major/Minor Program Coordinator is appointed by the relevant Department Head to assist students in determining the courses to be taken by students, planning the semesters in which the courses will be taken, and ensuring that the program is carried out in accordance with its purpose. The Double Major/Minor Program Coordinator works in communication with the students' major undergraduate program advisors.

#### **Double Major / Minor Graduation**

**ARTICLE 15 -** (1) The student's success in the double major/minor program does not affect his/her graduation from the major program.

- (2) A double major/minor student may voluntarily leave the program in any semester of the education process. A student who disenrolls from the double major / minor program may be / cannot re-register for the minor program.
- (3) Students who do not take courses from the Double Major / Minor program for two consecutive semesters will be disenrolled from this program.
- (4) The evaluation of the courses taken in the double major / minor program by the students who are dismissed from the double major / minor program is determined by the senate.
- (5) With the decision of the Senate, new conditions may be introduced in addition to those specified in this Regulation regarding double major / minor programs, and the minimum success grades may be increased.
- (6) In order for students enrolled in the double major program to complete these programs, they must take at least 12 courses in the relevant double major program and offered by the department that offers the double major program, except for the courses taken jointly for both programs and / or mutually counted in both programs.
- (7) The student whose application to the minor program is accepted must take and pass the courses determined by the senate decision within the scope of the minor program. These courses are decided between the relevant departments and submitted to the approval of the relevant faculty boards and the university senate.

#### **Enforcement**

**ARTICLE 16-** (1) This directive was approved by the University Senate on 26.04.2016 and entered into force as of this date.

#### **Execution**

**ARTICLE 17-** (1) This directive is executed by the Rector.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	26/04/2016	2016/05
Legal Basis for the Amendment to the Directive		
Relevant Board	Date of Decision	Number of Decision
Board of Trustees	04/05/2016	2016/05
Senate	18/07/2018	2018/07
Senate	28/08/2018	2018/09
Board of Trustees	05/09/2018	2018/08
Senate	28/01/2020	2020/02
Board of Trustees	03/02/2020	2020/02
Senate	09/08/2022	2022/10
Board of Trustees	25/08/2022	2022/11
Senate	23.05.2023	2023/07
Board of Trustees	08.06.2023	2023/04
Senate	21.02.2024	2024/01
Board of Trustees	28.03.2024	2024/03