

**IBN HALDUN UNIVERSITY**  
**DIRECTIVE FOR THE DOUBLE MAJOR AND MINOR PROGRAMS**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1 -** (1) The purpose of the Double Major program is to ensure that the student who has successfully completed the undergraduate program in which they are registered are able to also take on a bachelor's degree in a second program. (The purpose of the Double Major Program is to allow students continuing with excellence their undergraduate programs in which they are registered to receive education in a second program in order to receive an undergraduate degree from that program)

(2) The purpose of the minor program is to ensure that the student who successfully pursues their undergraduate program is enrolled in a second undergraduate program at the same time.

**Scope**

**Article 2 -** (1) This directive covers the provisions regarding the Double Major and Minor procedures between the undergraduate degree programs of Ibn Haldun University.

**Basis**

**Article 3 -** (1) This directive has been prepared on the basis of the provisions of the "Regulation on the Principles for the Implementation of Transfers between Higher Education Institutions related to Associate, Undergraduate Levels, Double Major, Minor and Minor Institutional Credit Transfer" which fall under the 7<sup>th</sup> Regulation of the Undergraduate Education and Examination management of Ibn Haldun University”.

**Definitions**

**Article 4 -** (1) The terms used in this directive shall bear the following meanings:

- a) Major: The undergraduate program where the student is still registered at the time of application,
- b) Section: The program of Ibn Haldun University,
- c) D: Double Major Program,
- d) Faculty: The relevant faculty of Ibn Haldun University,
- e) Faculty Board: The faculty board in Ibn Haldun University,
- f) Faculty Administrative Board (FAB): The faculty administration committee at Ibn Haldun University
- g) GPA: Grade point average,
- h) Second major: The undergraduate program to which the student applied and is accepted,
- i) Student Affairs Department: Ibn Haldun University Student Affairs Department
- j) Senate: Ibn Haldun University Senate
- k) University: Ibn Haldun University
- l) TMP: The Minor Program

**SECTION TWO**

**General Principles**

**The Opening of the Double Major Program and the determination of the Quotas**

**Article 5 -** (1) A double major program can be opened upon the request of the related departments, the proposal of the Faculty Board and the approval of the Senate among the undergraduate programs of the university.

(2) The double major program quotas for each section/faculty shall be determined with the decision of the Faculty Administrative Board and the approval of the Senate, and shall be announced, at the latest, on the date specified on the academic calendar.

(3) If the quota for a certain faculty does not reach the limit, applicants from other faculties are taken into consideration.

(4) The quotas of the double major programs cannot exceed 20% of the quotas of the major degree programs, excluding the Law.

#### **The Opening of the Minor Program and the determination of the Quotas**

**Article 6 -** (1) Among the bachelor's degree programs of the university, with the approval from the related departments, the Faculty Administrative Board and the Senate, minor programs can be opened.

(2) The quota allocated to any faculty is determined by the decision of the Faculty Administrative Board and announced at the latest on the date specified in the academic calendar.

#### **Advisors to the Double Major and Minor Program**

**Article 7 -** (1) An advisor to the double major and minor program shall be appointed by the dean of the related faculty for each department in order to prepare double major and minor programs and to carry out the programs in an appropriate manner. The double major and minor program advisors work in cooperation with each other.

#### **Conditions of Application and Admission to the double major program**

**Article 8 -** (1) Applications to the double major programs shall be submitted to the Student Affairs Department on the dates specified in the academic calendar.

(2) Applicants may apply to the double major program at the beginning of the 3rd, 4th and 5th semester of the major program.

(3) Students who are successfully ranked in the top 20% of their class of their major program and whose GPA is at least 2.72 out of 4.00 can apply to the Double Major program. However, students who have a GPA of at least 2.72 out of 4.00, but who are not in the top 20% of their major program, may apply on condition that the base score set by the university for the double major program is met. Executive Board members may set new criteria on these terms.

(4) International students' applications are evaluated within the quota by the faculty administrative board.

(5) In order to apply for a double major program, the student must have successfully completed all the courses they have taken in their major program until that semester.

(6) Applications made by a faculty are listed within the faculty. If the number of applications exceeds the quota determined by the Department, the student with a high GPA is given priority.

(7) Applicants who meet the necessary conditions will be sent to their faculties by the Student Affairs Office. Admission of students to the second major diploma program is done with the approval of the faculty administrative board upon the recommendation of the department where the program is conducted and finalized with a decision to be taken at least one week before the date of "course registration".

(8) Students may not be enrolled in more than one second Major program at the same time. However, the second major can be registered simultaneously with the minor programs.

#### **Internal Transfer to the second major program**

**Article 9 -** (1) Upon fulfilling the requirements for internal transfer in the major degree program, students can transfer to the second major program in which they have enrolled.

#### **Conditions for Application and Admission to the Minor Programs**

**Article 10-** (1) Students may apply for admission to a Minor Program in the beginning of the 3rd, 4th, 5th and 6th semester of the undergraduate major program in which they are registered.

(2) In order for students to be able to apply to the Minor Program, they are required to have successfully completed all the credit courses they have taken in the major program until that semester.

(3) Students with GPA of at least 2.50 out of 4.00 or higher in the major program may apply to the Minor Program. Executive board members may set new criteria on these terms.

(4) Applications to the Minor Program are made through the Student Affairs Department on the dates announced in the academic calendar.

(5) Applicants who meet the necessary requirements will be sent to their faculties by the Student Affairs Office. The applicants are evaluated by the Faculty Administrative Board on the recommendation of the department where the program is conducted. Admission to the Minor Program is finalized with the decision of the Faculty Administrative Board to be taken at least one week before the date of "course registration".

(6) Students are allowed to enroll in maximum two minor programs at the same time.

#### **Course registrations**

**Article 11 -** (1) The student who is accepted as an applicant must take the courses of double major and minor programs determined by the Senate. These courses are decided by the relative departments / faculties and submitted for the approval of the Faculty Board and Senate.

(2) Course registrations are made on the basis of the regulations of the "Ibn Haldun University Undergraduate Education-Examination and Examination Regulations" on the date of the "course registration" announced.

#### **Achievement and Evaluation**

**Article 12 -** (1) The separation of the major and secondary programs for which the student is registered is essential. The degree of achievement in the second major program will in no way affect the success of the major program in which the student is registered and the degree of graduation.

(2) Courses registered in the major, second major and minor programs are indicated in the same grade report.

(3) For the students who are dismissed from the double major and minor programs; courses successfully completed in the double major and minor programs are denoted with "S" in the grade report and not included in the weighted GPA. Failed courses are not shown in the grade report.

#### **Graduation, diploma, minor certificate**

**Article 13 -** (1) In order for the student to graduate from the double major program, at least a 2.72 grade point average out of 4.00 is required. If all requirements are fulfilled, a "Graduate Diploma" is awarded for the second major program at the end of the semester.

(2) A "Minor Certificate" (achievement certificate) is awarded to the student who has obtained the right to graduate from the major diploma program and has completed the minor program with a GPA of at least 2.00. This certificate is not a diploma.

(3) A student that completes the second major program is awarded with a diploma only after graduating from the first major program.

(4) The Faculty Administrative Board will decide whether or not both internship programs should be carried out for students who have dual internship programs in the programs where internship is mandatory in both branches.

(5) Provided that all conditions are met, students who leave the double major program will be given a "Minor Certificate" at the student's request, indicating that they have completed the minor program.

### **Counted leave**

**Article 14 -** (1) Students who are counted as permitted leave in the major program are also considered to be on leave in their second major and minor programs.

### **Double major and minor programs duration and scholarship**

**Article 15 -** (1) A student who has obtained the right to graduate from the major degree program but cannot finish the second major degree program shall be given a maximum of seven years from the date of their education in the second major degree program.

(2) Students who have obtained the right to graduate from the major degree program but cannot finish the minor program shall be granted one additional semester maximum with the decision of the Faculty Administrative Board.

(3) Scholarship status within the afore-mentioned periods shall be determined in accordance with the regulations of the Ibn Haldun University Scholarship Directive.

### **Cancellation of Registration**

**Article 16 -** (1) Students may drop the double major and minor programs at any time during the semester.

(2) Students who do not take courses from the second major degree – minor programs for two consecutive semesters are dismissed from the second major degree – minor programs.

(3) During the course of all double major studies, the student's overall grade point average can fall under 2.50 out of 4.00 only for once. If the general grade point average is lowered to 2.50 for the second time and the registration is cancelled from the second major degree program of the student.

(4) In order to continue to the minor, it is mandatory that the student's GPA is at least 2.29 out of 4.00. Students who cannot meet this condition will be omitted from the minor program and will not be accepted again in the same minor program.

## **SECTION THREE**

### **Miscellaneous and Final Provisions**

#### **Practice in unregulated topics**

**Article 17 -** (1) The provisions of the University's regulations and other directives shall apply to the matters not covered by this directive.

#### **Enforcement**

**Article 18 -** (1) This directive shall come into effect on the date of the approval by the Senate.

#### **Execution**

**Article 19 -** (1) This directive is executed by the President of Ibn Haldun University.

**It was approved at the Senate meeting dated 13.09.2017.**

*“This text is a translation of the original Turkish Directive, and is solely intended to provide information concerning that Directive. The terms, conditions and stipulations in the original Turkish-language Directive shall be legally binding if any disputes of meaning should arise.”*