# T.C.

ISTANBUL MEDIPOL UNIVERSITY

DOUBLE MAJOR AND MINOR PROGRAMMES INSTRUCTION\*

FIRST SECTION

Aim, Scope, Basis, and Definitions

Aim and Scope

**ARTICLE 1-** (1) The aim of this instruction is to regulate the principles and procedures regarding the education of students who successfully carry out their major programmes at Istanbul Medipol University to receive a Second Major Diploma and Minor Certificate simultaneously.

1. This instruction covers double major and minor programmes and credit transfer between diploma programmes at Istanbul Medipol University.

# Base

**ARTICLE 2-** (1) This instruction has been prepared based on the 24th article of the “Istanbul Medipol University Associate and Undergraduate Education Regulations.’’

# Definitions

**ARTICLE 3** **- (1)** The definitions in this instruction refer to;

* 1. Major program: The program in which the student is registered at university entrance,
  2. Double major diploma program: Students who meet the success requirement and other conditions

A program that enables students to take courses simultaneously from two diploma programmes of the same higher education institution and receive two separate diplomas,

* 1. Minor certificate program: A program that enables students enrolled in a diploma program to receive 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 stipulated conditions,

ç) General weighted grade point average: It means the grade point average weighted according to the credits of all the courses taken by the student until the semester they want to transfer, excluding the preparatory class.

# General Principles

**ARTICLE 4 –** (1) A double major program can be opened between associate degree programmes and other associate degree programmes conducted at Istanbul Medipol University, between undergraduate programmes and other undergraduate programmes or associate degree programmes, upon the recommendation of the relevant departments and Faculty / School boards, with the approval of the Senate. The student who wants to do a double major in the programmes for which the success ranking condition is required must meet the success ranking condition determined by the Higher Education Council of the relevant program in the year he is enrolled, in addition to the other requirements specified in this regulation. **(Amendment: University Senate's decision dated 06/11/2020 and numbered 2020/18-10)**.

1. Acceptance of students to the second major diploma program is made with the approval of the Faculty / School administrative board upon the recommendation of the relevant department where that program is carried out.
2. The courses and credits required to be taken by the student in the double major program are determined with the approval of the Senate upon the recommendation of the relevant departments and Faculty / School boards, taking into account the Higher Education Field Qualifications determined by the Higher Education Council. The relevant double major program should be arranged in such a way as to ensure that the student has the learning outcomes defined according to the knowledge, skills and competencies that should be gained at the end of the program
3. It is not possible to enrol in more than one-second major diploma program at the same time. However, it is possible to enrol in a minor program with a second major diploma at the same time.
4. A Coordinator is appointed by the relevant Department Head / Directorate / Dean's Office to advise students in determining the courses in the Double Major and Minor Certificate Programmes and planning the semesters they will be taken. Double Major Diploma and Minor Certificate Program Coordinators communicate with the associate/undergraduate program advisors to which the students are registered.
5. In the admission of students to the Double Major diploma program, which admits students with an aptitude test, it is also required to be successful in the aptitude test.
6. In programmes with a foreign language requirement, in the admission of students to Double Major Diploma and Minor Certificate Programmes, it is required to fulfil the conditions required by the relevant program for foreign language.
7. No additional classes are opened for Double Major Diploma and Minor Certificate Programmes. Students who apply to Double Major Diploma and Minor Certificate programmes continue their courses together with the students of that department.
8. First education students admitted to Double Major Diploma, and Minor Certificate Programmes can take courses from the first and second education programmes. Second education students can take courses from the first and second education programmes.
9. Students whose applications are accepted are not charged additional tuition fees for Double Major Diploma and Minor Certificate Programmes during their major education.

**SECOND SECTION**

Double Major Diploma Programmes

General Principles

**ARTICLE 5** - (1) The courses are taken by the student studying in the double major second diploma program and whose equivalence has been approved by the relevant administrative board are shown in the transcript.

(2) After studying at least one semester in a double major diploma program, students who leave this program and enrol in another Double Major or Minor Certificate program, the courses and credits they have completed in the first program, taking place in the newly registered program or being considered equivalent by the relevant board of directors conditionally valid.

# Quotas and Announcement

**ARTICLE 6** - (1) With the exception of law, medicine and health programmes and engineering programmes, the annual total number of new students to be admitted to the Double Major Program is determined by the university senate; not less than 20% of that program's quota for that year.

# Application and Admission Requirements

**ARTICLE 7 – (1)** Undergraduate students can apply to undergraduate and associate degree programmes, and associate degree students can only apply to associate degree programmes for a Double Major Diploma program.

1. The student can enter the second major diploma program at the beginning of the third semester at the earliest, at the beginning of the fifth semester in the four-year programmes, at the beginning of the seventh semester in the five-year programmes, at the beginning of the ninth semester in the six-year programmes, at the beginning of the second semester at the earliest in the major associate degree program can apply at the beginning of the third semester at the latest.
2. For the student to apply for the Double Major Program;
3. Having completed all the courses taken in the major program that they are registered until the semester they applied for,
4. At the time of application, the weighted grade point average must be at least 2,70 (70 out of 100) and must be in the top 20% of the major diploma program in terms of success in the relevant class.
5. Among the students who are not in 20% of the success order, those who have a score not less than the base score of the program to be double major can also apply to the double major program.

(3) Applications for the Double Major Diploma program are made to the relevant Dean's Office / Directorate with the application form and transcript on the date specified in the academic calendar.

# Evaluation and Acceptance Process

**ARTICLE 8** - (1) The evaluation and ranking of the students applying for the Double Major Diploma program is made by the relevant Dean's Office/Directorate.

1. In case the number of applicants to the Double Major Diploma program exceeds the quota determined by the Faculty/School;
2. Priority is given to those with a high GPA.
3. When the overall weighted grade point average is equal;
   1. Students placed by the Student Selection and Placement System (ÖSYS) are ranked from high to low by looking at their placement score.
   2. Students placed from the foreign student quota are ranked by looking at the Semester Weighted Grade Point Average in the courses excluding the shared compulsory-elective courses, in case of continuing equality with the Semester Weighted Grade Point Average.
4. Admission to the double major diploma program is finalized with the decision of the relevant faculty/school administrative board.
5. Students on the main list but do not register in due time are replaced by substitutes, respectively.
6. The major and double major courses chosen by the students whose admission to the double major diploma program is finalized are approved separately by their advisors.

# Success and Graduation

**ARTICLE 9 -** (1) Definitions of achievement status are subject to the regulations of the respective programmes.

1. Double major students are not ranked for success in double major.
2. A student who has the right to graduate from the major diploma program they are enrolled in and who has completed the double major undergraduate program with a weighted grade point average of at least 2,70 (70 out of 100) is awarded the double major diploma of this program at the end of the semester they graduate. Students who cannot obtain the right to graduate from the major diploma program they are registered with are not awarded the diploma of the double major program.
3. During the entire double major education, the student's GPA may decrease to 2,48 (65 out of 100) for once only. GPA of 2,70 (out of 100) for the second time

70) will be deregistered from the second major diploma program. **(Amendment: University Senate's decision dated 06/11/2020 and numbered 2020/18-10)**.

1. The education period of students who have the right to graduate from the major diploma program but cannot complete the second major diploma program is the maximum period specified in paragraph (c) of Article 44 of the Law No. 2547 from the academic year in which they registered for the second major diploma program. Students studying in double major and minor diploma programmes do not pay additional tuition fees. **(Amendment: University Senate's decision dated 06/11/2020 and numbered 2020/18-10)**.
2. The student can leave the Double Major diploma program voluntarily.
3. A student who is deemed to be on leave in the major program they are registered with is automatically considered on withdrawal from the Double Major diploma program.
4. Students who will not be able to take courses in the Double Major program due to reasons such as not opening the course or overlapping courses may be granted leave by the decision of the Faculty/School Administrative Board to which the department running the Double Major program is affiliated.
5. In the Double Major program, the student who does not take courses for two consecutive semesters without an excuse will be deregistered from the second major program.
6. Students in the second major diploma program can transfer to the second major diploma program when they meet the conditions suitable for the internal transfer provisions in the major diploma program.
7. (Amendment: Senate decision dated 05/12/2017 and numbered 2017/35-06) The non-equivalent courses taken in the second major program of the students removed from the double major program cannot be transferred to the major program. It is included in the transcript and diploma supplement without being included.
8. The courses taken by the student studying in the double major diploma program and whose equivalence are accepted are shown in the transcript.
9. When the student leaves the Double Major program, they do not have to repeat the Double Major program courses they have failed. The courses in which the student in this situation is successful can be counted instead of the elective courses in the associate/undergraduate program to which they are registered, with the Decision of the Faculty / School Administrative Board.
10. When the student leaves the Double Major program, taking into account the courses in which the student has been successful, he can be taken to the Minor Program and if he meets the criteria of the Minor Program in this directive with the request of the student and the decision of the relevant School Administrative Board

A certificate can be given. Otherwise, a document can be issued and provided by the relevant unit for successful courses.

**THIRD SECTION**

Minor Certificate Programme

General Principles

**ARTICLE 10 –** (1) Minor certificate program is applied between undergraduate departments. Associate degree students cannot apply to the minor program.

1. The student whose application is accepted to the minor program has to take the courses determined by the senate decision within the scope of the minor program and succeed in these courses. These courses are decided between the relevant departments and submitted to the approval of the relevant Faculty / School boards and the university senate.
2. The registration of the courses taken by the students for the Minor Certificate Program is kept separate from the major programmes. The average of the courses taken by a student within the scope of the minor program is calculated separately from the major grade point average.
3. Students who go to a university abroad with international exchange programmes can apply for the courses they have taken and succeeded in to be substituted for the equivalent courses in the minor program they are enrolled in. A course in an exchange program can be considered a shared course in both major and minor programmes. These applications are evaluated and decided by the Faculty/School Administrative Board to which the minor program is affiliated.
4. Only a certificate of achievement (Minor Certificate) is issued to those who have completed their minor program in the field they have been trained. These documents do not replace diplomas.

# Application and Admission Conditions

**ARTICLE 11 -** (1) The quotas of minor programmes are determined by the board of directors that decides to open the relevant program.

1. Students can apply to the announced Minor Program at the beginning of the third semester at the earliest and the beginning of the sixth semester at the latest.
2. Applications to the Minor Certificate Program are made to the relevant Dean's Office / Directorate with the application form and grade status document.
3. In order for the student to apply for the Minor Certificate Program;
4. Having completed all the courses taken in the major program that they are registered until the semester, they applied for,
5. Having a weighted grade point average of at least 2,48 (65 out of 100) at the time of application

it is required to evaluate it.

1. The number of applicants to the Minor Program has been announced by the faculty/school

in case of exceeding the quota;

1. Priority is given to those with a high GPA.
2. When the overall weighted grade point average is equal,
   1. Students placed by the Student Selection and Placement System (ÖSYS) are ranked from high to low by looking at their placement score.
   2. Students placed from the foreign student quota are ranked by looking at the Semester Weighted Grade Point Average in the courses excluding the common compulsory-elective courses, in case of continuing equality with the Semester Weighted Grade Point Average.
3. Admission to the Minor Program is finalized by the decision of the Faculty / School Administrative Board.

# Success and Graduation

**ARTICLE 12 -** (1) The student who completes the courses in the Minor Program is given a Minor Certificate of this program.

* 1. The success of the student in the minor program does not affect the graduation in the major program.
  2. In order to continue the minor program, the student's grade point average in the major program must be at least 2,27 (60 out of 100). The student who cannot meet this requirement will be deregistered from the minor program. Courses in which the student is successful and not counted towards the major program are included in the transcript and diploma supplement, without being included in the GPA.

1. Students who have the right to graduate from the undergraduate program they are enrolled in and have not yet completed the Minor Certificate program are given an additional two semesters at the most, with the decision of the relevant administrative boards, to complete this program. This period is included in the regular education period, and students do not pay education and training fees during this period.
2. The student can leave the Minor Certificate program voluntarily. Students who cancel their registration from the minor program cannot re-register to the same minor program.
3. A student deemed to be on leave in the undergraduate program he is registered with is automatically considered on leave from the Minor Certificate program.
4. Students who will not be able to take courses in the Minor Certificate program due to reasons such as not opening the course or conflicting courses may be granted a one-semester leave with the Decision of the Faculty / School Administrative Board to which the department running the Minor Certificate program is affiliated.
5. In the Minor Certificate program, the student who does not take a course for two consecutive semesters without an excuse will be deregistered from the Minor Certificate program.
6. (Amendment: Senate decision dated 05/12/2017 and numbered 2017/35-06) When the student leaves the Minor Certificate program, they do not have to repeat the minor certificate program courses they have failed. The non-equivalent courses in which the student in this situation is successful,

/ With the decision of the School Board of Directors, it can be counted as a substitute for the elective courses in the undergraduate program.

# Other Provisions

**ARTICLE 13 -** (1) The provisions of this instruction are also valid for Second Education students.

(2) In matters not included in this instruction, other relevant legislation provisions, Senate, Board of Directors and relevant unit board decisions are applied. With the decision of the Senate, new conditions can be introduced in addition to those specified in this instruction regarding minor programmes, and the minimum success grades foreseen can be increased.

# Existing Double Major and Minor Programmes

**Provisional ARTICLE**– (1) In double major and minor programmes that started to be implemented before the effective date of this Regulation, the provisions in favour of the student passed in this regulation are applied.

# Repeal

**ARTICLE 14** - (1) “Istanbul Medipol University Double Major and Minor Undergraduate Program Instruction” adopted by the University Senate's decision dated 23.06.2015 and numbered 2015/23-1 has been repealed.

# Enforcement

**ARTICLE 15 -** (1) This instruction is valid from the date it was accepted by the Istanbul Medipol University Senate.

# Execution

**ARTICLE 16 -** (1) The provisions of this instruction is executed by the Rector of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 13/06/2017 and numbered 2017/21-01.