

ALTINBAŞ UNIVERSITY
GUIDELINES FOR THE DOUBLE MAJOR AND MINOR PROGRAM

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to enable students who are successfully pursuing an associate's or bachelor's degree program in their primary major to concurrently pursue a bachelor's degree or certificate program in a second major.

Scope

ARTICLE 2 – (1) Education and instruction in dual major and minor programs at Altınbaş University are conducted in accordance with the provisions of this Regulation and apply to Altınbaş University associate's and bachelor's degree students. For matters not covered by this Regulation, the provisions of the Altınbaş University Education and Instruction Regulation and the Associate's and Bachelor's Degree Regulation shall apply.

Legal Basis

ARTICLE 3 – (1) This guideline has been prepared in accordance with the “Regulation on the Principles for Transfer Between Associate and Bachelor's Degree Programs, Double Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions” and the “Altınbaş University Associate and Bachelor's Degree Education and Teaching Regulation.”

Definitions

ARTICLE 4 - (1) The terms used in this Directive

- a) Double major program: A program that enables students who meet the academic requirements and other conditions to take courses simultaneously in two degree programs at the same higher education institution and obtain two separate degrees,
- b) Minor Program: A program that enables students enrolled in a degree program, provided they meet the specified conditions, to take a limited number of courses within another degree program at the same higher education institution focused on a specific subject, thereby obtaining a certificate (minor certificate) that does not serve as a degree,
- c) Cumulative Grade Point Average (CGPA): The weighted average of all courses taken by a student, excluding preparatory classes, up to the semester in which they wish to transfer, based on the credits of those courses,
- d) c) Faculty: The faculties at Altınbaş University that offer undergraduate programs,
- e) Faculty Council: The councils of the faculties offering undergraduate education at Altınbaş University,
- f) College Council: The councils of the colleges and vocational schools within Altınbaş University,
- g) Quota: The number of students previously determined and announced,
- h) Senate: The Senate of Altınbaş University,
- i) University: Altınbaş University,
- ğ) Board of Trustees: The Board of Trustees of Altınbaş University,

Dual Degree Program

ARTICLE 5 – (1) Amendment: A dual major program may be established between associate degree programs and other associate degree programs, or between bachelor's degree programs and other bachelor's degree programs or associate degree programs, within the same institution of higher education, upon the recommendation of the relevant departments and faculty/college councils and with the approval of the Senate. In programs requiring a specific academic ranking, a student wishing to pursue a dual major must, in addition to meeting the other conditions specified in this Regulation, have met the academic ranking requirement established by the Higher Education Council for the relevant program in the year of enrollment.

- (2) **Amendment:** Admission of students to a second major degree program is granted upon the recommendation of the relevant department where the program is offered and with the approval of the faculty/college administrative board.
- (3) A student may not enroll in more than one second major degree program at the same time. However, a student may enroll in both a second major degree program and a minor program simultaneously.
- (4) A student in a second major degree program may transfer horizontally to that program if they meet the conditions specified in the internal transfer regulations of the primary major degree program.
- (5) For dual major degree programs that admit students through an aptitude exam, successful performance on the aptitude exam is a requirement for admission.
- (6) The courses and credits a student must take in the dual major program are determined by the Senate, upon the recommendation of the relevant departments and faculty councils, taking into account the Higher Education Field Competencies established by the Higher Education Council. The relevant dual-major undergraduate program must be structured to ensure that students acquire the learning outcomes defined according to the minimum knowledge, skills, and competencies they must attain by the end of the program.

Application, Registration, Courses, and Graduation

ARTICLE 6 – (1) Applications for double majors may be submitted no earlier than the beginning of the second semester and no later than the beginning of the third semester in associate degree programs; no earlier than the beginning of the third semester and no later than the beginning of the fifth semester in four-year bachelor's degree programs; no earlier than the beginning of the third semester and no later than the beginning of the seventh semester in five-year degree programs; and no earlier than the beginning of the third semester and no later than the beginning of the ninth semester in six-year degree programs.

Candidates admitted through the DGS cannot apply for a dual major in programs that require a specific success ranking.

If students enrolled in departments where the language of instruction is Turkish apply for a dual major in departments offering

instruction in a foreign language, they must be conditionally admitted, and the admission requirement must include language exemption (either by submitting an exemption certificate or by qualifying for exemption through an exam administered by the Foreign Language Teaching Office); otherwise, dual major registration cannot be processed.

(2) Dual major quotas are determined by a Senate decision. For programs other than law, medicine, health sciences, and engineering, the dual major quota must not be less than 20% of the relevant program's total quota.

(3) A student applying for a dual major program must have successfully completed all courses required in their primary degree program up to that date

, have a cumulative GPA of at least 3.00 on a 4.00 scale, and be ranked in the top 20% of their class in the primary program. Provided they meet the other requirements, students who are not in the top 20% of the academic ranking but have a score equal to or higher than the minimum score for the second major program in the relevant year may also apply to the dual major program. In the evaluation, priority is given to those with a higher academic ranking within the top 20% and a higher GPA.

- (4) Applications must be submitted to the Office of Student Affairs along with the application form and transcript by the dates specified in the academic calendar.
- (5) In order for a student to graduate from the dual major program, the GPA in the primary major program must be at least 2.72 out of 4.00. Throughout the entire duration of the dual major program, the student's cumulative GPA in the primary major program may drop to as low as 2.5 out of 4.00 on a one-time basis. If the student's cumulative GPA in the primary major program falls below 2.72 out of 4.00 for a second time, the student's registration in the second major diploma program will be canceled.
- (6) A student enrolled in a second major undergraduate program will only be awarded a diploma upon graduation from the first major program in which they are enrolled.
- (7) For dual major students, courses taken in the primary major program and deemed equivalent are listed on the grade transcript of the secondary major program.
- (8) For students who have earned the right to graduate from their primary major program but have not completed their second major program, the maximum duration of study is the period specified in Article 44(c) of Law No. 2547, starting from the academic year in which they enrolled in the second major program.
- (9) Students who have earned the right to graduate from the primary degree program but have not yet completed the second major program are awarded an associate's or bachelor's degree from the primary degree program. Students who fail to graduate from the primary degree program or whose enrollment in the primary degree program is terminated for any reason are not awarded a second major program diploma.
- (10) Students in the dual major program who are eligible for graduation may take advantage of additional exam opportunities in both their primary and secondary major programs.
- (11) A student who does not take courses in the dual major program for two consecutive semesters will have their registration in the second major diploma program canceled.
- (12) Students who voluntarily withdraw from or are dismissed from a second major program for any reason are subject to the general rules of the primary major program regarding GPA and graduation requirements. If a minor program is available within the second major program and the student has fulfilled all its requirements, a minor certificate may be awarded upon request. If a minor certificate is not awarded, the courses successfully completed in the second major program while the student was enrolled in the dual major program will be listed on the major academic transcript and the diploma supplement without being included in the GPA. A student who withdraws from the dual major program is not required to retake courses in the second major program in which they were unsuccessful.
- (13) Dual major program fees are determined annually by the Board of Trustees

Relationship Between the Major and Dual Major Programs

ARTICLE 7 - (1) The student's academic performance and graduation in the primary major program are in no way affected by the dual major program.

A separate transcript is issued for the dual major program.

(2) Courses to be counted toward both programs are agreed upon between the departments, and courses taken prior to starting the dual major program are finalized by a decision of the relevant Faculty Board at the time of the student's admission to the program. Subsequent shared courses are registered for both programs during the semester registration period. Courses counted toward both programs are listed on the student's transcripts for both programs. However, these shared courses are treated as a single course for credit load calculations.

Temporary or Permanent Withdrawal from the Double Major Program

ARTICLE 8 - (1) A student may voluntarily withdraw from a dual major program.

(2) Students enrolled in a dual major or minor program may apply to other dual major or minor programs provided they meet the application requirements, and may transfer to a new program upon withdrawing from their previous program.

(3) A student in a dual major program may not transfer into the dual major program without meeting the conditions set forth in the "Regulations on the Principles for Transfer Between Associate and Bachelor's Degree Programs, Dual Major, Minor, and Inter-Institutional Credit Transfer in Higher Education Institutions" in their primary major program.

(4) A student who is on leave of absence in their primary program is automatically considered on leave of absence in the dual major program as well. Students who are unable to take courses in the dual major program due to reasons such as a course not being offered or a scheduling conflict may be granted a semester leave of absence upon the recommendation of the department offering the dual major program and the decision of the Faculty Board of the dual major program's affiliated faculty.

(5) A student who withdraws from or is dismissed from a dual major program is eligible to receive a certificate for the minor program(s) offered by the department granting the dual major, provided that the student has completed all the courses taken up to the semester of withdrawal or dismissal and has fulfilled all the requirements of the relevant minor program they have chosen. If the student has not fulfilled all the requirements of the relevant minor program they have chosen, they are granted the right to apply to that minor program without any semester restrictions, in order to complete their missing courses.

Minor Program

ARTICLE 9 - (1) Higher education institutions may establish minor programs by determining their principles and application conditions based on the proposals of their relevant administrative boards and the approval of their senates.

(2) Those who complete minor programs are issued only a certificate of achievement (minor certificate) in the field of study. These certificates do not serve as a substitute for a diploma.

(3) The enrollment quotas for minor programs are determined by the governing board that decides to offer the program.

- (4) Applications are evaluated by the relevant academic boards responsible for administering the program.
- (5) A minor program consists of at least 30 ECTS credits.

Application Period

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

- (2) Students who have successfully completed all credit-bearing courses in their undergraduate program up to the semester in which they apply may apply to the minor program.
- (3) At the time of application, the student's cumulative GPA in their major program must be at least 2.50 out of 4.00.
- (4) Applications must be submitted to the Office of Student Affairs along with the application form and transcript by the dates specified in the academic calendar.
- (5) The admission process is finalized based on the recommendation of the department to which the student applied and the decision of the relevant Faculty Board.
- (6) A student may enroll in more than one minor program at the same time, or in both a dual major and a minor program.
- (7) The minor program is free of charge.

Credits

ARTICLE 11 – (1) A student whose application to a minor program has been accepted must take and successfully complete the courses designated for the minor program by a Senate decision. These courses are determined by mutual agreement among the relevant departments and submitted for approval to the relevant faculty councils and the University Senate.

- (2) To continue in the minor program, the student must maintain a GPA of at least 2.30 out of 4.00 in their major program. If a student fails to meet this requirement, their registration in the minor program will be canceled. Courses in which the student is successful but which do not count toward the major program are listed on the transcript and diploma supplement without being included in the overall GPA.
- (3) Students who have earned the right to graduate from the major program but have not completed the minor program may be granted an extension of up to two semesters by decision of the relevant academic boards.

Relationship Between the Major and Minor Programs

ARTICLE 12 - (1) The student's academic performance and graduation from the major program are in no way affected by the minor program. A separate transcript is issued for the minor program.

- (2) Courses counted toward both programs appear on the student's course registration for both programs and are listed on both transcripts. However, these shared courses are counted as a single course for credit load calculations.

Prerequisite Courses

ARTICLE 13 - (1) Students enrolled in a dual major or minor program must fulfill the prerequisites for the courses included in the program.

Academic Advising

ARTICLE 14 - (1) In departments that admit students to and send students to dual major and minor programs, a Dual Major/Minor Program Coordinator is appointed by the relevant Department Chair to assist students in determining the courses they will take, planning the semesters in which these courses will be taken, and ensuring that the program is carried out in accordance with its objectives. The Dual Major/Minor Program Coordinator works in coordination with the students' primary undergraduate program advisors.

Dual Major/Minor Graduation

ARTICLE 15 – (1) A student's academic performance in the dual major/minor program does not affect graduation from the primary major program.

- (2) A dual major/minor student may voluntarily withdraw from the program at any point during their studies. A student who withdraws from the dual major/minor program may not re-enroll in the same dual major /minor program.
- (3) Students who do not take courses in the double major/minor program for two consecutive semesters will be removed from the program.
- (4) The Senate determines how courses taken by students removed from the dual major/minor program will be evaluated.
- (5) By Senate decision, additional conditions may be imposed on dual major/minor programs beyond those specified in this Regulation, and the minimum required grades may be raised.
- (6) Students enrolled in a dual major program must take at least 12 courses offered by the department that established the dual major program, in addition to courses taken jointly for both programs or courses that count toward both programs, in order to complete the dual major program.
- (7) A student whose application to a minor program has been accepted must take and successfully complete the courses determined by the Senate for the minor program. These courses are agreed upon between the relevant departments and submitted for approval to the relevant faculty councils and the University Senate.

Effective Date

ARTICLE 16- (1) These guidelines were adopted by the University Senate on April 26, 2016, and entered into force on that date.

Implementation

ARTICLE 17- (1) This guideline is implemented by the Rector.

Legal Basis for the Entry into Force of the Guidelines		
Relevant Committee	Date of Decision	Decision Number
Senate	April 26, 2016	2016/05
Legal Basis for the Amendment to the Directive		
Relevant Committee	Date of Decision	Decision Number
Board of Trustees	05/04/2016	2016/05
Senate	July 18, 2018	July 2018
Senate	August 28, 2018	September 2018
Board of Trustees	09/05/2018	August 2018
Senate	January 28, 2020	February 2020
Board of Trustees	02/03/2020	February 2020
Senate	08/09/2022	2022/10
Board of Trustees	August 25, 2022	2022/11
Senate	May 23, 2023	July 2023
Board of Trustees	June 8, 2023	2023/04
Senate	February 21, 2024	2024/01
Board of Trustees	March 28, 2024	2024/03
Senate	January 19, 2026	2026/01
Board of Trustees	January 26, 2026	2026/01