

OSTİM TECHNICAL UNIVERSITY
MINOR PROGRAM DIRECTIVE

SECTION ONE

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) The aim of this Directive is to regulate the principles regarding to the minor programs conducted at OSTİM Technical University.

Scope

ARTICLE 2- (1) This Directive includes the provisions concerning student admissions and registration to the minor programs conducted at OSTİM Technical University and the implementation of these programs.

Basis

ARTICLE 3- (1) This Directive is based on the Regulation on the Principles of Transferring Between Associate Degree and Undergraduate Programs, Double Major, Minor and Credit Transfer Between Institutions in Higher Education Institutions, entered into force after being published in the Official Gazette dated 24.04.2010 and numbered 27561, and also on the article regulating the minor programs of OSTİM Technical University Associate Degree and Undergraduate Education and Examination Regulations.

Definitions of Terms

ARTICLE 4- (1) The definitions in this Directive shall be defined as follows:

- a) Major program: The associate degree/ undergraduate program in which students are enrolled in OSTİM Technical University by placement via the Student Selection and Placement Exams (ÖSYS) or an equivalent exam, or by admission through transfer,
- b) Minor: The minor program in which successful undergraduate students are enrolled in OSTİM Technical University in addition to their undergraduate program,
- c) Respective Faculty Board: OSTİM Technical University Faculty Boards,
- d) Respective Administrative Board: OSTİM Technical University Faculty Board of Directors,
- d) ÖİDB: OSTİM Technical University Directorate of Student Affairs,
- e) Rector: The President of OSTİM Technical University,
- f) Senate: OSTİM Technical University Senate,
- g) University: OSTİM Technical University,
- h) Regulation: OSTİM Technical University Associate and Undergraduate Education Regulation.

SECTION TWO

Principles Concerning Education

Minor program

ARTICLE 5 - (1) The minor program is an independent program from the major program in which the student is enrolled.

(2) A minor program is prepared by the respective department, determined by the proposal of the respective faculty board and the decision of the Senate, and is carried out in cooperation with the respective departments.

(3) The relevant minor program must be arranged in such a way as to allow the student to have knowledge at the end of the program.

(4) There may be identical or equivalent courses between the minor program and the major program in which the student is enrolled.

(5) The minor program consists of at least 60 ECTS credits, excluding courses identical to or equivalent to the major program.

(6) The implementation of the minor program is subject to the same principles as the major programs with respect to its implementation, the amendments made to its curriculum, and the adjustment.

(7) In addition to the major program, a student can concurrently study only one double major program and one minor program different from the double major undergraduate program.

Quotas

ARTICLE 6 - (1) Quotas are set by the University Senate upon the recommendation of the respective administrative board of the respective department/program at the beginning of each semester and they are announced by the Directorate of Student Affairs.

Application and Admission Conditions

ARTICLE 7 - (1) Minor program application conditions and documents required for application are announced by the Directorate of Student Affairs (ÖİDB).

(2) Applications must be made to the Directorate of Students Affairs (ÖİDB) by the deadline indicated in the academic calendar.

(3) Students can apply to a maximum of three minor programs at the same time by making an order of preferences. In this case, the student who is enrolled according to the order of preference loses the right to register in the following

preferences.

(4) Students must meet the following requirements so that their application to the minor program might be valid:

a) Students must be earliest at the beginning of their 3rd semester, latest at the beginning of their 5th semester as of the first semester of the student's enrollment in the major undergraduate program,

b) Students must have received a successful grade in all credit/non-credit courses taken in the major undergraduate program until the semester they apply and have a GPA of at least 65 out of 100 (2,25 out of 4),

c) Students must not have been dismissed from any minor program until the semester they apply, either voluntarily or for any reason,

d) The additional requirements to the application and evaluation terms specified in this directive may be determined upon the recommendation of the respective department/program and the respective boards and the decision of the Senate and will be stated in the announcement.

e) Courses that have been withdrawn (W grade taken) in the applications are considered not taken.

f) Programs that admit students with an aptitude exam also require students to be successful in the aptitude exam for admission to the minor program.

Preliminary assessment

ARTICLE 8 - (1) Applications are subjected to preliminary evaluation by the Directorate of Student Affairs (ÖİDB). Applications of candidates who do not meet the requirements are not taken into consideration.

Evaluation, admission to the program and course substitution

ARTICLE 9 - (1) Applications of students that meet the application criteria are transferred by the Directorate of Students Affairs (ÖİDB) to the respective faculty.

(2) Among the candidates who apply for transfer and minor programs in the same semester, those whose applications for transfer are accepted are not taken into consideration in their applications for minor programs.

(3) Applications are rendered as "accepted" or "rejected" in the evaluation stage by recommendation of the department conducting the minor program and approval of the respective administrative board.

(4) With the recommendation of the department conducting minor program and the decision of the respective administrative board, the courses taken by the student in the major program can be substituted towards the minor program. However, for the courses to be substituted in the minor program, the student must take other courses to be determined by the department conducting minor program. In the course substitution;

a) An adjustment form is issued,

b) In the adjustment form, it is stated which of the courses that the student has taken or exempted from the major program will be substituted in the minor program,

c) The courses substituted in the program are included in the calculation of the student's minor program grade point average.

Announcement of the application results

ARTICLE 10 - (1) The evaluation results of the applications are announced by the Directorate of Students Affairs (ÖİDB).

Registration

ARTICLE 11 - (1) Students are enrolled by the Directorate of Student Affairs according to the order of preference stated in their application for the minor programs to which they are accepted. The student who is enrolled according to their order of preference loses the right to register in the following preferences.

(2) Students are obliged to enroll in course(s) from the first semester they are admitted to the minor program.

(3) The registration and advisor approval procedures of students for the major and minor programs must be done separately.

Withdrawal from the course

ARTICLE 12 - (1) Students may withdraw from the courses that they are enrolled in according to the following rules.

a) Students can withdraw from only one course in a semester.

b) During the minor program education, a maximum of two withdrawals can be made.

c) Students cannot withdraw from repeated or previously withdrawn courses, non-credit courses.

d) In minor and major programs, course withdrawals are not allowed if the total number of credit courses enrolled in falls below 2.

Success and Graduation Requirements

ARTICLE 13 - (1) A student whose GPA in the major program falls below 60 out of 100 (2,00 out of 4) is dismissed from the minor major program.

(2) In order for the student to graduate from the minor program, the GPA must be at least 60 out of 100 (2,00 out of 4).

(3) The student whose minor program grade point average is below 60 out of 100 (2,00 out of 4) for two consecutive semesters in the minor program is dismissed from the minor program.

(4) Students who do not take courses in the minor program for two consecutive semesters is dismissed from the minor program.

- (5) Students who have taken a leave of absence from the major program are also automatically considered to have taken a leave of absence in the minor program.
- (6) Minor program students are ranked only in the success ranking of their major program.
- (7) Minor students are awarded undergraduate diplomas of their major programs at the end of the semester in which they graduate from their major programs.
- (8) Students who have obtained the right to graduate from the minor program shall not be awarded the certificate of the minor program without obtaining the right to graduate from the major program.
- (9) Students who have obtained the right to graduate from the major program and have not yet completed the minor program are given an additional period of maximum two semesters with the decision of the respective administrative board. Students who fail to successfully complete the courses of the minor program at the end of this period are dismissed from the program.
- (10) Major and minor programs internships are carried out within the framework of mutual agreement between departments.
- (11) A student who leaves a double major program can apply to the department that conducts the program to receive the certificate of the minor program with the courses taken until the semester student leaves the program, if the double major department also offers a minor program, and if the student has fulfilled all the requirements of the minor program. If the student has not fulfilled all the requirements of the minor program, student can continue the minor program by applying again to complete the missing courses.
- (12) The success and graduation of the student in the major program is not affected in any way, due to the minor program.
- (13) A separate transcript is prepared for the minor program. The minor transcript includes all courses of the minor program.
- (14) The student who completes the minor program cannot benefit from the rights and authorizations granted by the undergraduate and associate degree diploma in the minor field.
- (15) Courses counted in both programs are shown on the student's transcripts in both programs.

SECTION THREE

Miscellaneous and Final Provisions

Coordinatorship

ARTICLE 14 - (1) Heads of departments with minor programs assign a minor program coordinator from among their academic staffs.

(2) The roles of the coordinator are as follows:

- a) To provide academic counselling to students enrolled in the minor program,
- b) To communicate and cooperate with the academic advisors of the students' major undergraduate program in order to ensure that the minor program is carried out in accordance with its purpose.

Conditions without Provisions

ARTICLE 15 - (1) In cases where there are no provisions in this Directive; The provisions of OSTİM Technical University Associate and Undergraduate Education and Examination Regulations and Senate decisions shall apply.

Enforcement

ARTICLE 16 - (1) This Directive enters into force upon the decision of the University Senate and as of the approval date of the Chair of the Board of Trustees.

Execution

ARTICLE 17 - (1) The provisions of this regulation are implemented by the Rector of OSTİM Technical University.

Decision of the Board of Trustees Approving the Directive	
Date	Number
24/7/2019	40