

**OSTİM TECHNICAL UNIVERSITY**  
**DOUBLE MAJOR PROGRAM DIRECTIVE**

**SECTION ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

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

**Scope**

**ARTICLE 2** - (1) This Directive includes the provisions concerning student admissions and registration to the double major 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 double major programs of OSTİM Technical University Associate Degree and Undergraduate Education and Examination Regulations.

**Definitions**

**ARTICLE 4** - (1) The definitions in this Directive refer to;

- 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) Double major: The second associate degree/ undergraduate program in which successful associate degree/ undergraduate students at OSTİM Technical University are concurrently enrolled in,
- c) Respective Board: OSTİM Technical University Faculty/School Boards,
- d) Respective Administrative Board: OSTİM Technical University Faculty Board of Directors,
- d) ÖİDB: OSTİM Technical University Directorate of Student Affairs,
- e) Rector: The Rector 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**

**Double Major Programs**

**ARTICLE 5** - (1) The double major program shall be offered upon the application of the respective department, with the proposal of the respective board and the approval of the Senate.

(2) A major program is prepared by the respective department/program and presented to the respective board together with their quotas and special requirements, if any. The double major program is determined by the decision of the Senate upon the proposal of the respective board and is carried out in cooperation with the respective departments/programs.

(3) The double major program is an associate/undergraduate program independent of the major program in which the student is enrolled.

(4) The respective double major undergraduate program shall be set in a way as to allows the student to have the learning outcomes defined in accordance with the minimum knowledge, skills and competencies they must acquire at the end of the program.

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

(6) The double major program consists of 240 ECTS credits, including courses that are identical to or equivalent to the major program.

(7) The implementation of the double major 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.

(8) In addition to a major associate degree/ undergraduate 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) Double major program application requirements and documents required for application are

announced by the Directorate of Students 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 double major 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 double major program might be valid:

a) Students must be earliest at the beginning of their 3<sup>rd</sup> semester, latest at the beginning of their 5<sup>th</sup> semester as of the first semester of the student's enrollment in the major undergraduate program, and earliest at the beginning of 2<sup>nd</sup> semester, latest at the beginning of the 3<sup>rd</sup> semester as of the first semester of enrollment in the major associate program,

b) Students must have received a successful grade in all courses they have taken in the major program until the semester they apply, and their overall grade average must be at least 70 out of 100 (2,50 out of 4),

c) Students must rank in the top 20% in terms of success in the currently registered year for those who cannot meet this requirement, the student must hold a base score no lower than that of the program for which a double major application is made in the concerned year,

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

e) 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 double major 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 double major programs in the same semester, those whose applications for transfer are accepted are not taken into consideration in their applications for double major programs.

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

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

c) The courses substituted in the program are included in the calculation of the student's double major 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 double major 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 double major program.

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

#### **Additional exams**

**ARTICLE 12 -** (1) Students who have taken all the courses required for graduation and failed from at most two courses added to the grade point average with (FF) or (FD) grades, except for the courses that include graduation project, studio, internship and similar long-term project work, are given the right to an additional exam with the decision of the respective administrative board, provided that they apply to the faculty/college to which they are affiliated within fifteen days from the announcement date of the final exam grades or the announcement date of the final grades of the summer school. The most recent code, name and credit of the course(s) that will be given the right to take an additional exam in the transcript are taken into account. The success of the student is determined by the grade obtained from these exams. If the student does not use the right of additional exam on time or fails even student uses the right of additional examination, students must repeat these courses in

the first semester in which the classes are available or in summer education. If the course(s) that the students must repeat are not available in the following semester or in summer education, they can use the right to take additional exams again, provided that the exam fee is paid, until the end of the respective semester or the end of summer education exams.

(2) Students whose grade point average is below 2,50 although they are successful in all courses required for graduation shall be granted an additional examination right with the decision of the respective administrative board, provided that they apply to the faculty/college to which they are affiliated within fifteen days from the date of announcement of their final exam grades or summer education grades from the courses/courses they have received (DD), (DC) or (CC) grades, except for courses that include a graduation project, studio and similar long-term project work. The most recent code, name and credit of the course(s) to be given the right to additional exams are taken into consideration. The student who cannot graduate as a result of the additional exam is given an additional exam right until the end of the following semester or summer education exams, provided that the exam fee is paid. The student whose GPA is still below 2,50 is granted the same rights until student provides the grade point average required for graduation.

#### **Withdrawal from the course**

**ARTICLE 13** - (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 double major program, a maximum of two withdrawals can be made.
- c) Students cannot withdraw from repeated or previously withdrawn courses, non-credit courses.
- d) In double major 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 14** - (1) A student whose GPA in the major program falls below 65 out of 100 (2,25 out of 4) is dismissed from the double major program.

(2) In order for the student to graduate from the double major program, the GPA must be at least 70 out of 100 (2,50 out of 4).

(3) During the entire double major education, the student's double major grade point average may fall below 65 (2,25 out of 4) out of 100 only for once. The student whose double major grade point average falls below 65 (2,25 out of 4) out of 100 for the second time is dismissed from the double major program.

(4) Students who do not take two consecutive courses in the double major program is dismissed from the double major 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 double major program.

(6) Double major program students are ranked only in the success ranking of their major program.

(7) Double major students are awarded associate degree/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 double major program shall not be awarded the diploma of the double major program without obtaining the right to graduate from the major program.

(9) The education period of the students who have obtained the right to graduate from the major program and have not yet completed the double major program is the maximum period specified in paragraph (c) of Article 44 of the Law No. 2547 as of the academic year in which they enrolled in the double major diploma program.

(10) Major and double major programs internships are carried out within the framework of mutual agreement between departments/programs.

(11) A student who leaves a double major undergraduate 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 double major program.

(13) A separate transcript is prepared for the double major program. The double major transcript includes all courses of the double major program.

(14) Courses counted in both programs are shown on the student's transcripts in both programs.

### **SECTION THREE**

#### **Miscellaneous and Final Provisions**

##### **Coordinatorship**

**ARTICLE 15** - (1) Heads of departments/programs with a double major program assign a double major 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 double major program,
- b) To communicate and cooperate with the academic advisors of the students' major associate degree/ undergraduate program in order to ensure that the double major program is carried out in accordance with its purpose.

**Conditions without Provisions**

**ARTICLE 16** - (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 17** - 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 18** - (1) The provisions of this regulation are implemented by the Rector of OSTİM Technical University.

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