

**ISTANBUL MEDENIYET UNIVERSITY
DIRECTIVE FOR DOUBLE MAJOR PROGRAMS**

SECTION I

Purpose, Scope, Legal Basis, and Terms

Purpose

ARTICLE 1 (1) The purpose of this directive is to establish the principles and procedures related to double major programs: launching a double major program, application and admission requirements, and graduation.

Scope

ARTICLE 2 (1) This directive covers the provisions regarding the double major programs: launching a double major program, application, admission, and graduation.

Legal Basis

ARTICLE 3 (1) This directive has been prepared based on the Articles 16 and 17 of the Regulations for Transfers in Associate Degree and Undergraduate Programs between Higher Education Institutions, Interinstitutional Credit Transfers and Credits Transfer in Double Major and Minor Programs published in the *Official Gazette* (No. 27561) on 24 April 2010.

Terms

ARTICLE 4 (1) The following terms used in this directive refer to:

- a) CGPA: Cumulative Grade Point Average,
- b) Major Program: The undergraduate program to which the student is admitted and continue their education,
- c) Program Coordinator: The faculty member assigned by the department chair who coordinates the procedures regarding the students who are admitted to the double major program,
- d) Double major Program: A second degree program that a student pursues by taking a certain number of credits along with their major program,
- e) Rector: Rector of Istanbul Medeniyet University,
- f) University: Istanbul Medeniyet University.

SECTION II

Double Major Program

Launching a Double-major Program

ARTICLE 5 (1) The relevant department makes a request to launch a double major program. The senate reaches a decision about the request upon Faculty/School Board's recommendation. Relevant departments collaborate to launch the program if the senate approves it.

Quota, Application, and Admission in Double major Programs

ARTICLE 6 (1) Relevant Dean's Office/Directorate announces the quotas and special requirements for the double major program, if any, which are determined by the Faculty/ School Board at the beginning of each academic year.

(2) The number of students to be admitted to a double major program for the academic year cannot exceed 20% of freshman students enrolled in the first semester of the program.

(3) Students enrolled in an undergraduate program at the university can apply to a double major program at the beginning of their third semester the earliest and their fifth semester at the latest. They should submit an application form and a copy of their transcript to the related Dean's Office/School Directorate.

(4) Applications to a double major program, evaluation of the applications, announcement of application results, and notification of application results to the Dean's Office/School Directorate are carried out according to the academic calendar.

(5) A student should fulfill the following conditions in order to be able to apply to a double major program: having passed all the required courses in their major program which must be taken by the time of the application, having maintained a GPA of 3.00 at the time of application, and ranking in the top 20% of their cohort in their major program.

(6) A student who wishes to pursue a double major degree in a program which requires an aptitude test should pass this test to be eligible for application.

(7) Admission to the double major program depends on the relevant department's judgement and Faculty/School Executive Board's resolution.

(8) A student cannot enroll in more than one double major program simultaneously. However, students enrolled in a double major program can also enroll in a minor program given that they meet the requirements.

(9) The student can always withdraw from the double major program of their own free will.

(10) A double major student who is eligible for an internal transfer can make a lateral transfer to another double major program within the university.

(11) If a student wishes to pursue a double major degree in a program where the medium of instruction is a language other than Turkish (i.e., partially or entirely), they must meet the language proficiency requirement of the program.

Program Coordinator

ARTICLE 7 (1) A program coordinator is appointed by the chair of the relevant department among the faculty members to assist students in determining which courses to take and when. The coordinator ensures that the double major program is implemented according to program goals. The coordinator also works closely with students' advisors in their major program.

Equivalent Courses

ARTICLE 8 (1) If there are similar courses in a major program and a double major program, these courses are compared across programs. If a student has taken any of these courses prior to his/her enrolment to the double major program, the equivalence of the courses is reviewed by Faculty/School Executive Board at the time of admission to the double major program. If the student takes these similar courses after their enrollment to the double major program, the equivalence is evaluated by the board during the semester the course is taken.

(2) The courses that are considered equivalent in the major and double major programs are included in the semester records of both programs and showed in both transcripts.

Courses, Course Evaluation, Enrollment Freezing, and Graduation

ARTICLE 9 (1) A double major program consists of at least 240 credits (i.e., ECTS)

(2) The student's CGPA in their major program should be at least 3.00 to be eligible to graduate from the double major program.

(3) The student's CGPA in their major can drop up to 2.50 for once. If the student's CGPA in their major drops below 3.00 for the second time, they are withdrawn from the double-major program.

(4) The student, who is eligible to graduate from their major program and who has finished the double major program with a CGPA of at least 2.00, is awarded a degree in the double major program. In addition, a transcript for a double major program is issued.

(5) If a student freezes their enrollment in the major program, their enrollment in the double major program is also suspended. If a student cannot take courses in the double major program due to unavailability of courses or course conflicts, their enrollment in the double major program can be suspended with the department's request and Faculty/School Executive Board's resolution.

(6) If a student fails to take classes in the double major program two successive semesters without any valid excuse accepted by the Faculty/School Executive Board, they are withdrawn from the double major program.

(7) For students who are eligible to graduate from their major program but cannot complete the double major program, the length of study is the maximum time indicated in the paragraph (c) of Article 44 in Act No. 2547. The academic year in which students are enrolled in their double major program for the first time is used in the estimation of this period.

(8) If a student meets the graduation requirements of their major program but fails to meet the requirements of the double major program, the degree is awarded only for the major program completed. In contrast, if a student fails the graduation requirements in their major program, the degree for the double major program is not awarded.

(9) Those students who leave the double major program of their own free will or who are withdrawn from the program can request a certificate for the minor program given that the department also offers a minor program in the same area and students meet all the minor program requirements. If a minor is not offered in the same area, the courses that students have taken and succeeded in the double major program are shown in their transcript given that these courses are not part of their major program curriculum. However, these courses do not contribute to their CGPA.

(10) If a student withdraws from the double major program, they do not have to repeat the courses they have failed in the major program.

(11) The courses offered as a part of the double major are shown in the department's course schedule separately.

SECTION III **Enforcement Date and Execution**

Enforcement Date

ARTICLE 10 (1) This directive takes effect on the date it is approved by the senate of Istanbul Medeniyet University.

Execution

ARTICLE 11 – (1) The provisions of this directive are executed by the rector of Istanbul Medeniyet University.