

NEVSEHIR HACI BEKTAS VELI UNIVERSITY
THE INSTRUCTION OF DOUBLE MAJOR PROGRAM

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1- The purpose of this instruction is to organize procedures and principles which provide undergraduates successfully performing major programs to get a second associate degree diploma and provide undergraduates to get a second bachelor's diploma or associate degree diploma.

Scope

Article 2- This instruction includes provisions about double major programs opened at associate degree and undergraduate level.

Basis

Article 3- This instruction was published in the Official Gazette dated 24.04.2010 and numbered 27561. The instruction has been prepared based on Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Regulations Related to the Principles of Credit Transfer Between Major, Minor and Institutions as well as based on the article titled Double Major Program of Nevsehir Hacı Bektas Veli University Associate Degree and Undergraduate Education and Exam Regulations.

Definitions

Article 4-

- a) **Double Major Program:** The double major program enables students who meet the success and other conditions to take courses from two diploma programs simultaneously and to receive two different diplomas.
- b) **Great Point Average:** The GPA refers to weighted grade point average calculated by taking into account all the courses that students take from the current program with the entrance to the university excluding the preparatory year.
- c) **Relevant Department:** The relevant department covers the faculty, college and vocational school within the university.
- ç) **Relevant Board:** The relevant board is responsible for the faculty board in the faculties, the college board in the colleges and vocational school board in vocational schools within the university.
- d) **Relevant Board of Directors:** The relevant board of directors states the faculty board of directors in the faculties, school management board in colleges, and vocational school board in vocational schools within the university.
- e) **Rector:** Rector refers to the Rector of Nevsehir Hacı Bektas Veli University.

- f) **Senate:** Senate refers to the Senate of Nevsehir Hacı Bektas Veli University.
- g) **University:** University refers to Nevsehir Hacı Bektas Veli University.

PART TWO

Principles Regarding the Double Major Program

Opening the Program

Article 5- (1) Departments that will open a double major program offer their quotas to Faculty / School / Vocational School boards with a double major program proposal until the end of the spring semester. Opening a double major program is finalized with the suggestion of the relevant boards and the approval of the Senate and is carried out in cooperation with the relevant departments.

(2) A double major program is arranged according to outcomes defined that students should gain the minimum information, skills, and competencies at the end of the program.

(3) Higher Education Field Qualifications determined by the Higher Education Council are taken into consideration in determining the courses and credits that students should take in the double major program.

Quotas, Application and Admission Conditions

Article 6- (1) Annual total number of students to be admitted to the double major program cannot exceed 20% of the number of first year first semester major students of that year relevant the program.

(2) Application and evaluation calendar as well as quotas approved by the Senate are announced by the Rectorate fifteen days (15) before the date.

(3) Undergraduate students can attend the announced second major diploma program at the beginning of the third semester at the earliest, at the beginning of the 5th semester for four-year programs at the latest, and the 7th semester for five-year programs and at the beginning of the 9th semester for six-year programs. Undergraduate students, on the other hand, can apply at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest. They can choose a maximum of two (2) choices.

(4) At the time of application, students whose GPA in the major program is at least 2.70 out of 4.00, who rank in the top 20% of the major diploma program as success rating and who completed all courses taken in the major diploma program until the semester they applied for can apply for the second major diploma program. Also, quotas are determined in accordance with the following terms and students can apply under these conditions.

- a) The quota for students doing a double major is determined by the Senate provided that students should take at least 2.70 out of 4.00 from their GPA in the major diploma program and their success rating in the relevant class of the major diploma program should not be less than 20%.
- b) Except for law, medical and health programs and engineering programs, the quotas of double major programs are determined by the senate providing that the quota of programs shouldn't be less than 20%.

- c) Students who have at least 2.70 out of 4.00 of GPA in the major program, but who don't rank in the top 20% in the relevant class of the major diploma program can apply for a double major program if they have a score that shouldn't be less than the base score of the double major program in the relevant year.
- (5) Applications for a double major program are made to the academic unit where the major program is conducted on the dates announced by the Rectorate.
- (6) Evaluation is done in descending order, taking into account the GPA. If the GPA is equal, priority is given to the one with higher OSYS score. Provided that candidates lack the related OSYS score, priority is given to the younger one. Reserve candidates are announced as many as main candidates. The admission procedure of the student whose application is accepted by the relevant Faculty / College / Vocational School is completed with the decision of the Faculty / College / Vocational School Administrative Board, and the result is announced on the relevant department's website.
- (7) It is not possible to enroll in more than one double major program at the same time. However, it is likely to enroll both in a minor program and double major program at the same time.
- (8) Students in a double major diploma program can transfer to a double major diploma program if they meet the appropriate conditions about internal transfer in a major diploma program.
- (9) For admission to a double major diploma program that accepts students with an aptitude test, it is also essential to be successful in an aptitude test.
- (10) Students who want to enroll in double major programs with compulsory foreign language preparatory education should pass the preparatory exemption exam or should meet the conditions for exemption.

Education Principles of the Program

Article 7- (1) For determining the courses in the double major program and planning the semesters, to help students and carry out the aim of the Double Major Program seemly, a Double Major Program Coordinator is assigned by the head of the relevant department. A Double Major Program Coordinator and students' major program advisors work in coordination.

(2) The courses to be taken by the student whose application is accepted to double major program is decided among the departments and finalized with the decision of the relevant Board of Directors. Courses that count towards two programs are included in the semester records of the student's both programs and are shown in both transcripts. If a student wants to withdraw from a course that is considered common in both programs, withdrawal is processed for both programs.

(3) A student who is on leave from the major program or who studies at another higher education institution within the framework of exchange programs is also considered on leave from the double major program. Students that cannot take courses because of not opening courses in the double major program or conflict of courses can take semester permission with

the approval of the department of the double major program and deanship/directorship. Permission does not count from the education period. However, if the evening education program of the relevant department is open, double major students enrolled in I. education can take courses from II.education, double major students enrolled in II. education can take courses from I. education.

(4) During the entire double major education, the student's major grade point average can fall below 2.35 out of 4 at most one semester. The record of the student whose GPA is less than 2.35 out of 4 in more than one semester is deleted from the double major diploma program.

(5) In the double major program, the record of the student who does not take courses for two consecutive semesters without permission is deleted.

(6) The student can quit the double major program voluntarily.

Success and Graduation

Article 8- (1) Due to the double major program, the student's success and graduation in the major program are not affected in any way. The student achieving the right to graduate from a double major program is not given a double major diploma before obtaining the right to graduate from the major program.

(2) The student who has a right to graduate in the major program, who completed successfully 240 ECTS from required courses in the double major program and who obtains a minimum grade of 2.00 from her/his GPA is given a double major diploma.

(3) The education period of the students who achieve the right to graduate from a major program but cannot complete a double major program is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547 since the academic year that students enrolled in the second major diploma program.

(4) Tuition fee that Council of Ministers determine the amount is taken from the students who enrolled in a double major program during the diploma program and who cannot graduate at the end of an additional year.

(5) The evaluation of the courses that students who are expelled from the double major program but take courses in the second major program is determined by the Senate. The courses of the students that are not accepted in the major program but are successful in the second major program are included in the transcript and diploma supplement without being included in the GPA.

PART THREE

Various and Final Provisions

Article 9- (1) In cases where there is no provision in this instruction, regulations about Transition between Undergraduate Programs in Higher Education Institutions, Major, Minor and the Principles of Credit Transfer Among Institutions, Nevsehir Haci Bektas Veli

University Undergraduate Education and Examination Regulations and also other relevant regulations are applied.

Force

Article 10- (1) This instruction is gone into effect on the date accepted by the Senate.

Enforcement

Article 11- (1) The Rector performs the provisions of this instruction.