

NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
MINOR PROGRAM INSTRUCTIONS

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - The aim of the minor program is to enable a student enrolled in a diploma program to receive a certificate that does not substitute for a diploma (minor certificate) by taking a limited number of courses on a specific subject within the scope of another diploma program within the university, provided that they meet the prescribed requirements.

ARTICLE 2 - This directive, undergraduate students at Nevşehir Hacı Bektaş Veli University It covers the provisions regarding the applications of the minor program.

Basis

ARTICLE 3 - This directive is based on the Regulation published in the Official Gazette dated 24.04.2010 and numbered 27561; Regulation on the Principles of Transferring Between Associate and Undergraduate Degree Programs, Double Major, Minor and Credit Transfer Between Higher Education Institutions and the article titled Minor Program of Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education and Examination Regulation.

Definitions

ARTICLE 4 - (1) In this directive following definitions are used:

- a) Major: The undergraduate program in which students are enrolled in Nevşehir Hacı Bektaş Veli University after being accepted through the Student Selection and Placement Exam (ÖSYS) or an equivalent exam or by transfer,
- b) Relevant faculty board: Nevşehir Hacı Bektaş Veli University Faculty / School Boards,
- c) Relevant board of directors: Nevşehir Hacı Bektaş Veli University Faculty / School Administration Boards,
- ç) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- d) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- e) University: Nevşehir Hacı Bektaş Veli University,
- f) Minor: Additional Minor programme for the students who successfully continue their undergraduate program they are enrolled at Nevşehir Hacı Bektaş Veli University.

SECOND PART

Principles Regarding Minor Program

Opening the Program

Article 5- (1) The minor program is opened with the recommendation of the relevant Department, the decision of the Faculty / School Board and the approval of the University Senate and is carried out in cooperation with the relevant departments. Minor program consists of at least 18 ECTS credits and at least 8 courses in credit systems. These courses are included in the Senate's approval.

Quota, application and admission conditions

Article 6- (1) The quotas of the minor programs are determined by the Faculty / School Board, which decides to open the related program.

(2) The student can apply for the announced minor program at the beginning of the 3rd semester at the earliest and at the beginning of the 6th semester at the latest.

(3) Applications for the minor program are made to the relevant Faculty Dean / School Directorate with the application form and transcript on the date determined by the Faculty Dean / School Directorate.

(4) In order to apply for the minor program, the student must have successfully completed all the credit courses in the undergraduate program until the semester he applied, and his / her application must be approved by the relevant department running the minor program. The admission process is completed with the decision of the Faculty / School Administrative Board to which the department is affiliated.

(5) Students are required to be successful in the aptitude test in admission to the minor diploma program, which accepts students with the talent exam.

Minor Program

Article 7- (1) The student whose application to the minor program is accepted must take the courses determined by the decision of the senate and pass these courses within the scope of the minor program. These courses are decided among the relevant departments and presented to the relevant faculty boards and the Senate for approval.

(2) Due to the minor program, the student's success and graduation in the major undergraduate program are not affected in any way. A separate transcript is issued for the minor program.

(3) A Minor Program Coordinator is appointed by the head of the department where the minor program is conducted in order to assist the students in planning the courses to be taken in the minor program and to ensure that the minor program is carried out in accordance with its purpose. The Minor Program Coordinator works in coordination with the students' major undergraduate program advisors.

(4) A student can enroll in at most one minor program during his undergraduate education.

Success and Graduation

Article 8- (1) The student can leave the minor program voluntarily. A student who cancels his / her enrollment from a minor program cannot re-enroll in the same minor program.

(2) Students who are on leave in the major program are also considered on leave in the minor program. Students who cannot take courses due to reasons such as not opening a course in the minor

program or course overlap may be granted a semester leave with the approval of the Dean's Office / Directorate to which the minor program is affiliated.

(3) In the minor program, a student who does not take courses for two consecutive terms without permission is deregistered from the minor program.

(4) A student whose GPA falls below 2.35 out of 4 in the major program is deregistered from the minor program. The courses that the student is successful and that are not included in the major program are included in the transcript and diploma supplement, without including the GPA.

(5) When the student leaves the minor program, he / she does not have to repeat the courses in the minor program he failed.

(6) Students who have the right to graduate from the major program and complete the minor program with a minimum average of 2.00 are awarded a minor certificate.

(7) Students who have the right to graduate from the major program and have not yet completed the minor program are given an additional two semesters at most with the decision of the Faculty / School Board of Directors. Diplomas of this department are given to these students at the end of the semester they graduate from the major program. During the additional period, they continue to pay the student tuition fee for the department in which they do a minor, taking into account the total number of semesters they spent in the undergraduate program. The Faculty / School conducting the minor program followed by the student is authorized to make decisions about these students.

(9) Students who have completed the minor program cannot benefit from the rights and powers granted by their undergraduate and associate degree diplomas in the minor branch.

(10) A student leaving the double major program is entitled to receive a minor certificate if he / she has fulfilled all the requirements of a minor program.

THIRD PART

Miscellaneous and Final Provisions

ARTICLE 9- (1) In cases where there is no provision in this directive, the Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Credit Transfer Between Institutions and Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education and Exam Regulation and other relevant regulation provisions are applied.

Force

ARTICLE 10- (1) This directive takes effect on the date it is accepted by the Senate.

Executive

ARTICLE 11- (1) The Rector executes the provisions of this directive