

REPUBLIC OF TÜRKİYE

BANDIRMA ONYEDİ EYLÜL UNIVERSITY MINOR PROGRAM DIRECTIVE

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles to be followed regarding the opening, application and admission conditions, execution, and completion of minor programs at Bandırma Onyedi Eylül University.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the minor programs conducted at Bandırma Onyedi Eylül University.

Basis

ARTICLE 3- (1) This Directive has been prepared in accordance with the Regulation on the Principles of Lateral Transfer, Double Major, Minor, and Inter-Institutional Credit Transfer Between Associate and Bachelor's Degree Programs in Higher Education Institutions and Article 32 of the Bandırma Onyedi Eylül University Associate and Bachelor's Degree Education, Examination and Assessment Regulation.

Definitions

ARTICLE 4 – (1) In this Directive;

- a) Unit: Faculties, Institutes, Schools, and Vocational Schools affiliated with the University,
- b) Double Major Program: A program that allows students who meet the success criteria and other conditions to take courses simultaneously from two diploma programs of the same higher education institution and receive two separate diplomas,
- c) Diploma Supplement: A document given to graduates along with their degrees or diplomas, describing the knowledge and skills they have acquired,
- d) Cumulative Grade Point Average (CGPA): The student's grade point average weighted according to the credits of all courses taken up to the semester they wish to transfer, excluding the preparatory class,

- e) Relevant Administrative Board: The faculty administrative board in faculties, the school administrative board in schools, the conservatory administrative board in conservatories, and the vocational school administrative board in vocational schools within higher education institutions,
- f) Quota: The number of students determined and announced in advance,
- g) Graduation: The successful completion of the study program,
- h) Senate: The University Senate,
- i) Certificate: A document of study,
- j) Transcript (Grade Status Document): A document containing information about the courses taken by the student during their education period and the success grades related to these courses, showing the general academic average and the total European Credit Transfer System (ECTS) credits,
- k) University: Bandırma Onyedi Eylül University,
- l) Minor program: A program that allows a student enrolled in a diploma program, provided that they meet the prescribed conditions, to receive a minor certificate that does not substitute for a diploma by taking specific courses of another diploma program at the same higher education institution,
- m) Directive: Refers to the Republic of Türkiye Bandırma Onyedi Eylül University Minor Program Directive.

SECTION TWO

General Principles

Purpose of the Minor Program

ARTICLE 4- (1) The purpose of the minor program is to enable students who successfully conduct their primary major bachelor's programs to gain knowledge in another branch they are interested in and receive a certificate in this branch.

Opening of a Minor Program and Courses

ARTICLE 5- (1) Relevant units submit their minor program proposals, including student quotas for the programs where a minor will be applied and special conditions, if any, to the Faculty/School Administrative Board at the end of each academic year at the latest. The minor program is determined by the proposal of the relevant Faculty/School Administrative Board and the approval of the Senate, and is carried out in cooperation with the relevant departments.

(2) The number of students to be admitted to the minor program cannot exceed 10% of the total number of first-year students of the relevant primary major program for that year.

(3) The minor program consists of at least 30 credits, excluding equivalent and common courses.

(4) A Minor Program Coordinator is appointed by the relevant Head of Department to assist students in determining the courses in the minor program and planning the semesters in which they will be taken, and to ensure that the minor program is carried out in accordance with its purpose. The Minor Program Coordinator works in communication with the students' primary major program advisors.

(5) The courses that students admitted to the minor program will be responsible for and the course plans are determined by the relevant Head of Department upon the recommendation of the Minor Program Coordinator and are submitted to the approval of the Senate with the proposal of the relevant unit board.

(6) Courses that can be considered equivalent to both programs are decided between the departments, and previously taken courses are evaluated during the student's admission to the program. Courses to be taken later are evaluated at the beginning of the semester they are taken by the decision of the Faculty/School Administrative Board where the minor program is opened.

(7) The common courses of the two programs are included in the student's semester registration in both programs and are shown on both transcripts. In case the student wants to withdraw from a course that is common in both programs, the withdrawal process occurs for both programs.

(8) A student who is deemed to be on leave in the primary major program they are registered in is also deemed to be on leave in the minor program. Students who will not be able to take courses due to reasons such as the course not being opened or course conflicts in the minor program may be granted a leave of absence for that semester by the approval of the relevant Administrative Board upon the recommendation of the department offering the minor program.

Application and Admission Requirements

ARTICLE 6- (1) The relevant unit opening the minor program announces the minor course curriculum and registration dates by specifying its quotas at the beginning of each academic year.

(2) Applications to the minor program are made to the student affairs office of the relevant unit between the specified dates with an application form and transcript.

(3) The student can apply to the announced minor program at the earliest at the beginning of the third semester and at the latest at the beginning of the sixth semester of the primary major program.

(4) Students who have successfully completed all credit courses taken in the primary major program they are registered in up to the semester they apply can apply to the minor program.

(5) A student can register for a maximum of one minor program at the same time during their bachelor's degree education. However, registration for a double major and a minor program can be done simultaneously.

(6) Students registered in a minor program may apply for and register in a double major or another minor program by leaving the program they are registered in, provided they meet the application requirements.

(7) In order for students to apply to the minor program, their cumulative grade point average at the time of application must be at least 2.80 on a 4.00 grading system.

(8) The admission process is completed by the decision of the Faculty/School Administrative Board to which the applied department is affiliated.

Graduation, Success and Minor Certificate

ARTICLE 7- (1) The student's success and graduation in the primary major program are in no way affected due to the minor program. A separate transcript is issued for the minor program.

(2) A minor certificate is awarded to a student who successfully passes all courses in the minor program and has a cumulative grade point average of at least 2.00 in the minor program. This document does not substitute for a diploma. A minor certificate cannot be awarded to a student without earning the right to graduate from the primary major program.

(3) Students who have earned the right to graduate from the primary major program they are registered in but cannot finish the minor program are granted a maximum of one semester of additional time by the decision of the relevant Administrative Board.

(4) A student who completes the minor program cannot benefit from the rights and authorities granted by a bachelor's degree diploma in the minor field.

Deregistration

ARTICLE 8- (1) A student whose cumulative grade point average in the primary major program drops below 2.40 or who has a failed course is deregistered from the minor program.

(2) A student who does not take courses for two consecutive semesters from the minor program is deregistered from the minor program.

(3) The student may voluntarily leave the minor program. When a student leaves the minor program, they do not have to repeat the minor program courses they failed. A student who cancels their registration from the minor program cannot register again for the same minor program.

(4) How the courses taken in the minor program by students expelled from the minor program will be evaluated is determined by the senate.

Tuition fee (Contribution margin)

ARTICLE 9- (1) Students subject to the minor program pay only the student tuition fee (contribution margin) belonging to this primary major until they graduate from the primary major, and the student tuition fee belonging to the minor after they graduate.

(2) If a student registers for a master's program while the minor program continues, they additionally pay the master's student tuition fee.

SECTION THREE

Miscellaneous and Final Provisions

Other provisions

ARTICLE 10- (1) On issues not included in this directive, the provisions of the Bandırma Onyedi Eylül University Associate and Bachelor's Degree Education and Examination Regulation and other relevant legislative provisions, as well as the decisions of authorized boards, are applied.

Enforcement

ARTICLE 11- (1) This Directive enters into force on the date it is approved by the Bandırma Onyedi Eylül University Senate.

Execution

ARTICLE 12- (1) The provisions of this Directive are executed by the Rector of Bandırma Onyedi Eylül University.