

BEYKOZ UNIVERSITY
REGULATION ON DOUBLE MAJOR AND MINOR PROGRAMS

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CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) This Regulation governs the principles and procedures concerning double major and minor programs in associate and undergraduate degree programs at Beykoz University.

Basis

ARTICLE 2 – (1) This Regulation has been prepared on the basis of Article 44(c) of Law No. 2547 on Higher Education, the Regulation on Principles for Transfer among Associate and Undergraduate Programs, Double Major, Minor and Inter-institutional Credit Transfer in Higher Education Institutions published in the Official Gazette No. 27561 dated 24/4/2010, and the provisions of the “Beykoz University Regulation on Undergraduate and Associate Degree Education-Teaching and Examinations.”

Definitions

ARTICLE 3 – (1) In this Regulation;

- a) Major: the associate or undergraduate program in which the student is enrolled at the date of application for a double major or minor program,
- b) Unit: the relevant faculty, school or vocational school,
- c) Double major program: A program established with the Senate’s approval upon the recommendation of the relevant departments and faculty/school councils that enables a student to obtain two separate diplomas by taking courses simultaneously, among associate diploma programs or between undergraduate diploma programs and other undergraduate or associate programs,
- d) Different Score Type (**Amended: STK-26/12/2019-14** taking into account the tests used in the calculation of the scores employed in the Student Selection and Placement System (ÖSYS) for admission to higher education programs; As of 2018, there are four score types: SAY (Quantitative) Score Type (TYT + AYT), SÖZ (Verbal) Score Type (TYT + AYT), EA (Equally-Weighted) Score Type (TYT + AYT), and DİL (Language) Score Type (TYT + YDT); As of 2010, there are seven score types: SAY (Quantitative) Score Type (YGS-1 and YGS-2), SÖZ (Verbal) Score Type (YGS-3 and YGS-4), EA (Equally-Weighted) Score Type (YGS-5 and YGS-6), Mathematics–Science (MF) Score Type, Turkish–

Mathematics (TM) Score Type, Turkish–Social Sciences (TS) Score Type, and Foreign Language (DİL) Score Type; In 2009 and earlier, there were seven score types: EA-1, SAY-1, SÖZ-1, EA-2, SAY-2, SÖZ-2, and DİL.

The equivalence between these score types is as follows:

SAY-1 corresponds to the SAY (Quantitative) Score Type;

SÖZ-1 corresponds to the SÖZ (Verbal) Score Type;

EA-1 corresponds to the EA (Equally-Weighted) Score Type;

SAY-2 corresponds to the Mathematics–Science (MF) Score Type;

EA-2 corresponds to the Turkish–Mathematics (TM) Score Type;

SÖZ-2 corresponds to the Turkish–Social Sciences (TS) Score Type;

and DİL corresponds to the Foreign Language Score Type.

e) GPA (GNO): the weighted cumulative grade point average across all semesters,

f) Second major program (*İkinci anadal programı*): a bachelor's or associate program other than the major program in which the student is registered as a double major student,

g) Relevant Board: faculty, school and vocational school boards,

h) Student: a student of Beykoz University,

i) Senate: Senate of Beykoz University,

j) University: Beykoz University,

k) Base Score (Taban Puan): the entrance score of the lowest-scoring student centrally placed in a higher education institution's diploma program by ÖSYM,

l) Minor program (*Yandal programı*) (**Amended: STK-26/12/2019-14**): a program that enables a student registered in a diploma program to obtain a non-degree certificate (minor certificate) by taking a limited set of courses focused on a specific subject within the same higher education institution, provided the student meets the prescribed conditions.

CHAPTER TWO

Double Major Programs

Basic Principles

ARTICLE 4 – (1) The student quota for the second major diploma program shall be determined by the Senate and shall not be less than 20% of that program's student quota, except for health programs and engineering programs.

Application and Registration Principles

ARTICLE 5 – (1) Applications to second major bachelor's degree programs may be made as early as the beginning of the third semester and no later than the beginning of the fifth semester; applications to second major associate degree programs may be made as early as the beginning of the second semester and no later than the beginning of the third semester. Applications from bachelor's programs to associate second-major programs may be made as early as the beginning of the third semester and no later than the beginning of the fifth semester.

(2) To apply for a second major program in the same score type, students must meet the following conditions:

- a) **(Amended: STK-26/12/2019-14)** have successfully completed all courses in their major program and have a GPA of at least 2.72 out of 4,
- b) rank within the top 20% in the class of their major program by academic standing,
- c) students who are not within the top 20% must have achieved at least the base score of the second major program in the year they were placed into their major program,
- d) satisfy other conditions, if any, set by YÖK or the University for the second major program.

(3) To apply for a second major program in a different score type, students must:

- a) **(Amended: STK-26/12/2019-14)** have successfully completed all courses in their major program and have a GPA of at least 2.72 out of 4,
- b) have obtained the base score of the second major program in the year they entered the major program,
- c) satisfy other conditions, if any, set by YÖK or the University for the second major program.

(4) A student may apply to no more than three different second major diploma programs at the same time, but may register for only one second major diploma program.

(5) A student cannot be registered in more than one second major diploma program simultaneously. While continuing a second major diploma program, a student may be registered for or enroll in a minor program.

(6) Admission to a second major diploma program shall be affected by the decision of the relevant unit's executive board upon the recommendation of the relevant program.

(7) A student admitted via a horizontal transfer must have completed at least one semester in the program in which they registered to be eligible to apply for a second major. Students admitted through vertical transfer cannot apply for a second major.

(8) A student in a second major diploma program may affect an intra-institutional horizontal transfer into the second major program provided they satisfy the horizontal transfer provisions.

(9) Students who wish to apply for a double major program in programs taught in a foreign language must pass the University's Foreign Language Proficiency Exam or obtain a score of 60 in the foreign language exam conducted by ÖSYM at the time of application, or the score determined by the Senate from exams recognized as equivalent by ÖSYM. Foreign language certificates without a stated validity period must have been obtained within the last five years prior to application.

(10) Admission to a second major program that requires a special talent exam also requires successful completion of that "Special Talent Exam" in addition to other conditions.

(11) **(Amended: STK-26/12/2019-14)** For programs that require an academic ranking condition, students wishing to pursue a double major must, in addition to other requirements set out in this Regulation, meet the ranking requirement determined by the Higher Education Council (YÖK) for the relevant program in the year they were enrolled.

Academic Requirements and Graduation

ARTICLE 6 – (1) The courses and credits that a student must take in the double major program shall be determined by the Senate upon the recommendation of the relevant unit boards, taking into account the Higher Education Area Qualifications, and shall amount to no less than 30 ECTS for associate programs and 60 ECTS for undergraduate programs.

(2) Courses taken in the major program that are accepted as equivalent shall be shown on the transcript of the second major diploma program. Courses to be counted for both programs and the courses to be taken shall be determined by the program chairs and finalized by the decision of the unit executive board.

(3) **(Amended: STK-08/02/2024-03)** A student's GPA in the major program may be allowed to fall once, during the period of double major education, to as low as 2.50 out of 4. If the student's major program GPA falls below 2.72 a second time, the student shall be removed from the second major diploma program.

(4) **(Amended: STK-08/02/2024-03)** For a student to graduate from the second major bachelor's diploma program, they must secure at least 60 ECTS credits from the second major bachelor's diploma program and a minimum total of 240 ECTS course credits, and have a GPA of at least 2.72 in the major bachelor's program. For graduation from a second major associate diploma program, at least 30 ECTS credits must be obtained from the second major associate program and a minimum total of 120 ECTS course credits must be met, and the student must have a GPA of at least 2.72 in the major associate program.

(5) A student in a double major program shall receive the second major program's graduation diploma only on condition that they graduate from their major diploma program.

(6) A student who is dismissed from the second major due to failure or who voluntarily withdraws from the second major may, upon request and provided they have passed at least 30 ECTS credits not shown on the major transcript and accepted by the executive board of the unit to which the second major program is affiliated, be awarded a "Minor Certificate." If the courses taken in the second major program by a student are determined by that program's executive board to satisfy the courses required to be taken in the first four semesters of that program, the student may be awarded an associate diploma. In such cases, the courses which the student passed in the second major but which do not exist in the major program shall be shown on the transcript and Diploma Supplement without being included in the GPA.

(7) Students enrolled in a second major program that has a mandatory internship obligation must fulfill the internship requirement of that program.

(8) Separate transcripts, diplomas and Diploma Supplements shall be issued for the major and second major programs in double major programs.

Additional Time for Graduation

ARTICLE 7 – (1) (Amended: STK-26/12/2019-14) The maximum study period for a student who has obtained the right to graduate from the major diploma program but has not yet completed the second major diploma program shall be the maximum period stipulated in Article 44(c) of Law No. 2547, counted from the academic year in which the student registered for the second major diploma program.

Leave of Absence and Deregistration

ARTICLE 8 – (1) If a student has suspended registration in the major program for any reason, they shall also be deemed to have suspended registration in the second major program.

(2) **(Amended: STK-08/02/2024-03)** A student whose enrolment in the second major diploma program is interrupted due to failing to take courses without permission for two consecutive semesters shall be deregistered from the double major diploma program.

(3) Students who leave the double major program may transfer to a minor program without meeting quota requirements provided such a minor program exists and they meet its admission conditions. In this case, courses taken while in the double major program may be counted in place of courses in the minor program.

(4) A student may leave the second major diploma program at any time.

CHAPTER FOUR

Minor Programs

Basic Principles

ARTICLE 9 – (1) The opening and quota determination for minor programs in undergraduate degrees shall be decided by the Senate upon the recommendation of the relevant program board and unit board.

Application and Registration Principles

ARTICLE 10 – (1) A student may apply for a minor program as early as the beginning of the third semester and no later than the beginning of the sixth semester of their major undergraduate program.

(2) To be eligible to apply for a minor program, the student must have successfully completed all courses in their major diploma program up to the applied semester and must have a GPA of at least 2.50 out of 4.

(3) While registered in a minor program, a student may not enroll in another minor program.

(4) Students who register in the University's programs via horizontal or vertical transfer must have completed at least one semester in the program to be eligible to apply to a minor program.

(5) Students who wish to apply for a minor program in programs taught in a foreign language must pass the University's Foreign Language Proficiency Exam or obtain a score of 60 in ÖSYM foreign language exam at application time, or the score determined by the Senate from exams recognized by ÖSYM as equivalent. Foreign language certificates without a validity period must have been obtained within the last five years prior to the application.

(6) Applications shall be evaluated and decided upon by the executive board of the relevant unit.

(7) A student who is continuing a second major program may also be registered in or register for a minor program.

Academic Requirements and Graduation

ARTICLE 11 – (1) The courses and credits required in the minor program shall be determined by the Senate upon the recommendation of the relevant unit boards, taking into account the Higher Education Area Qualifications, and shall be no less than 30 ECTS. Because the minor program is an independent program, courses obtained from the major and/or second major programs shall not be counted toward the minor program, and courses obtained from the minor program shall not be counted toward the major and/or second major programs.

(2) **(Amended: STK-26/12/2019-14)** To continue in a minor program, the student's GPA in the major program must be at least 2.29 out of 4. Students who fail to meet this requirement shall be removed from the minor program. Courses they have successfully completed which are not counted toward the major program shall be recorded on the major transcript and Diploma Supplement without being included in the cumulative GPA.

(3) **(Amended: STK-08/02/2024-03)** A student who does not take courses for two consecutive semesters without permission shall be removed from the minor program.

(4) A student's academic status in the minor program does not affect graduation from the major program.

(5) A student who successfully completes the minor program shall be awarded a "Minor Certificate." This certificate shall not replace a diploma.

Additional Time for Graduation

ARTICLE 12 – (1) **(Amended: STK-26/12/2019-14)** A student who has obtained the right to graduate from the major diploma program but could not complete the minor program may be granted, by decision of the unit executive board responsible for the minor, a maximum additional two semesters.

Leave of Absence and Deregistration

ARTICLE 13 – (1) If a student has suspended registration in the major program for any reason, they shall also be deemed to have suspended registration in the minor program.

(2) **(Repealed: STK-26/12/2019-14)**

(3) A minor student may leave the program voluntarily at any semester. A student who withdraws from a minor program may not re-enroll in the same minor program.

(4) Students who leave a minor program and are later admitted to a double major program, if they meet the relevant conditions, may have courses taken in the minor program counted as courses of the second major program.

CHAPTER FIVE

Common and Final Provisions

Make-up Exams

ARTICLE 14 – (1) If exam schedules for midterm or final exams result in a compulsory clash between exams of the student's second major/minor courses and the major program's courses, a make-up exam may be granted for the second major/minor course exams by decision of the relevant management board.

(2) A student who misses exams because of schedule conflicts must apply to the dean's office or directorate of their academic unit with a petition within three working days following publication of the exam schedules. The relevant management board may grant a make-up exam for those students who apply within the period and for whom a compulsory exam clash is determined. Make-up exams shall be held on dates to be set by the relevant management board.

Financial Provisions

ARTICLE 15 – (1) (Amended: STK-09/09/2024-13) Double major and minor students do not pay additional tuition fees for the major programs within the normal study period of their major programs, in addition to the tuition paid for their major programs. Double major or minor students who do not complete their major programs within the normal study period shall pay the per-credit tuition fee determined by the Board of Trustees for remaining courses in the major, double major and minor programs.

(2) **(Repealed: STK-09/09/2024-13)**

Matters Not Provided For

ARTICLE 16 – (1) Matters not provided for in this regulation shall be governed by the Beykoz University Regulation on Undergraduate and Associate Degree Education-Teaching and Examinations, other relevant legislation, Senate decisions and unit management board decisions.

Entry into Force

ARTICLE 17 – (1) This Regulation shall enter into force on the date it is adopted by the Beykoz University Senate. The provisions of Article 15 of this Regulation shall apply to students enrolled as of the Fall semester of the 2024–2025 academic year.

Enforcement

ARTICLE 18 – (1) The provisions of this Regulation shall be executed by the Rector of Beykoz University.