

# **FINAL INTERNATIONAL UNIVERSITY DOUBLE MAJOR AND MINOR PROGRAMS REGULATION**

## **PART ONE**

### **Purpose, Scope, Basis and Definitions**

#### **Aim**

**ARTICLE 1 – (1)** The purpose of this Regulation is to regulate the procedures and principles related to double major and minor programs conducted at Final International University.

#### **Scope**

**ARTICLE 2 - (1)**– This Regulation; incorporates the provisions related to the double major and minor programs conducted at Final International University

#### **Basis**

**ARTICLE 3 – (1)** This Regulation has been prepared on the basis of the TRNC Higher Education Law No. 65/2005 and the Regulation on the Principles of Transition between Associate and Undergraduate Level Programs, Double Major, Minor and Credit Transfer between Institutions published in the Official Gazette No. 27561 dated 4/4/2010 with amended forms.

#### **Definitions**

**ARTICLE 4 - (1)** In this Regulation,

- a) Major program / first major program: The associate's or bachelor's degree program in which the student is enrolled in, on the date of application,
- b) Double major program: A program that allows students who meet the success requirement and other conditions to take courses from two diploma programs of the University simultaneously and receive two separate diplomas,
- c) Diploma program: The higher education program that organizes associate's or bachelor's degrees for students who provide the specified qualifications of faculties, schools, vocational schools or departments,
- ç) CGPA: The overall grade point average weighted according to the credits of all the courses that the student has taken up to the semester he/she wants to transfer, except for the preparatory class,
- d) Second major: Students who have successfully completed the bachelor's/associate's program in which they are enrolled have a second bachelor's / associate's program in which they are enrolled in the University within the scope of the double major program,
- e) The relevant board: The board of the faculty / school / vocational school to which the relevant program is affiliated,
- f) The relevant administrative board: The administrative boards of the relevant faculties and schools,
- g) Quota: The maximum number of students determined and announced in advance,
- ğ) Board of Trustees: The Board of Trustees of Final International University,

h) Transcript: The document in which the names, credits and success grades of the courses taken during the study period, are written collectively,

i) Rectorate: The Rectorate of Final International University,

i) Senate: The Senate of Final International University,

j) University: Final International University,

k) University Administrative Committee: Final International University Administrative Committee,

l) Minor program: The program that allows academically successful undergraduate students, given that they meet the anticipated requirements, to take a limited number of courses on a specific subject and get a minor program certificate if they succeed. The Minor Program does not mean a separate undergraduate degree program.

m) Horizontal transfer: In accordance with the principles contained in this Regulation, a student enrolled in a higher education institution will receive the right to continue studying in other diploma programs at the same level,

n) International joint diploma program: International joint education and teaching program conducted by higher education institutions in cooperation with higher education institutions and other organizations from abroad, providing associate's or bachelor's degree programs,

o) Point Type: Taking into account the tests used to calculate the points used to place students in higher education programs in the Student Selection and Placement system, four types of points are considered as of 2018: SAY (Maths and Science) Point Type (AYT with TYT), VERBAL Point Type (AYT with TYT), EA Point Type (AYT with TYT), LANGUAGE Point Type (YDT with TYT; Turkish – Mathematics (TM) Score Type, Turkish – Social (TS) Score Type, Foreign Language (LANGUAGE) Score Type, Mathematics –Science (MF) Score Type, EA Score Type (YGS -5 to YGS -6), VERBAL Score Type (YGS -1 to YGS -2), SAY Score Type (YGS -3 to YGS -4) since 2010; And earlier in 2009, EA-1, SAY-1, VERBAL-1, EA-2, MF-2,-2 TS, including seven points from the point of this type and language type and SAY-1, SAY Points, the type of WORD-Word Score type 1, EA-1 EA type of score SAY-2 math and science scores, EA-2 Turkish – Math type of score, VERBAL-2 Turkish - Social score type, language, foreign language score return type.

ö) Base score: Refers to the entry score of the student with the lowest score placed in the diploma program of a higher education institution by the Measurement, Selection and Placement Center (OSYM) with a central exam,

## **THE SECOND PART**

### **Opening of Programs and Quotas**

#### **Opening of programs**

**ARTICLE 5 - (1)**– The double major program is opened with the approval of the Senate upon the proposal of the relevant departments and faculty/college/vocational school boards. The required courses for students are indicated in the program proposal with their reasons. A double major program is opened between associate degree programs and other associate degree programs, between undergraduate programs and other undergraduate programs or associate degree programs.

(2) The minor program, principles and application conditions are determined by the proposal of the relevant boards of faculties/schools and the approval of the Senate.

## **Quotas**

**ARTICLE 6** - (1) The relevant board of faculties and schools submit the quotas of the double major program to the approval of the Senate at the beginning of each academic year. The quota of students to be admitted to the double major program cannot be less than 20% of the quota set for students who will enroll for the first time in the first semester of the double major program in the relevant year, with the exception of law, medicine, health programs and engineering programs.

(2) The quotas of minor programs are determined by the relevant boards of faculties and schools, which decides on the opening of the relevant program.

(3) Quotas are announced by the Student Registrar's Office through the student information system.

## **PART THREE**

### **Application and Admission Requirements of Double Major Programs**

#### **Implementation of Program, Success Assessment and Graduation**

##### **Application and Admission Conditions**

**ARTICLE 7** - (1) Students can apply to the second major diploma program, the earliest at the beginning of the third semester in the undergraduate major diploma program, the latest at the beginning of the fifth semester in the four-year programs, the beginning of the ninth semester in the six-year programs. In the associate degree diploma program, the earliest at the beginning of the second semester and the latest at the beginning of the third semester.

(2) The application is submitted to the Dean's Office / School Directorate on the date specified in the academic calendar with the application form and transcript.

(3) In order for the student to apply for the double major program;

a) If the applied second major program is a bachelor's program, the student is an undergraduate student of the University; if the applied second major program is an associate's program, the student is an undergraduate or associate's student of the University,

b) The student has successfully completed all the credit courses, taken in the first major diploma program until the semester they applied for,

c) At the time of application, the CGPA of the major diploma program must be at least 2.72 (70 out of 100) and the student must rank in the top 20% in terms of success in the relevant class of the major diploma program.

(4) Students who meet the CGPA requirement at the time of application but are not in the top 20% of the success ranking in their respective class may apply to the double major program if they have a score no lower than the base score of the second major program in the relevant year.

(5) Admission to the second major program is made by the decision of the board of faculties/ schools to which the applied second major program is affiliated upon the positive opinion of the heads of the unit to which the student is registered and to which he has applied.

(6) If the number of applicants for the Double Major Diploma program exceeds the quota determined by the faculty / school / vocational school and approved by the Senate;

a) Priority is given to those who have a high CGPA.

b) If the candidates' CGPA is equal, the applicants are ranked from high to low by considering the placement score of the students who have entered with the Student Selection and Placement System (OSYS) in the relevant score band.

- (7) Students who are on the main list and who have not registered within the period of time are replaced by reserves.
- (8) A student in a double major program can make a horizontal transition to a second major diploma program within the institution when the student meets the conditions appropriate for the internal transition provisions.
- (9) Students who have not succeeded in the proficiency exam of the second major diploma programs are not accepted to the relevant programs.
- (10) It is not possible to enroll in more than one second major diploma program at the same time. However, it is possible to enroll in a second major diploma and a minor certificate program at the same time.
- (11) For the admission of students to the double major program who receive students with an aptitude exam, the requirement to be successful in the aptitude exam is also sought.
- (12) A student of Turkish origin who wants to do a double major in the programs where the success ranking requirement is sought, among other conditions set out in this Regulation, must have met the minimum success ranking requirement set by the Council of Higher Education of the relevant program in the year in which he/she enrolled.

### **Implementation of the program**

**ARTICLE 8 – (1)** The courses and credits to be taken in the double major program are determined by the approval of the Senate upon the recommendation of the faculty/school boards of the relevant programs, taking into account the Higher Education Field Qualifications specified by the Higher Education Council, and according to the minimum knowledge, skills and competencies that the student must acquire at the end of the program. The relevant double major program is organized in such a way as to ensure that the student has the learning outcomes defined according to the minimum knowledge, skills and competencies determined to be acquired at the end of the program.

(2) The relevant administrative board appoints a Double Major Program Coordinator from among the faculty members and an advisor for the students in order to assist students in determining the courses in the second major diploma program and planning the semesters they will be taken, and to ensure that the double major program is carried out in accordance with its purpose. The Double Major Program Coordinator works with the advisors of the students in the major program.

(3) During the first major program, a maximum of 3 courses can be taken in one semester, out of only the courses in the second major program. The course load of the students enrolled in the double major program is regulated regardless of the course load specified for the first major program in Article 10(2) of the Teaching Success and Examination Regulations. The relevant Faculty/School Boards submit the number of courses to be taken in the semesters after the end of the first major program to the approval of the Senate.

(4) The courses chosen by the students whose admission to the double major diploma program is finalized from the first major and the second major are approved separately by their advisors.

(5) No additional classes/groups are opened for Double Major Diploma Programs. Students who apply to the Second Major Diploma program continue their classes together with the students of that department.

(6) The student may drop out of the double major diploma program at their own will.

(7) Necessary planning is made so that the compulsory courses of the majors do not overlap in the individual curriculum of double major students. However, in the event of a mandatory overlap, first major courses must be taken first.

(8) When the student leaves the double major program, the student does not have to repeat the failed courses of the second major program.

(9) A student who is considered to be on leave in the first major diploma program is automatically considered to be on leave in the second major diploma program. Students who cannot take courses in the second major diploma program for reasons such as non-opening of the course or course overlap may be granted semester leave with the approval of the dean /school to which the second major diploma program is affiliated.

(10) Students of the double major program benefit from the summer education of the university like other students.

(11) Courses to be considered equivalent in order to be transferred between the diploma programs included in the double major program are defined by the double major program protocol to be arranged between the relevant diploma programs. Courses that are considered equivalent in diploma programs are included in the semester records of the student in both diploma programs and are shown in both transcripts.

(12) After studying at least one semester in a double major diploma program, the courses and credits that students who leave this program and enroll in another Double Major Diploma or Minor Certificate program succeed in the first program may be considered valid provided that they are in the program they have just enrolled in or are considered equivalent by the relevant board of directors.

### **Success assessment**

**ARTICLE 9 - (1)** Definitions of success status are subject to the Final International University Teaching, Examination and Achievement Regulations.

(2) A student of a double major program may have a CGPA of up to 2.50 (65 out of 100) once in the second major diploma program. A student whose CGPA falls below 2.72 (70 out of 100) for the second time is removed from the second major diploma program.

(3) Double major students are not ranked in double major.

### **Graduation**

**ARTICLE 10 – (1)** If a student enrolled in a double major program successfully completes a total of 240 ECTS course load in each of the first and second major diploma programs and has a CGPA of at least 2.72 (70 out of 100), in addition to the first major, the student receive the right to have a second major diploma and graduate.

(2) The student who continues the second major diploma program is given a graduation diploma only if they graduate from the first major diploma program attended.

(3) If the student has obtained the right to graduate from the major diploma program but has not completed the second major diploma program, the period of study is the maximum period specified in paragraph (c) of Article 44 of the Higher Education Law No. 2547 of the Republic of Turkey starting from the academic year in which he/she is enrolled in the second major diploma program.

(4) Students who have lost their right to education in the second major diploma program, until they graduate from the first major program from the date of finalization of this decision, if they apply in writing, provided that they meet the criteria for the Minor Program in this Regulation, with the decision of the relevant administrative board to which the first major diploma program is affiliated, they can be counted to the minor program and they can be given a minor certificate. Otherwise, for the courses they are successful, a document is issued by the relevant unit that determines their success in only the relevant courses.

(5) The courses taken and successful in the second major diploma program of the students who were excluded from the double major program are included in the transcript and diploma supplement, without being included in the CGPA.

(6) Students who complete the double major program are awarded a diploma for each major. The name of the second major diploma program is placed on the diploma that the student is entitled to receive due to the second major program.

(7) A student who has completed a double major program benefits from the rights and powers granted with a bachelor's or associate's degree diploma in the field of the second major.

(8) A student who cannot take courses from the double major program for two consecutive semesters will be removed from the second major diploma program.

#### **PART FOUR**

#### **Application and Admission Requirements for the Minor Program, Credit Load and Graduation**

##### **Application and Admission Conditions**

**ARTICLE 11** - (1– In order for the student to apply to the minor program;

a) To be registered in an undergraduate program,

b) To have successfully completed all the credit courses taken in the major undergraduate department until the term of application,

c) At the time of application, the student's CGPA in the major program must be at least 2.50 (65 out of 100).

(2) A student may apply to the minor program at the earliest at the beginning of the third and at the latest at the beginning of the sixth semester of the major bachelor's program.

(3) Applications to the Minor Certificate Program are made to the relevant Dean's Office / School Directorate with the application form and transcript document.

(4) Applications to the minor program are evaluated by the relevant administrative board where the applied program is carried out.

(5) In case the number of applicants to the minor program exceeds the quota determined by the faculty/school;

a) Those with a high CGPA are given priority.

b) If the candidates' CGPA is equal, the applicants are ranked from high to low by looking at the placement score of the students who have been placed with the Student Selection and Placement System (OSYS) in the relevant score band.

6) Admission to the Minor Program becomes final with the decision of the Faculty/School Board.

##### **Credit Load**

**ARTICLE 12** – (1) A student whose application is accepted to a minor program has to take and succeed in the courses determined by the senate decision within the scope of the minor program.

These courses are decided between the relevant departments, with a total of at least 30 ECTS, and submitted to the approval of the relevant faculty/school boards and the Senate.

##### **Other matters regarding minor programs**

**ARTICLE 13** – (1) For the coordination and execution of the minor program, a coordinator is appointed from among the faculty members by the relevant administrative board. Minor Certificate Program Coordinator works in communication with the associate/undergraduate program advisors to which the students are registered.

(2) No additional classes are opened for Minor Certificate Programs. Students who apply to minor certificate programs continue their classes together with the students of that department.

(3) The student can leave the minor program at their own request. Students who cancel their registration from the minor program cannot re-register to the same minor program.

(4) Students whose CGPA is below 2.29 (60 out of 100) in the first major program at the end of any semester while they are a minor program student will be removed from the minor program.

(5) In the minor program, the student who does not take a course for two consecutive semesters without a granted permission will be removed from the minor program.

(6) If a student is dismissed from the minor program, the courses from which the students have become successful in the minor program, but which are not accepted in the major program, appear in the transcript and diploma appendix but are not included the CGPA calculation.

(7) When the student leaves the minor program, the student is not obliged to repeat the failed courses of the minor program. Students in this situation, the successful courses that are not considered equivalent, can be counted as substitutes for the university elective courses in the undergraduate program in which they are registered by the decision of the faculty / school / vocational school board to which they are affiliated.

(8) The registration of the courses taken by the students for the Minor Certificate Program is kept separate from the major programs. The average of the courses taken by a student who is in minor program is calculated separately from the grade point average of the major program.

(9) Minor students benefit from the summer education of the university like other students.

(10) Students who have the right to graduate from the major program and have not yet completed the minor program are given a maximum of two semesters to complete this program, with the decision of the relevant administrative board.

(11) A student who is granted a leave of absence in the current major program is also considered to be on a leave of absence in his/her minor program.

(12) Students who will not be able to take courses in the minor program due to reasons such as not opening of the course or course clashes may be granted a semester leave with the decision of the relevant administrative board to which the minor program is affiliated.

(13) Students who go to a university abroad with international exchange programs can apply to have the courses they have taken and succeeded counted instead of the equivalent courses in the minor program they are registered. A course taken in an exchange program can be considered a common course in both major and minor programs. These applications are evaluated and decided by the faculty/school boards to which the minor program is affiliated.

### **Graduation**

**ARTICLE 14** - (1)– In order for the student to complete the minor program,

a) Successful completion of the courses in the minor program,

b) In the major program, the CGPA must be at least 2.29 (60 out of 100).

(2) The courses taken by the student from the minor program and their success are shown in detail in the transcript.

(3) A minor program certificate (certificate of achievement) is given to the student who successfully completes the minor program.

(4) The certificate (certificate of achievement) that the student is entitled to receive due to the minor program includes the name of the minor program.

(5) A student who has completed a minor program cannot benefit from the rights and authorizations given with the undergraduate diploma in the minor field.

## **PART FIVE**

### **Miscellaneous and Final Provisions**

#### **Fee**

**ARTICLE 15** - (1) Double major and minor programs are subject to a fee even if the student is on a scholarship in the first major program. Fees are determined by the Board of Trustees on the recommendation of the University's Administrative Committee.

#### **Cases where there is no provision**

**Article 16** – (1) where there are provisions in this regulation; the Higher Education Act No. 65/2005 TRNC modified forms, the decisions of the Senate, the Administrative Committee and the unit board of Higher Education dated 24/4/2010 NO. 27561 published in the Official Gazette between Associate and Undergraduate Level Programs, Double Major, Minor and other legislative provisions related to the provisions of the Regulation on the Principles of Credit Transfer between Institutions are applied in cases where there are no provisions in this Regulation, the decisions of the Senate, the Administrative Committee and the unit administrative boards are applied.

#### **Force**

**ARTICLE 17** – (1) This regulation enters into force from the date of approval by the Board of Trustees of Final International University.

#### **Executive**

**ARTICLE 18** – (1) The provisions of this regulation are executed by Final International University Rectorate.