

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY
GUIDELINES ON THE DOUBLE MAJOR AND MINOR PROGRAM
(Adopted at the meeting of Lokman Hekim University's Senate on 19 March 2019 and revised
at the meetings of 24 December 2019, 09 June 2020 and 18 January 2023)

PART ONE

Purpose, Scope, Basis, Definitions

Purpose

Article 1- (1) The purpose of this Guidelines is to ensure that students who successfully carry out their major associate/undergraduate programs may also study in order to receive a bachelor's degree or certificate program in a minor program.

Scope

Article 2- (1) At Lokman Hekim University, delivery of study in double major and minor programs are carried out in accordance with the provisions of this Guidelines and includes associate/undergraduate students of Lokman Hekim University. The provisions of the Regulation on the Lokman Hekim University Associate Degree and Undergraduate Education and Examinations shall apply to any matters that are not provided in this Guidelines.

Basis

Article 3- (1) This Guidelines is based on the “Regulation on the Principles of Transfer between the Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer” and the “Regulation on the Lokman Hekim University Associate Degree and Undergraduate Education and Examinations”.

Definitions

Article 4- In this Guidelines:

- a) ECTS refers to the European Credit Transfer System.
- b) Major program refers to the associate/undergraduate program in which the student is enrolled on the date of application.
- c) Unit refers to the faculty, college and vocational school that has a diploma program and maintains a duty of teaching.
- d) Double major program refers to a program that enables students who meet the success requirement and other conditions to take courses from two diploma programs of the same higher education institution simultaneously and receive two separate diplomas.
- e) Minor program refers to a program that enables students enrolled in a diploma program to receive a document (minor certificate) that does not replace a diploma, by taking a limited number of courses on a specific subject as part of another diploma program within the same higher education institution, provided that they meet the stipulated conditions.

- f) GPA refers to the Grade Point Average.
- g) Faculty refers to the faculties that provide undergraduate education at Lokman Hekim University.
- h) College refers to the colleges and vocational colleges that provide associate degree education at Lokman Hekim University.
- i) Faculty Board refers to the faculty boards that provide associate degree education at Lokman Hekim University.
- j) College Board refers to the boards of colleges and vocational schools within Lokman Hekim University.
- k) The quota refers to the predetermined and announced number of students.
- l) Senate refers to the Senate of Lokman Hekim University.
- m) University refers to Lokman Hekim University.
- n) Administrative Committee refers to the Administrative Committee of Lokman Hekim University.

PART TWO

Principles for Education

Opening a Double Major Program

Article 5- (1) Upon the recommendation of the relevant departments and faculty/college boards and with the approval of the Senate, a double major program may be opened between the associate degree programs and other associate degree programs conducted in the same higher education institution, and between the undergraduate programs and other undergraduate programs or associate degree programs.

Quotas

Article 6- (1) Units deemed appropriate to open a double major program shall determine the number of students to be admitted at the end of each academic semester at the latest, and submit such numbers to the Senate for approval by taking the opinion of the relevant committees.

(2) Double major quotas shall be determined by Senate's decision. The double major quota of programs other than Medicine and Health programs may not be less than 20% of the quota of relevant program.

(3) Double major programs, which are decided to be opened by the Senate, shall be announced by the Student Coordinatorship of the Education Department at the beginning of each academic year, together with the number of students to be admitted.

Conditions for Application

Article 7- (1) Students who wish to enroll in a double major program are required to

apply on the dates specified in the academic calendar as determined by the Rectorate.

(2) The students are required to successfully complete all the courses in the major program they have taken until the semester they have applied for and to meet the success ranking requirement determined by the Council of Higher Education of the relevant program in the year they are enrolled.

(3) At the time of application, the student's GPA in the major program must be minimum 2.72 out of 4.00 and must be in the top 20% in the success ranking of the major program.

(4) Among the students who have a GPA of minimum 2.72 out of 4.00 in the major program but are not in the top 20% in the success ranking of the major program, those students who have a score not less than the base score of the program to be double major may apply to the double major program. In the evaluation, priority shall be given to those with a 20% success ranking and higher GPA.

(5) A student may not enroll in more than one double major program at the same time. In addition to the double major program, the student may apply for a minor program in a different program.

(6) A student may not apply for a minor program for such program they apply for a double major program, and may not apply for a double major program for a minor program.

(7) A student who enrolls in a major diploma program may not apply for a double major for the same program.

(8) Undergraduate students may do a double major in both undergraduate and associate degree programs. Associate degree students may only do a double major in associate degree programs.

(9) Students may apply to the double major program at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest in the major associate degree program.

(10) A student may apply to a double major program at the beginning of the third semester at the earliest, at the beginning of the fifth semester in four-year programs, at the beginning of the seventh semester in five-year programs, and at the beginning of the ninth semester in six-year programs at the latest.

(11) The condition of being successful in the aptitude test is also required for the admission of students to the double major program that accepts students with an aptitude test.

(12) Students who are enrolled in Lokman Hekim University's undergraduate diploma programs with lateral and vertical transfer between institutions shall attend at least one semester of education in the program they are enrolled in in order to be able to apply to double major programs.

Admission to the Program

Article 8- (1) The applications shall be evaluated in accordance with the conditions in this Guidelines, finalized by the decision of the Administrative Committee of the unit and announced to the candidates by the Student Coordinatorship of the Education Department.

(2) The evaluation and ranking of the students who apply to the double major diploma program shall be performed by the manager of the relevant program.

(3) In case the number of applicants to the double major diploma program exceeds the quota determined by the Faculty/College:

a) Priority shall be given to those with a higher GPA,

b) If the GPA is equal:

ba) The placement score of the students placed as a result of the Higher Education Institutions Examination (YKS) shall be taken into account and the ranking is made from high to low.

bb) Students who are placed from the foreign student quota shall be ranked according to their GPA, and in case of equality, to their GPA excluding the common compulsory courses.

(4) Students who are on the main list but do not enroll in due time shall be replaced by substitutes.

(5) Double major program fees shall be determined by the Board of Overseers at the beginning of each academic year.

Enrolling in a Program

Article 9- (1) In the semester in which the student is accepted to the double major program, they are required to complete the enrollment process by applying to the Student Coordinator of the Education Department.

(2) A student may enroll in only one of the programs that they chose and is accepted during the application to the double major program.

(3) The students have to enroll in the double major program from the first semester in which they are accepted.

(4) The students first have to enroll in the major and double major programs and then confirm their advisor.

Program Advisors

Article 10- (1) An academic advisor shall be appointed by the unit running the program for the students who are enrolled in a double major program. The academic advisor shall plan the courses that the student should take and the semesters, monitor the student's success during the program and confirm that the graduation requirements of the program have been met.

(2) Double major advisors shall ensure that the double major program is carried out in accordance with its purpose.

Execution of the Program

Article 11- (1) The double major program shall include all the courses of the major associate/undergraduate program of the relevant department.

(2) The courses and ECTS credits required to be taken by the student in the double major program shall be determined with the approval of the Senate upon the recommendation of the relevant departments and faculty committees, taking into account the Higher Education Area Qualifications determined by the Higher Education Council. The relevant double major undergraduate program should be arranged in such a way as to ensure that the student has the learning outcomes defined according to the knowledge, skills and competencies that must be acquired at the end of the program as a minimum.

(3) The double major diploma program shall be produced from the courses in the curriculum of the department that opens the program. Separate arrangements shall be made for each undergraduate and associate degree program.

(4) In case the double major program and the first major program coincide, it is essential for the student to attend the first major program, and double major may not be taken.

(5) The courses taken by double major students in the major program and whose equivalence are accepted shall be indicated in the transcript of the double major program.

(6) The student whose application for a double major program is accepted shall fulfill the obligations determined by the relevant committees, together with the courses taken jointly in both programs and/or mutually counted to both programs, and the courses taken from this program, shall have minimum 2.72 GPA, and shall meet the conditions for ECTS pursuant to paragraph 2 of article 24 of the Lokman Hekim University Regulation on the Associate Degree and Undergraduate Education Examinations and to paragraph 2 of article 11 Lokman Hekim University Regulation on the Medical Faculty Education and Examinations.

(7) The courses to be counted in both programs shall be decided between departments, and the courses taken before starting the double major program shall become final with the decision of the relevant Faculty/College Administrative Committee during the admission of the student to the program. Common courses to be taken shall be registered in both programs during semester enrollment. Courses counted in both programs shall be indicated in the student's transcripts in both programs. However, the common courses shall be treated as a single course in the calculation of the course load.

(8) The double major program of the student who is in the Erasmus+ exchange program in the major program shall be counted within the maximum education period.

(9) The student in the double major diploma program may do a lateral transfer to the double major diploma program when they meet the conditions for the internal transfer provisions in the major diploma program.

Completion of a Program

Article 12- (1) The education period of the students who are qualified for graduation from the major diploma program but fail to complete the double major diploma program shall be the maximum period (set out in paragraph (c) of article 44 of Law No.2547) from the academic year in which they enrolled for the double major diploma program.

(2) Double major program students who are in graduation status may benefit from additional examination rights in both major and double major programs.

(3) If the student wishes to withdraw from a course that is considered common to both programs, the withdrawal from the course shall apply to both programs.

(4) A student who has completed the major undergraduate program may enroll in the graduate program while continuing the double major program. In this case, the student shall also pay the master's program student tuition fee.

(5) The courses of the student who is disenrolled from the double major program are successful in the double major program and which are not accepted in the major program shall be included in the major student status transcript and diploma, without being included in the GPA.

Leaving a Program

Article 13- (1) A double major program student may leave the program voluntarily in any semester of the study period.

(2) The success and graduation of the student in the major program shall not be affected in any way due to double major program. Separate transcripts shall be issued for the double major program.

(3) Students enrolled in a double major or minor program may also apply to other double major or minor programs, provided that they meet the application requirements, and may switch to a new program provided that they leave the previous program.

(4) Students in double major program shall not be allowed to do a lateral transfer to the double major program if they fail to meet the conditions set out in the "Regulation on the Principles of Transfer between the Associate Degree and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer".

(5) Students who disenroll from a double major program may not re-enroll in the same or another double major program.

(6) A student whose GPA falls below 2.00 in the major associate/undergraduate program shall be disenrolled from the double major program.

(7) During the double major education, the student's GPA may decrease to 2.50 out of 4.00 for once. A student whose GPA falls below 2.50 for the second time in a double major program shall be disenrolled from the double major program.

(8) The student who fails to take courses for two consecutive semesters without an excuse accepted by the Faculty/College Administrative Committee shall be disenrolled from the double major program.

(9) Students who leave the double major program are not required to repeat the failed courses. The courses taken by such students may be counted instead of elective courses, provided that they are not compulsory courses in the major program.

(10) A minor program certificate may be issued to a student who fails to meet the graduation requirements stipulated for the double major program, but who fulfills the requirements of the minor program from the major associate/undergraduate program until the graduation date.

Freezing Enrollment

Article 14- (1) The double major program students who freeze their enrollment in the major associate/undergraduate program shall be deemed to have frozen enrollment in the double major program as well.

(2) In a double major program, the enrollment of a student who cannot take a course in any semester due to reasons such as not opening a course or courses that coincide may be frozen for that semester upon the proposal of the department providing the double major program and the decision of the administrative committee of the relevant units.

Diploma

Article 15- (1) Students who are not qualified to graduate from the major associate/undergraduate program shall not be issued a diploma of the double major program they are enrolled and for which they meet the graduation conditions.

(2) The students who are qualified to graduate from the major program and complete the double major program with a minimum average of 2.72 out of 4.00 shall be issued an associate degree / undergraduate diploma of the double major program. In addition, the transcript of this program shall be issued.

(3) Students who are qualified to graduate from a major associate degree/undergraduate program may receive a major associate degree/undergraduate program diploma even if they fail to complete the double major program.

MINOR PROGRAM

Opening a Minor Program

Article 16- (1) Upon the recommendation of the relevant departments and faculty/college boards, a minor program may be opened between the undergraduate diploma programs and other undergraduate and associate degree programs conducted in the same higher education institution, with the approval of the Senate.

Quota

Article 17- (1) Units deemed appropriate to open a minor program shall determine the number of students to be admitted at the end of each academic semester at the latest, and submit such number to the Senate for approval by taking the opinion of the relevant committees.

(2) Minor programs, which are decided to be opened by the Senate, shall be announced by the Student Coordinatorship of the Education Department at the beginning of each academic year,

together with the number of students to be admitted.

Conditions for Application

Article 18- (1) Students who wish to enroll in a minor program are required to apply on the dates specified in the academic calendar as determined by the Rectorate.

(2) The students are required to successfully complete all credit courses in the major program until the semester they apply for.

(3) A student may not enroll in more than one minor program at the same time. However, the student may enroll in the double major program in addition to the minor program.

(4) A student may not apply for a double major program for the program for which they have applied for a minor program, and may not apply for a minor program for a double major program.

(5) Students may apply to the minor program at the beginning of the third semester at the earliest and at the beginning of the sixth semester at the latest in the major undergraduate diploma program.

(6) The student's GPA in the major program must be at least 2.50 out of 4.00 at the time of application.

(7) Students who enroll in Lokman Hekim University undergraduate diploma programs through lateral or vertical transfer between institutions must attend at least one semester of education in the program they are enrolled in in order to apply to minor programs.

Admittance to a Program

Article 19- (1) The applications shall be evaluated in accordance with the conditions in this Guidelines, finalized with the decision of the unit's administrative committee, and announced to the candidates by the Student Coordinator of the Education Department..

(2) The evaluation and ranking of the students who apply to the minor certificate program shall be made by the relevant Administrative Committees where the program is carried out.

(3) In case the number of applicants to the minor certificate program exceeds the quota determined by the faculty/college:

a) A priority shall be given to those who have higher GPA.

b) If the GPA is equal:

ba) The placement score of the students placed as a result of the Higher Education Institutions Examination (YKS) shall be taken into account and the ranking is made from high to low.

bb) Students who are placed from the foreign student quota shall be ranked according to their GPA, and in case of equality, to their GPA excluding the common compulsory courses.

(4) Students who are on the main list but do not enroll in due time shall be replaced by substitutes.

(5) Minor program fees shall be determined by the Board of Overseers at the beginning of each academic year.

Enrollment in a Program

Article 20- (1) In the semester in which the student is accepted to the minor program, they are required to complete the enrollment process by applying to the Student Coordinator of the Education Department.

(2) A student may enroll in only one of the programs that they chose and is accepted to at the time of application to the minor program.

(3) The students have to enroll in the minor program as of the first semester in which they are accepted.

(4) The students first have to enroll in the major and minor programs and then confirm their advisor.

Program Advisors

Article 21- (1) An academic advisor shall be appointed by the unit running the program for the students who are enrolled in a minor program. The academic advisor shall plan the courses that the student should take and the semesters, monitor the student's success during the program and confirm that the graduation requirements of the program have been met.

(2) The minor advisors shall ensure that minor programs are executed in accordance with its purpose.

Execution of Program

Article 22- (1) The courses and credits that the student must take in the minor program shall be finalized with the approval of the Senate upon the recommendation of the relevant departments and relevant committees.

(2) The student whose application is accepted to the minor program must take at least 30 ECTS credits in addition to the graduation credits in the major program and excluding the common courses and succeed in these courses.

(3) The student whose application for a minor program is accepted shall fulfill the obligations determined by the relevant committees, together with the courses taken jointly in both programs and/or mutually counted in both programs, and the courses taken from this program, shall have minimum 2.29 GPA.

(4) Courses counted in both programs shall be included in the student's semester record in both programs and indicated in both transcripts. However, such common courses shall be treated as a single course in the calculation of course load. If the student wishes to withdraw from a course that is considered common to both programs, the withdrawal from the course shall be processed for both programs.

(5) Students who will not be able to take courses in the minor certificate program due to reasons such as not opening a course or courses that coincide may be granted a leave of absence for one semester, with the decision of the Faculty/College Administrative committee of the department conducting the minor certificate program.

Completion of a Program

Article 23- (1) Students who are qualified to graduate from the major program but fail to complete the minor program shall be granted an additional two semesters at the most, by the decision of the relevant administrative committees. A student who fail to successfully complete the courses of the minor program at the end of this period shall be dismissed from the program.

(2) In order to continue the minor program, the student's major GPA must be at least 2.29 out of 4.00. The student who fails meet this requirement shall be disenrolled from the minor program. Courses that the student is successful and that are not counted towards the major program shall be included in the transcript and diploma, without being included in the GPA.

(3) The student who has completed the major undergraduate program may enroll in the graduate program while continuing the minor program, in which case the student shall also pay the student tuition fee for the graduate program.

(4) The student whose application is accepted to the minor program has to take and succeed in the courses determined by the Senate's decision as part of the minor program. Such courses shall be decided between the relevant departments and submitted to the approval of the relevant faculty/college committees and the University Senate.

Leaving a Program

Article 24- (1) A minor program student may leave the program voluntarily in any semester of the study period.

(2) Students who are disenrolled from the minor program may not re-enroll in the same minor program.

(3) A student may not enroll in more than one minor program or both a double major and a minor program at the same time.

(4) A student whose GPA falls below 2.29 in the major undergraduate program shall be disenrolled from the minor undergraduate program. The courses of the student who is disenrolled are successful in the minor program and which are not accepted in the major program shall be included in the major student status transcript and diploma, without being included in the GPA.

(5) Students who leave the minor program are not required to repeat the courses they failed. The courses taken by such students may be counted instead of elective courses, provided that they are not compulsory courses in the major program.

(6) A student who fails to take courses from the minor program for two consecutive

semesters shall be disenrolled from this program.

(7) When the student leaves the minor certificate program, a certificate may be issued and given by the relevant unit for the courses in which they are successful, upon the request of the student.

Freezing Enrollment

Article 25- (1) Minor program students who freeze enrollment in the major undergraduate program shall be deemed to have frozen enrollment in the minor program as well. However, among the students who graduated from the major undergraduate program and continue to the minor program, and those who are enrolled in a graduate program at the same time, both programs shall be evaluated independently of each other for freezing enrollment.

(2) In the minor program, the enrollment of a student who cannot take a course in any semester due to reasons such as not opening a course or courses that coincide may be frozen for that semester upon the proposal of the unit providing the minor program and the decision of the administrative committees.

Certification

Article 26- (1) The students who are not qualified to graduate from the major undergraduate program shall not be given the certificate of the minor program that they are enrolled and meet the graduation requirements.

(2) Only a certificate of achievement (minor certificate) shall be issued to those who have completed the minor program in the field in which they have studied. Such certificates do not replace diplomas. A separate transcript shall be issued for the minor program.

(3) The students who are qualified to graduate from the major undergraduate program may receive the diploma of the major undergraduate program even if they do not complete the minor program.

Prerequisites

Article 27- (1) Students who are in the double major/minor program shall meet the necessary prerequisites for the courses in the program.

Enforcement

Article 28- (1) This Guidelines shall enter into force on the date of its adoption by the Senate of Lokman Hekim University.

Execution

Article 29- (1) The provisions of this Guidelines shall be executed by the Rector.