

RESOLUTION: 15-02 Directive for Minor Programs was discussed and accepted unanimously as follows:

**ISTANBUL MEDENIYET UNIVERSITY
DIRECTIVE FOR MINOR PROGRAMS**

SECTION I

Purpose, Scope, Legal Basis, and Terms

Purpose

ARTICLE 1 (1) The purpose of this directive is to establish the principles and procedures related to minor programs which allow students to acquire knowledge in an area of interest: launching a minor program, application and admission requirements, and graduation.

Scope

ARTICLE 2 (1) This directive covers the provisions regarding minor programs: launching a minor program, application, admission, and graduation.

Legal Basis

ARTICLE 3 (1) This directive has been prepared based on Articles 18-21 of the Regulations for Transfers in Associate Degree and Undergraduate Programs between Higher Education Institutions, Interinstitutional Credit Transfers and Credits Transfer in Double Major and Minor Programs published in the *Official Gazette* (No. 27561) on 24 April 2010.

Terms

ARTICLE 4 (1) The following terms used in this directive refer to:

- a) CGPA: Cumulative Grade Point Average,
- b) Rector: Rector of Istanbul Medeniyet University,
- c) University: Istanbul Medeniyet University,
- d) Program Coordinator: The faculty member assigned by the department chair who coordinates the procedures regarding students admitted to the minor program.

**SECTION II
Minor Program**

Launching a Minor Program

ARTICLE 5 (1) The relevant department makes a request to launch a minor program. The senate reaches a decision about the request upon Faculty/School Board's recommendation. Relevant departments collaborate to launch the program if the senate approves it.

Quota, Application, and Admission in Minor Programs

ARTICLE 6 (1) Relevant Dean's Office/Directorate announces the quotas and special requirements for the minor program, if any, which are determined by the Faculty/ School Board at the beginning of each academic year.

(2) Students can apply to a minor program at the beginning of their third semester at the earliest and their sixth semester at the latest. They should submit an application form and a copy of their transcript to the related Dean's Office/School Directorate.

(3) Applications to a minor program, evaluation of the applications, announcement of application results, and notification of the application results to Dean's Office/School Directorate are managed according to the academic calendar.

(4) A student should meet the following conditions in order to be able to apply to a minor program: having passed all the required courses in their major program which must be taken by the time of the application and having maintained a GPA of 2.50 at the time of application.

(5) A student cannot enroll in more than one minor program simultaneously.

(6) A student who wishes to pursue a minor in a program where the medium of instruction is a language other than Turkish (i.e., partially or entirely) must meet the language proficiency requirement of the program.

(7) Admission to a minor program depends on the relevant department's judgement and Faculty/School Executive Board's resolution.

Minor Program Coordinator

ARTICLE 7 (1) A program coordinator is appointed by the chair of the department where the minor program is offered among the faculty members to assist students in determining what courses to take and when. The coordinator ensures that the minor program is implemented according to program goals. The coordinator also works closely with the students' advisors in their major program.

Courses, Course Evaluation, Enrollment Freezing, and Graduation

ARTICLE 8 (1) A minor program consists of a minimum of 18 and a maximum of 27 credits (i.e., based on the national credit system).

(2) Students who have completed the minor program are given a certificate of achievement (minor certificate), which does not substitute for a diploma in their field of study. The student's CGPA in their major program should be at least 2.00 to be eligible to obtain this certificate.

(3) Students whose CGPA falls below 2.00 in the major program cannot take courses from the minor program in the following semester. If a student fails to take classes in the minor program two successive semesters, they are withdrawn from the minor program (i.e., with the exception of enrollment freezes).

(4) If a student freezes their enrollment in the major program, their enrollment in the minor program is also suspended. If a student cannot take courses in the minor program due to unavailability of courses or course conflicts, their enrollment in the minor program can be suspended with the department's request and Faculty/School Executive Board's resolution.

(5) Students who are eligible to graduate from their major program but cannot complete their minor program is granted an extension of maximum one semester with the executive board's resolution.

(6) Students, who meet the graduation requirements of their major program but fail to finish their minor program, are awarded only their major program degree. The courses, which students have taken and succeeded in their minor, but which are not part of their major, are shown in their academic transcript. However, these courses do not count toward their CGPA. However, students who are not eligible to graduate from their major program are not awarded the minor certificate.

(7) A separate academic transcript is issued for the minor upon the successful completion of the minor program.

(8) The courses that students have taken and passed in the minor program are not shown in the academic transcript of their major program or count towards their CGPA.

(9) A student can leave a minor program of their free will at any point. However, a student who has withdrawn from the minor program cannot reenroll in the program.

(10) If a student withdraws from the minor program, they do not have to repeat the courses they have failed in the minor program.

(11) The courses offered as a part of the minor are shown in the department's course schedule separately.

SECTION III **Enforcement Date and Execution**

Enforcement Date

ARTICLE. 9 (1) This directive takes effect on the date it is approved by the senate.

Execution

ARTICLE 10 – (1) The provisions of this directive are executed by the rector of Istanbul Medeniyet University.