

**REPUBLIC OF TURKEY**  
**NIĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**DIRECTIVE FOR MINOR PROGRAMS**

**PART ONE**

**Aim, Scope, Basis and Definitions of Terms**

**Aim and Scope**

**Article 1-** (1) The purpose of this directive is to regulate the procedures and principles of the minor program, which will be opened to enable students who have successfully pursuing their undergraduate programs at Niğde Ömer Halisdemir University to study concurrently in another scientific discipline they are interested in.

**Basis**

**Article 2-** (1) This directive has been prepared on the basis of:

- a) The third paragraph of article 44 of the Higher Education Law dated 4/11/1981 and numbered 2547 was replaced with the 1<sup>st</sup> article of the 3511 numbered law.
- b) The 4th, 9th, 16th, 17th, 18th and 19th articles of the "Regulation on the transition between programs, double major, minor and credit transfer between institutions in the Associate and Undergraduate Levels at Higher Education Institutions Published in the Official Gazette dated 24/04/2010 and numbered 27561.

**Definitions of Terms**

**Article 3-** (1) Wherever in this directive the below terms appear, they shall be taken to refer to the following;

- a) This law has been abolished. (Amendment made by decision of the senate dated 09.01.2014 and dated 2014/04)
- b) Education Faculty: Education Faculty of Niğde Ömer Halisdemir University,
- c) General academic average: The student's general academic average except for the preparatory class, according to the credits of all the courses taken until the transition period,
- d) The concerned administrative board: In faculties faculty administrative boards, in schools school administrative board,
- e) LYS: Undergraduate Placement Examination,
- f) Grade status document : A collectively written document of the courses taken during the study period which shows name, credit and achievement grades,
- g) Rector: Rector of Niğde Ömer Halisdemir University,
- h) Senate: Niğde Ömer Halisdemir University Senate,
- i) Minor program: Provided that a student enrolled in a diploma program carries the prescribed requirements, the program that allows students to take a limited number of courses for a specific subject within another university degree program within the University,
- j) Credit: European Credit Transfer System, <sup>1</sup>

<sup>1</sup> Amendment made by the decision of the senate dated 09.01.2014 and dated 2014 / 01-04

## **PART TWO**

### **Foundation, Implementation, Application and Acceptance of the Program**

#### **Foundation of the programs**

**Article 4-**(1) The Minor Program is finalized by the application of the relevant departments, the proposal of the faculty / school Board, the approval of the Senate, and is carried out in cooperation with the relevant departments.<sup>2</sup>

(2) The Minor Program consists of at least 30 credits except for common compulsory courses.

(3) The Minor Program is not applicable in teacher training programs of the Education Faculty and programs of other faculties. However, the Minor Program can be applied with the approval of the Higher Education Council among two separate teacher training programs within the Faculty of Education.

#### **Implementation of Minor Program**

**Article 5-** (1) The Minor Program is implemented as follows;

a) The success and graduation of the student in the Major Program is not affected because of the Minor Program. A separate grade certificate is issued for the Minor Program.

b) Lessons which are going to be counted for two programs will be agreed between departments and whether the lessons taken by the student prior to enrolment at the program should be counted as Minor program lessons or not shall be finalized by the decision of faculty / school board where minor programs are opened. Lessons counted for the two programs will be shown in both transcripts. Common lessons are taken from the main program.

c) To delete a lesson that is considered common for both programs during add and delete days, the deletion process is applied for both programs.

d) It is not possible to register for more than one Minor Program or neither for a Double Major Program nor for a Minor Program.

e) When the student leaves the Minor Program, he / she does not have to repeat the lessons that failed in the minor program.

f) A compulsory or elective course taken before registering to the Minor Program whether it can be counted in the minor program is finalized by the decision of the faculty/school board of directors. However, in order for this course to be counted, it must be a lesson prescribed by the relevant program.

g) A lesson that the student took before he enrolled in the Minor Program and if that is to be counted in the minor program and later if the student is dismissed for any reason that lesson will not be deleted from the main branch program.

#### **Minor Program Application and Admission Requirements**

**Article 6-** (1) The application and admission requirements for the Minor Program are as follows

a) The department that opens the minor program, by stating the quotas, announces the minor program. Quotas cannot be more than 20% of the LYS quota for the related department.

b) The student applies to the department that opens the minor program with a petition and a transcript on the dates stated in the academic calendar.

c) Applications can be made at the 3<sup>rd</sup> and the latest at the beginning of the 5<sup>th</sup> semester of the Major Degree Program. After the applicants are assessed by the department that opened the Minor Program the acceptance of students according to the announced quota becomes definite by the decision of the relevant board of directors. The decision is pronounced, together with the photocopy of

the attachments, by the relevant faculty / school to the faculty / school and Student Affairs Department where the student is registered. Application and acceptance procedures must be completed before the start of the semester and before the syllabus is prepared.

a) In order for the student to apply to the Minor Program he/she must have successfully completed all the courses in the Major Program, should not have received any disciplinary penalties and he/she must have a general academic average of at least 2.75 / 4.00 up to the semester he / she has applied for the Minor Program.

b) The related department board ranks the candidates according to their academic grade averages as well as determines the reserve candidates according to half of the previously announced quotas and announces it. The candidates with the same score in the ranking result the one whose LYS exam score is higher is preferred. Admission of the students to the Minor Program is finalized by the decision of the faculty / school board of directors.

### **PART THREE**

#### **Coordinatorship, Program Period and Dismissal**

**Article 7-**(1) In departments that accept students and send students to the Minor Program a Minor Program Coordinator is appointed by the department heads for the purpose of carrying out the program suitably and advising the students. Program coordinators work in contact with the students' advisors from their Major Undergraduate Degree Program.

#### **Program Period**

**Article 8-**(1) Students who have obtained the graduation right from the Main Program but cannot finish the Minor Program will be granted **two additional semesters** by the decision of the relevant board of directors. This decision shall be notified to the faculty / school and the Department of Student Affairs where the student is registered. However, the additional time provided cannot exceed the maximum period of study that the student has studied in the Major Program.

(2) Students who graduate from the Major Program and continue to the Minor Program continue to pay the tuition fee / contribution fee for these programs. If this student registers a graduate program, he / she will also pay tuition fee / contribution fee for this program.

(3) Student who is entitled to graduate from the Minor Program will not be awarded a Minor Certificate unless they have graduated from their Major Program.

#### **Dismissal from Minor**

**Article 9-** (1) Dismissal from the Minor Program is made in the following cases:

a) Students can leave the Minor Program at their own discretion.

b) Students enrolled in the Minor Program can apply and register to another Minor Program by leaving the program they are registered to, provided that they meet the application requirements.

c) In the Minor Program a student who does not take the courses for two semesters without permission will be dismissed.

d) The student whose general academic average in the Major Program is below 2.30 / 4.00 will be dismissed from the Minor Program.

e) Students who have been in the Minor Program for two consecutive semesters and their Minor program general academic average are below 2.00 / 4.00 will be dismissed from the Minor Program.

f) At the end of the additional period granted to the student who cannot graduate is dismissed from the Minor Program.

## **Part Four**

### **Success, Graduation, Excuse and Permission**

#### **Success and graduation**

**Article 10-**(1) The conditions for success and graduation are as follows:

a) The student, who has successfully completed a major program and has completed a minor program with a minimum of 2.00 of the cumulative grade point average, is given a minor certificate. The student who has graduated from a minor program but could not graduate from the major program is not given a minor certificate.

b) Students who have withdrawn from the double major program voluntarily or who have been dismissed from the program may be awarded the minor certificate if the related double major program also has a minor program of which they have fulfilled the requirements.

#### **Excuse and Permission**

**Article 11-**(1) According to Niğde Ömer Halisdemir University Associate Degree and Bachelor's Degree Education-Training and Examination Regulations, being counted excused or permission request is valid for both programs. Students who cannot take courses due to lack of course or course overlap in the Minor Program may be allowed only for the Minor Program with the decision of the faculty / school board of directors of the Minor Program, and this period will not be included in the foreseen period to finish the Minor Program.

## **Part Five**

### **Other Provisions, Validity and Implementation**

#### **Other provisions**

**Article 12-**(1) "Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education-Training and Examination Regulations" are valid in the cases where there are no provisions in this directive.

#### **Validity**

**Article 13-**(1) This Directive shall come into effect as of the publication date.

#### **Implementation**

**Article 14 –** (1) This directive is implemented by the Rector.