KADİR HAS UNIVERSITY
DOUBLE MAJOR AND MINOR DIRECTIVE

I. Purpose

Article 1- This Directive is intended to set forth the procedures and principles concerning the double major and minor programs at Kadir Has University (KHAS).

II. Scope

Article 2- This Directive applies to the regulations concerning the double major and minor programs to be organized for the undergraduate students studying at KHAS.

III. Basis

Article 3- This Directive is based on provisions of Regulations *on Principles of Transferring Between Associate and Undergraduate Degree Programmes, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions* and *Undergraduate Education Regulations of Kadir Has University.*

IV. Double Major Program

Article 4- The purpose of a double major program is to allow that a student who is successfully studying at a major undergraduate program is also concurrently able to study in order to get a bachelor's degree in an additional major program.

(1) **(Amended: Senate Decision - 05.11.2026-2026/13)** A double major program is made available covering two bachelor's degree programs upon the recommendation of the respective departments and faculty boards and with the approval of the Senate. The undergraduate programs between which a double major may be pursued shall be determined by the Senate upon the recommendations of the relevant departmental and faculty executive boards.

(2) Those courses that are required to be taken to complete a double major program are identified upon the recommendation of the respective departments and faculty boards and with the approval of the Senate considering the Higher Education Field Requirements as determined by the Higher Education Council.

Article 5- Program Quotas

Those quotas for students who study on a double major are identified by the decision of the Senate upon the recommendation of the respective faculty management boards and, announced by the Student Affairs Directorate on the date as specified on the academic calendar.

(1) A quota may not be less than the number of students who are at the top 20 percentile as the success rating at the respective classroom of the double major diploma program on the condition that the grade point average of the double major diploma program is not less than 70 out of 100 (2.72/4.00).

(2) Except for the programs for Law, Engineering and Architecture for which a certain success

rating is required, the quotas for a program on which a double major is made available may not be less than 20 percent of the published quotas of the program.

Article 6- Conditions on Application, Admission and Enrollment for a Program - (Amended: Senate Decision - 05.11.2026-2026/13)

An application to a second major diploma program is made using the system on the dates as specified on the academic calendar not earlier than the third semester, and not later than the fifth semester of the major diploma program.

(1) The applicant student should complete all of the courses successfully until the semester in which the application is made to be eligible for an application for a second major program. As of the date of the application, a student should have a grade point average of at least 3.20/4.00 on a major diploma program and be ranked at the top 20 percentile in terms of success rating in their classroom of the respective major diploma program. A student, who has a grade point average of not less than 3.20/4.00 for the major diploma program, but who is not within the top 20 percentile in terms of success rating at the classroom of the respective major diploma program, is allowed to apply to a double major program on the condition that they have a central placement point that is not less than the base point of the program on which a double major is received in the respective year. A student, who wishes to study a double major in a program for which certain success rating is required (Law, Engineering, Architecture and so forth), is required to fulfill the success rating for the respective program as specified by the Higher Education Institution for the year in which the student is enrolled.

(2) A student, who is transferred abroad as an undergraduate transferee or who is admitted from abroad, is not allowed to study a double major in a program for which certain success rating is required (Law, Engineering, Architecture and so forth).

(3) For a double major program which admits students through a special talent exam (Theater and so forth), the student must pass this exam to be admitted.

(4) In order for students studying in departments that admit students through the aptitude exam to double major in another programme, they must meet the conditions to choose an undergraduate programme in the year of enrolment and meet the conditions in the first sub-article.

(5) An application for a double major program is made to the Dean's Office of the respective faculty through the system on the dates as specified on the academic calendar for this purpose. The applications from the candidates who satisfy the necessary conditions are processed by the Dean's Office of the respective faculty.

(6) A candidate is admitted to a double major diploma program by the decision of the respective faculty's management board upon the recommendation of the respective department.

Article 7- Consulting

A Double Major Program Consultant is appointed by the respective department, who are to help

students identify such courses that need to be taken for the departments which admit students to double major programs and schedule the semesters during which these courses are taken, and who are to ensure that the double major programs are organized properly.

(1) A Double Major Program Consultant acts and serves in cooperation with the major undergraduate program consultants of the students.
(2) A Faculty Double Major Coordinator is appointed by the respective Dean in order to ensure general coordination for double major programs at the faculty.

Article 8– Relationships among Major Programs and Double Major Programs
(Amended: Senate Decision - 05.11.2026-2026/13)

(1) A student may not be enrolled for more than second major program concurrently. A student may be enrolled in a second major program and a minor program concurrently. However, students may not apply for or enroll in both a double major program and a minor program within the same undergraduate program.
(2) A student, who studies in a second major diploma program, may be transferred to a second major diploma program in case the student satisfies the requirements for undergraduate transfers concerning the major diploma program.
(3) As a principle, a major program is considered separated from a double major program. Due to this separation, a student is expected to successfully pass all the respective courses and satisfy all the other necessary conditions for graduation (internship etc.) in order to complete a second major program. Accordingly, those courses that may be considered equivalent other than those common courses on the syllabuses of the two programs are identified by the respective faculties' management boards.
(4) In order for a student who is enrolled in a double major program to complete their respective diploma program, the student is required to take all the courses on the syllabus of the respective diploma program other than those commonly taken for both programs and/or considered to be in both programs.
(5) Those courses taken by a student who studies a double major program during a major diploma program and accepted as equivalent are indicated on the academic record.
(6) A student who fails to take courses of a double major program for two semesters successively will be disenrolled from the second major diploma program. This will not apply to those student who are abroad for two semesters successively due to Erasmus or an exchange program.
(7) In case a student leaves or is disenrolled from a double major program:

a) The courses that are taken and passed by the student during the second major diploma program may be considered substituted for those courses on the major diploma program upon the request of the student, the recommendation of the consultant and, the decision of the respective faculty's management board.

b) The courses that are taken and passed by the student, which are not accepted for the

major program or not counted for a minor program, are indicated on the academic record (transcript) for the major program upon the request of the student but these are not included into the graduation credits and the grade point average.

c) A student who has not satisfied yet the graduation requirements of a major diploma program may be enrolled in a minor program at the department for which the student studies a double major, upon the decision of the respective faculty's management board. This student may request that the courses that are taken and passed during the second major program are considered taken for the respective minor program. The respective faculties' management boards will make a decision on which courses are considered taken for which minor programs and which courses need to be taken by a student to complete the minor program.

d) A student who has already satisfied the graduation requirements for a major diploma program may be given a minor program certificate together with the major undergraduate program diploma upon the respective faculty's management board on the condition that there is a minor program at the department which organizes the second major program they leave, that the courses for the preferred minor program are completed and, that the grade point average of these courses are of not less than 2.00/4.00.

(8) A student who freezes enrollment in the first major diploma program will be considered to have frozen the second major diploma program concurrently. However, for the freezing enrollment procedures concerning the students who are enrolled in a postgraduate program out of those who graduate from the first major program and continue the second major program, the two programs are considered independent of each other. A student, who would not be able to take courses since no courses/applications are made available or course overlaps on the second major diploma program, may be allowed to freeze enrollment concerning the second major program for not more than two semesters upon the approval of the respective department and the decision of the faculty's management board. The department that organizes the first major program is notified accordingly.

Article 9- Success and Conditions to Complete a Program - (Amended: Senate Decision - 16.11.2023-2023/18)

The student's graduation GPA is calculated separately for both major diploma programmes. In order for the student to graduate from the double major programme, the GPA of the major programme must be at least 70 out of 100 (2.72/4.00).

(1) The student's grade point average in the major program, during the double major education may be below 65 out of 100 (2.50/4.00) for one time only.

(2) Students whose major GPA falls below 65 out of 100 (2.50/4.00) for the first time or below 70 out of 100 (2.72/4.00) for the second time are dismissed from the second major diploma programme.

(3) A student who satisfies the requirements for graduation from the second major diploma

program may graduate only if the student also graduates from the first major diploma program.

(4) The period of study for students in the second major diploma programme is the maximum period of 7 (seven) years specified in paragraph (c) of Article 44 of Law No. 2547, starting from the academic year in which the student enrolled in the second major diploma programme.

(5) A student who is eligible for graduation from the major diploma program but who fails to complete the second major program will be subject to the procedures concerning the tuition fees for the said second major diploma program. The pertinent principles as set forth under the Directive on Undergraduate Tuition Waiver will apply to the students with tuition waiver/discount who graduate from the major diploma program but who continue the second major diploma program.

(6) Failure in the double major program will not affect the success and graduation of the student concerning the major program. Two separate academic records (transcripts) will be issued for the both major diploma programs showing the courses and grade point averages thereof separately.

(7) The pertinent principles as set forth under the Directive on Documents, Certificates and Degrees concerning Diplomas, Diploma Supplements and Graduations will apply to the graduates from a double major program who are to be included into the degree ranking with their grade point averages for the second major program.

Article 10- Students Leaving and Disenrolled from a Double Major Program

A student may leave a double major program at own request. A student who is already enrolled in a double major program may apply to another double major program if they satisfy the application requirements and, move into a new program on the condition that they leave the previous one.

V. Minor Program - (Amended: Senate Decision -16.11.2023-2023/18)

Article 11- The purpose of the minor programme is to enable students enrolled in a diploma programme at KHAS to qualify for a minor certificate by taking a limited number of courses on a specific subject at KHAS, provided that they meet the prescribed conditions.

(1) A minor program is made available with the approval of the Senate upon the proposal of the respective management board.

(2) Those courses to be taken for a minor program are identified by the respective department and, finalized upon the decision of the respective faculty's management board and with the approval of the Senate.

Article 12- Conditions on Application, Admission and Enrollment for a Program

An application to a minor program is made to the Dean's Office of the respective faculty using the system on the dates as specified on the academic calendar not earlier than the third semester

and not later than the sixth semester of the minor program.

(1) **(Amended: Senate Decision - 05.11.2026-2026/13)** In order to apply to a minor program, a student is required to successfully complete all the courses taken during the major undergraduate program until the semester in which the application is made, achieve a grade point average that is of at least 3.00/4.00 at the time of the application and, satisfy all the other requirements of the respective program for which the application is submitted.

(2) The applications from the candidates who satisfy the necessary conditions are processed by the Dean's Office of the respective faculty.

(3) The admission procedures are completed upon the recommendation of the department which organizes the minor program for which the application is made and with the approval of the respective faculty's management board.

(4) A student who is disenrolled from a minor program may not be enrolled in the same minor program.

(5) **(Amended: Senate Decision – 30.03.2026 / 2026/05)** If the number of applicants who apply for the minor program and meet the eligibility requirements exceeds the announced quota, applicants shall be ranked according to their cumulative grade point average (CGPA) in their major degree program. In the event of equal cumulative grade point averages, applicants shall be ranked based on the total number of credits successfully completed in their major degree program.

(6) **(Amended: Senate Decision - 05.11.2026-2026/13)** Students may not apply for or enroll in minor programs offered by the department to which either their major program or the double major program in which they are enrolled belongs.

Article 13- Consulting

A Minor Program Consultant is appointed by the respective department head, who is to help students identify the courses of the minor program and schedule the semesters in which these courses are taken and, who are to ensure that the minor program is organized properly.

(1) A Minor Program Consultant acts and serves in cooperation with the major undergraduate program consultants of the students.

(2) A Faculty Minor Program Coordinator is appointed by the respective Dean in order to ensure general coordination for minor programs at the faculty. The coordinator who is to be appointed for the interdisciplinary minor programs will be identified with the joint decision of the respective programs. The processes as defined under the scope of this directive are carried out by the boards of the departments – faculties in which the coordinator takes office.

Article 14- Relationships among Major Programs and Minor Programs

Failure in the minor program will not affect the success and graduation of the student concerning the major program. A separate academic report is issued for the minor program.

Article 15- Success and Conditions to Complete a Program

In order to continue a minor program, the student needs to have a grade point average that is of at least 60 out of 100 (2.29/4.00) for the major program. A student who fails to satisfy this requirement for two semesters successively will be disenrolled from the minor program.

(1) A student who is eligible for graduation from the major program and who completes the minor program with a grade point average of at least 2.00/4.00 will be given a minor program certificate (certificate of achievement). This certification will not serve as a diploma.

(2) A student who is eligible for graduation from the major program but who fails to complete the minor program is given an additional term of not more than two semesters upon the decision of the respective management board. The pertinent principles as set forth under the Directive on Undergraduate Tuition Waiver will apply to the tuition waivers of the minor program students.

(3) A student who completes the minor program may not benefit from the rights and powers in the minor program field as conferred by a bachelor's degree diploma.

Article 16- Students Leaving and Disenrolled from a Minor Program - (Amended: Senate Decision -16.11.2023-2023/18)

Students may leave the minor programme voluntarily. Students currently enrolled in the minor programme can apply to another minor programme provided that they meet the application requirements.

(1) A student who freezes enrollment in the major program is considered to have frozen enrollment in the minor program. However, for the freezing enrollment procedures concerning the students who are enrolled in a postgraduate program out of those who graduate from the major program and continue the minor program, the two programs are considered independent of each other.

(2) A student who would not be able to take courses since no courses are made available or course overlaps on the minor program may be allowed to freeze enrollment for one semester upon the recommendation of the respective department and with the decision of the faculty's management board.

(3) A student who fails to take courses of a minor program for two semesters successively will be disenrolled from the program. This will not apply to those student who are abroad for two semesters successively due to Erasmus or an exchange program.

(4) **(Repealed: Senate Decision – 15.03.2024-2024/03)**

(5) In case a student leaves or is disenrolled from a minor program, the courses that are taken and passed by the student during the minor program may be considered substituted for those courses on the major diploma program upon the request of the student, the recommendation of the consultant and, the decision of the respective

faculty's management board. The courses of a minor program that are not accepted for the major program are indicated on the academic record (transcript) for the major program but these are not included into the graduation credits and the grade point average.

Article 17- (Amended: Senate Decision -05.11.2026-2026/13)

Course recognition and exemption procedures shall be carried out in accordance with the implementation principles established by the Senate. Applications for course recognition and exemption shall be submitted through the system within the period specified in the academic calendar, after the student has attained final-year status.

Article 18- Situations for Which There Is No Provision

The Deputy President in charge of education will be authorized in respect of anything that does not fall into the scope of this Directive.

VI. Entering Into Force and Enforcement

Article 19- This Directive supersedes the Double Major and Minor Program Directive no. 2017/07 of June 12, 2017 adopted by the University Senate and enters into force as of 25.02.2022 when it is adopted by the University Senate with a decision no. 02/2022 of February 25, 2022.

Enforcement
Article 20- This Directive is enforced by the President of Kadir Has University.