



**DOUBLE MAJOR/MINOR PROGRAMMES and TRANSFER REGULATIONS
(Regulation under Arkin Creative Arts and Design University's Establishment and Operational Regulation Articles 10(2)(3), 16(2) and Article 25 of Arkin Creative Arts and Design University Associate and Undergraduate Registration, Teaching, Exam and Success Regulations)**

Section One

Purpose, Scope, Basis and Definitions

1. Aim and Scope

In accordance with the provisions of Arkin University of Creative Arts and Design Undergraduate Education and Examination Regulations, students who successfully carry out their major undergraduate programmes can receive a second undergraduate diploma or a minor certificate if they wish, and define the conditions for transfer between programmes.

2. Definitions

- a) **Double Major:** A programme that allows students who meet the success conditions and other conditions to take courses from two diploma programmes of the same higher education institution simultaneously and receive two separate diplomas,
- b) **Minor Programme:** Refers to the education and training programme created to enable students to gain knowledge in a particular field in another department they are interested in. Students can obtain a certificate by taking courses simultaneously with their original courses. A certificate, not a second diploma is awarded for a minor degree.
- c) **Diploma programme:** Higher education programmes for which associate or bachelor's degrees are issued to students who meet the specified qualifications of faculties, schools, conservatories, vocational schools or departments,
- d) **Level:** Each of the associate or undergraduate diploma programmes,
- e) **Grade Point Average:** The grade point average weighted by the credits of all the courses taken by the student until the semester they wish to transfer, except the preparatory class,

- f) **Relevant board of directors:** Faculty board of directors in faculties, school board of directors in schools, conservatory board of directors in conservatories, vocational school board of directors in vocational schools,
- g) **Adaptation programme:** In case of transfer between diploma programmes, the programme consisting of additional courses and applications in order to comply with the curriculum of the transferred diploma programme,
- h) **Quota:** The number of students previously determined and announced,
- i) **Internal transfer:** The transfer of a student to other diploma programmes at the same level within ARUCAD,
- j) **Transfers between institutions:** Transition from vocational schools established by a university, high technology institute or foundations to independent vocational schools established by another university, high technology institute or foundations at the same level,

SECTION TWO

General Principles

3. Quota

- (1) There is no quota limitation for transfers to diploma programmes that do not have quotas for placements made by ÖSYM.
- (2) For the preparatory class of associate and undergraduate diploma programmes; Transfers cannot be made to the first and last semesters of associate degree programmes, and to the first two and last two semesters of undergraduate diploma programmes.
- (3) Transfers can only be made to evening education diploma programmes from evening education. However, students who comprise the first 10 percent of their class in terms of success from evening education diploma programmes and move to the next class can transfer to formal education diploma programmes within the quota.
- (4) It is possible to transfer from open or distance education to other open or distance education degree programmes. In order to transfer from open and distance education to formal education programmes, the student's CGPA must be 3.15 / 4.00 or above, or the central placement score in the year he/she is enrolled must be equal to or higher than the base score of the diploma programme of the university to which he/she wishes to pass.
- (5) Transfers can be made from first formal or evening education degree programmes to open or distance education diploma programmes.
- (6) Suspending registration does not constitute an obstacle to benefit from the right to transfer.
- (7) Within the scope of this Regulation, the new status of the students who are Turkish nationals who have transferred are recorded in the higher education student database

(YÖKSİS) within 15 days at the latest after the registration process is completed and the transition and adjustment procedures are finalised. The transfer procedures of the students who enrol in the relevant year/period by accepting their transfer application but who give up their right to transfer before the beginning of the academic year are cancelled. These students are not accepted as transfer students and must return to the higher education institution they have applied from. If these students obtain the right to transfer to another higher education institution in the year/semester in which they cancel their transfer, they can transfer. Students in this situation are also recorded in the higher education student database (YÖKSİS) according to the provisions of this article.

SECTION THREE

Transfer Between In-House Programmes

4. In-house transfer quotas and base score requirement

- (1) Transfers can be made to the equivalent diploma programmes of a faculty, conservatory or vocational school within its own structure or within ARUCAD, within the quotas determined by the relevant administrative board.
- (2) The results of the ÖSYM exam are taken into account in the internal transfer procedures of the students who are placed with the ÖSYM exam, no other national or international diploma grade or exam results are taken as a basis for placement.
- (3) In order to be able to apply for undergraduate transfer between diploma programmes that accept students at the same level within the university, the central placement score obtained by the student placed with the ÖSYM exam in the type of score that is valid for the diploma programme they want to pass to as of the year of the central examination, Diploma programmes of other universities must not be less than the lowest base score.
- (4) In internal transfers to diploma programmes that accept students with an aptitude test, in addition to other conditions, success in the talent exam is required.

SECTION FOUR

Transfers between institutions

5. Transfers between institutions

The following conditions apply for students who enrol with ÖSYM.

- (a) Transfer between institutions are made between equivalent diploma programmes at the same level and within the framework of quotas published by the Higher Education Council.

- (b) For undergraduate transfers between institutions, the student who has been placed with ÖSYM must have a CGPA of at least 2.29 / 4.00 for the semesters he / she completed in the programme he / she enrolled in. Candidates who cannot meet the success requirement but whose central placement score is equal to or higher than the base score of the diploma programme to which they want to transfer can also apply for transfer. Within the scope of this article, the maximum duration of students who transfer to a programme other than the one they have studied is calculated by subtracting the accepted class from the maximum duration of the programme.
- (c) In diploma programmes awarded with a bachelor's degree; For the second and third year of four-year education, for the second, third and fourth year for five-year education, for the second, third, fourth and fifth year for six-year education, transfer quotas and application and evaluation calendar are announced. In cases where the application is more than the quota, the transfer of candidates is accepted starting from the candidate with the highest ÖSYS score and ranked according to the quota.
- (d) To be successful in the foreign language proficiency test to be carried out by ARUCAD for lateral transfer to programmes that are fully or partially foreign language-based, or to document a score at the level of success determined by ARUCAD from the national or internationally valid foreign language exams recognised by the Higher Education Council is required.
- (e) Lateral Transfer students are adapted to the courses they have taken from the previous diploma programme and have been successful, and the grades previously taken for these courses are recorded on the transcript and added to the CGPA.

SECTION FIVE

Double Major

6. Opening a double major programme

- (1) Among the associate degree programmes and other associate degree programmes within ARUCAD, between undergraduate programmes and other undergraduate programmes or associate degree programmes, a double major programme can be offered with the approval of the senate upon the proposal of the relevant departments and faculty/school boards.
- (2) The student who wishes to do a double major in the programmes that require success ranking must meet the success ranking requirement determined by the Higher Education Council of the relevant programme in the year he enrolled, in addition to the other conditions specified in this Regulation. Other students who are not placed with ÖSYM are required to meet the condition specified in Article 9 (2) b of this regulation.
- (3) The graduation credit (local credit) of the Double Major Programme cannot be less than one third of the graduation credit of the department implementing the programme.

7. General principles regarding the double major programme and student admission

- (1) Admission of students to the second major diploma programme is made with the approval of the faculty/school board of directors upon the recommendation of the relevant department in which that programme is conducted.
- (2) Applications can be made for more than one double major programme. It is not possible to register for more than one second major diploma programme at the same time. However, the student can enrol in the second major diploma and the minor programme at the same time.
- (3) The student in the second major diploma programme can transfer to the second major diploma programme when they meet the requirements for in-house transfer in the major programme.
- (4) In the admission of students to the double major diploma programme that accepts students with a talent exam, it is also required to be successful in the proficiency exam.
- (5) The courses and credits that the student must take in the double major programme are determined by the approval of the senate upon the recommendation of the relevant departments and faculty boards, taking into account the Higher Education Field Qualifications determined by the Higher Education Council. The related double major undergraduate programme must be arranged in such a way that the student has the learning outcomes defined according to the knowledge, skills and competencies that the student must gain at the end of the programme.

8. Application period for a double major programme

- (1) The student can attend the second major diploma programme at the beginning of the third semester at the earliest and
 - (a) at the beginning of the fifth semester in four-year programmes,
 - (b) at the beginning of the seventh semester in five-year programmes,
 - (c) at the beginning of the ninth semester for six-year programmes,at the latest.
- (2) In the major associate degree programme, the student can apply at the beginning of the third semester at the earliest and at the beginning of the fifth semester at the latest.

9. Admission Conditions for the Double Major Programme

- (1) Students who have a GPA of at least 2.75 / 4.00 in the major diploma programme at the time of application and who are in the top 20% of the major diploma programme in his/her class in terms of success can apply to the double major diploma programme.
- (2) Having a CGPA of at least 2.75 / 4.00 in the major diploma programme, but not in the top 20% of the major diploma programme in terms of success in the relevant class,

- (a) among the students who are placed with ÖSYM, those who have a score not less than the base score of the double major programme in the relevant year can apply to the double major programme.
 - (b) Among foreign and TRNC students with a high school graduation degree of 85 out of 100, 17 out of 20, and 8.5 out of 10 can also apply for a double major programme.
- (3) In order to apply for a double major diploma programme, the student must successfully complete all the courses taken in the major diploma programme until the semester they apply, and the student must not lose a semester/year, except for suspending the registration.
 - (4) Students who study in the Turkish programme and want to do a double major in the English programme must pass the English Proficiency Exam or the student have to provide document that they have passed international or national exams accepted as equivalent to the English Proficiency Exam.
 - (5) Foreign students whose mother tongue is not Turkish must attend the Turkish proficiency exams of the relevant institutions/units and document that their knowledge of Turkish is sufficient if they request a double major in Turkish programmes.
 - (6) Candidates who apply to the university's programmes that require special skills must pass the special aptitude test to be held by the aforementioned programmes.
 - (7) The application must be approved by the recommendations of the relevant departments an /or by the decision of the relevant Faculty/School Boards.

10. Issues regarding continuation of education and graduation in a double major programme

- (1) The total number of credit courses that double major students can take in the first major and second major programmes in a semester may be 2 more than the normal course load (number) of the academic semester in which the first major programme is included.
- (2) In order for the student to graduate from the double major programme, the CGPA in the major programme must be at least 2.75 / 4.00. During the entire double major education, the overall grade point average of the student in the major programme can be reduced to 2.50 / 4.00 for once. A student whose CGPA falls below 2.75 / 4.00 for the second time will be deregistered from the second major diploma programme.
- (3) A graduation diploma can only be given to a student who continues his/her second major undergraduate programme if he/she graduates from the first major diploma program he/she has attended.
- (4) The courses taken by the student studying in the double major programme and whose equivalents are accepted in the major programme are shown in the transcript of the double major programme as EX without including the CGPA.
- (5) The education period of the students who have obtained the right to graduate from the major diploma program but cannot complete the second major diploma programme and the education period starting from the academic year in which he/she is enrolled in the second major diploma programme is;
 - (a) Maximum seven years for undergraduate programmes of four years,
 - (b) Maximum eight years for undergraduate programmes of five years,

- (c) Maximum nine years for undergraduate programmes of six years,
- (d) For associate degree programmes, a maximum of four years.
- (6) A student who does not take courses from the double major programme for two consecutive semesters is deregistered from the second major diploma programme.
- (7) A student who is on leave from the major programme in which he/she is registered is also considered on leave from the second major programme.
- (8) Students who cannot renew their double major course registration for a semester due to reasons such as not opening double major courses and/or overlapping courses may be granted a semester leave upon their request, upon the decision of the board of directors of the faculty/school to which the double major program is affiliated.
- (9) A student who voluntarily cancels his/her double major programme cannot apply to the same programmes again.
- (10) Students who have attended a double major programme during their undergraduate education and who have been accepted to one of ARUCAD's graduate programmes without completing the requirements of the second major can complete their double major programmes by taking undergraduate courses during their graduate studies. These credits are not counted as graduate credits. Continuation of the second major programme does not affect the student's graduate education period.
- (11) The evaluation of the courses taken in the second major programme by the students who are expelled from the double major programme is determined by the Senate. The courses that the student is successful in the second major programme that are not accepted in the major programme are included in the transcript and diploma supplement without including the GPA.

11. Programme Fee

- (1) Within ARUCAD, the student pays 40% of the annual tuition fee for the double major programme in total, apart from the tuition fee of the major programme in which he/she is registered.
- (2) Students who benefit from scholarships or discounts in their major programme cannot benefit from these rights in their double major programme.
- (3) Successful students who can take additional courses can use these rights for the courses in that programme in which the average is high. Under this condition, no payment is made for the course to be taken.
- (4) If the student is dismissed from the programme for any reason, he/she may leave or cancel his/her registration by making a written application to the Registrar's Office and paying the following tuition fees (except for registration, social activity, health and other additional fees).
Registered in the previous term or enrolled for the first time and the relevant period:
 - (a) Applicants before the normal registration period and
 - a. students enrolled in the previous semester10%
 - b. students enrolling for the first time 20%
 - (b) Applicants during the add-drop process 20%
 - (c) Applicants after the course add-drop process
 - a. Applicants within the first week.....25%
 - b. Applicants within the second week..... 40%
 - c. Applicants within the third week.....60%
 - d. Applicants within the fourth week.....80%
 - e. Applicants within the fifth week.....100%

SECTION SIX

Minor Programme

12. Offering a minor programme

- (1) ARUCAD may organise minor programmes by determining the principles and application conditions upon the proposal of the relevant Board of Directors and the approval of the Senate.
- (2) Only a certificate of achievement (a minor certificate) is issued to those who have completed their minor programme in the field they study. These documents do not replace diplomas.

13. General principles regarding the minor programme and student admission

- (1) The quotas of the minor programmes are determined by the board of directors that decide to open the related programme.
- (2) Applications are evaluated by the relevant board of directors where that programme is conducted.
- (3) One cannot enrol in more than one second major diploma programme at the same time. However, it is possible to enrol in a second major diploma and a minor programme at the same time.

14. Application period for a minor programme

The student can apply to the minor programme at the beginning of the third semester at the earliest and at the beginning of the sixth semester of the undergraduate programme at the latest, and for the associate degree programme, at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest.

15. Admission requirements for a minor programme

- (1) The student must have a CGPA of at least 2.50 / 4.00 in the major programme at the time of application.
- (2) In order to apply for the minor programme, the student must successfully complete all the courses taken in the major diploma programme until the semester they apply, and the student must not lose a semester/year except for the suspending of registration.
- (3) Students who study in the Turkish programme and want to do a minor in the English programme must pass the English Proficiency Exam or students must provide document that they have passed the international or national exams accepted as equivalent to the English Proficiency Exam.

- (4) Foreign students whose mother tongue is not Turkish must attend the Turkish proficiency exams of the relevant institutions/units to document that their knowledge of Turkish is sufficient if they request a minor in the programmes conducted in Turkish.
- (5) Candidates who apply to the university's programmes that require special skills must be successful in the special aptitude test to be held by the mentioned programmes.
- (6) The application must be approved by the recommendations of the relevant departments and/or by the decision of the relevant Faculty/School Boards.

16. Issues regarding continuation of education and graduation in the minor programme

- (1) The total number of credit courses that minor programme students can take in a major and minor programme in a semester may be 2 more than the normal course load (number) of the major programme.
- (2) In order to continue the minor programme, the student's grade point average in the major programme must be at least 2.30/4.00. A student who fails to meet this requirement will be deregistered from the minor programme. The courses that the student is successful and that are not counted in the major programme are included in the transcript and diploma supplement without including the CGPA.
- (3) The courses taken by the student studying in the minor diploma programme and whose equivalents are accepted in the major programme are shown in the transcript of the minor programme as EX, without including the grade point average.
- (4) Students who have obtained the right to graduate from the major programme but cannot complete the minor programme are granted an additional two semesters at most, with the decision of the relevant administrative boards.
- (5) The success of the student in the minor programme does not affect his/her graduation from the major programme.
- (6) A minor programme student can leave the programme voluntarily in any semester of the education process. A student who cancels his/her registration from a minor programme cannot re-enrol in the same minor programme.
- (7) A student who does not take courses from the minor programme for two consecutive semesters is deregistered from this programme.
- (8) The senate determines how the courses taken by the students who have been removed from the minor programme will be evaluated.
- (9) With the decision of the Senate, new conditions may be imposed in addition to those specified in this regulation regarding minor programmes, and the specified minimum achievement grades may be increased.

17. Programme Fee

- (1) Within ARUCAD, apart from the tuition fee of the major programme in which the student is registered, in total, 20% of the annual tuition fee in the major is paid for the minor programme.

- (2) Students who benefit from scholarships or discounts in their major programme cannot benefit from these rights in their minor programme.
- (3) Successful students who can take additional courses can use these rights for the courses in that programme in which the average is high. Under this condition, no payment is made for the course to be taken.

- (4) In case the student is dismissed from the programme for any reason, he/she may leave or cancel his/her registration by making a written application to the Registrar's Office and paying the following tuition fees (except for registration, social activity, health, and other additional fees).

Registered in the previous term or enrolled for the first time and the relevant period:

- (a) Applicants before the normal registration period and
 - a. students enrolled in the previous semester10%
 - b. students enrolling for the first time 20%
- (b) Applicants during the add-drop process 20%
- (c) Applicants after the course add-drop process
 - a. Applicants within the first week.....25%
 - b. Applicants within the second week..... 40%
 - c. Applicants within the third week.....60%
 - d. Applicants within the fourth week.....80%
 - e. Applicants within the fifth week.....100%

SECTION SEVEN

18. Effective date of regulation

These regulations enter into force from the date they are accepted by the Senate of Arkin University of Creative Arts and Design (ARUCAD).

19. Enforcement

The provisions of these regulations are executed by the Rector of Arkin Creative Arts and Design University.