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**TED UNIVERSITY**  
**MINOR DEGREE PROGRAM (MDP) REGULATIONS**  
**SECTION ONE**

**Aim, Scope and Definitions**

**Objective**

**MADDE 1** – (1) The objective of this document is to present in detail the rules and procedures governing Minor Degree Programs (MDP) which allow successful undergraduate students of TED University to study in a second field of interest.

**Scope**

**ARTICLE 2** – (1) These regulations cover the provisions regarding student admission, registration procedures and implementations about the Minor Degree Program at TED University.


**Basis**

**ARTICLE 3** – (1) These regulations are based on TED University Regulations on Undergraduate Study, and the Rules Regulating Transfer between Higher Education Institutions, Double Major Programs, Minor Degree Programs and Credit Transfer, published in the Official Gazette, April 24, 2010, No. 27561.

**Definitions**

**ARTICLE 4** – (1) Definition of certain terms used in this document;

- a) Major: The undergraduate program in which the students are registered at TED University by being placed with the Student Selection and Placement Exams (ÖSYS) or an equivalent exam or accepted through undergraduate transfer,
- b) Double Major/DMP: A second undergraduate program that students, who successfully attend their registered undergraduate program at TED University, attend in addition to this program,
- c) GPA: Grade Point Average,
- d) Relevant faculty board: Faculty boards at TED University,
- e) Relevant administrative board: Faculty administrative boards at TED University,
- f) RO: TED University Registrar's Office,
- g) Rector: TED University Rector,
- h) Senate: TED University Senate,
- i) University: TED University,
- j) Minor Degree Program/MDP: Minor degree certificate program that students, who successfully attend their registered undergraduate program at TED University, attend in addition to this program,
- k) Regulation: TED University Regulations on Undergraduate Study

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## SECTION TWO

### Principles on Education and Training

#### Principles, quota and advisory of the Program


**ARTICLE 5** – (1) MDP programs are opened by the decision of the board of the relevant faculties and the decision of the Senate, upon the recommendation of the relevant departments, and are carried out in cooperation with the relevant departments.

- (2) MDP quotas are determined by the relevant faculty administrative board within the scope of the relevant regulations and announced by the RO.
- (3) Quotas are determined on an academic year basis. The distribution between semesters can be set up according to the applications.
- (4) The implementation, curriculum changes and adjustment principles employed in major programs are also valid for the MDP,
- (5) MDP is a certificate program independent of the registered major program of the student.
- (6) It is not possible to enroll in more than one MDP at the same time. However, it is possible to enroll in a DMP program in a different field than a MDP at the same time as the major program.
- (7) For students who are admitted to the MDP, the student's MDP curriculum is prepared by the major program advisor and the MDP advisor in cooperation. The following principles are to be considered during the preparation of this program.
  - a) Students attending their MDP study must take at least six courses from MDP with at least 18 credits in addition to all the courses of their major program.
  - b) These 18 credits do not apply as credits to fulfill the requirements of the student's major/DMP program.
  - c) The total course credits that MDP students can enroll in major and MDP in one semester is 8 credits more than the normal course load of the major program.

#### Terms of Application

**ARTICLE 6** – (1) Terms of application to the MDP are as follows.

- a) Successful completion of all the courses taken in the major program prior to the application period.
- b) Having a GPS of at least 2.50,

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- c) Being at the beginning of the third semester at the earliest and at the beginning of the sixth semester at the latest as of the first semester of registration to the major undergraduate program.

### **Application, Assessment, Admission and Adjustment**


**ARTICLE 7** – (1) Applications for MDP are submitted to the RO on the dates specified in the Academic Calendar

- (2) A student can apply for more than one MDP at the same time, in order of preference.
- (3) Among the applicants who applied for transfer and MDP in the same semester, the applications of those whose transfer applications were accepted are not taken into consideration.
- (4) Applications are finalized as "accepted" or "rejected" with the recommendation of the department offering the MDP and the decision of the relevant faculty administrative board.
- (5) With the recommendation of the department offering the MDP and the decision of the relevant faculty board, the courses taken in the DMP can be counted towards the MDP, provided that the student quits the DMP. Adjustment procedures include the following;
- a) An adjustment form must be filled out,
  - b) The courses that the student has taken or are exempted from in the DMP those will be counted towards the MDP must be indicated in the adjustment form.
  - c) The courses counted in the program are to be included in the student's GPA in the MDP.
- (6) Results are to be announced on the dates specified in the Academic Calendar.
- (7) Students are required to register for MDP in the first semester they are accepted. Otherwise, they forfeit their right to register.
- (8) Students must register for both the major and MDP program courses and must receive approval from the major advisor for both programs.

### **Conditions for success and attendance at MDP**

**ARTICLE 8** – (1) A minimum GPA of 2.00 is required in the major program in order for students to continue with the MDP.

- (2) A student whose GPA falls below 2.00 in the major program will be dismissed from the MDP.
- (3) Students who did not take courses from the MDP for two consecutive semesters will be dismissed from the MDP. Students in such situation can apply to MDP again provided that they meet the application conditions.

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### **Conditions for completing the program**

**ARTICLE 9 – (1)** An MDP certificate is awarded to the student who has the right to graduate from the major program and completed the MDP with a GPA of at least 2.00.

- (2) This certificate does not replace a diploma. Students who have completed the MDP cannot have the rights and authorizations granted with associate and undergraduate degrees in the field of the MDP.
- (3) Students who have achieved the right to graduate from the major program, but have not completed the MDP, receive the diploma of the major program and continue with the MDP.
- (4) The student who completes the MDP is not awarded a certificate before having earned the right to graduate from the major program.
- (5) Students who have the right to graduate from the major program and have not yet completed the MDP are granted an additional period of two semesters at the most, with the decision of the relevant administrative board. At the end of this period, students who cannot successfully complete the MDP courses are dismissed from the program.
- (6) The procedures of students who have the right to graduate from their major program but cannot complete the MDP are carried out by the faculty to which MDP is affiliated.
- (7) When these students are entitled to graduate from the MDP, they also receive the MDP certificate.


### **Temporary or permanent withdrawal from the MDP**

**ARTICLE 10 – (1)** Both programs are evaluated independently of each other in case of suspension of study for the students who have graduated from their major program, and attending both the MDP and the graduate program.

- (2) MDP students can leave the program at any time upon application.
- (3) Students enrolled in the MDP can apply to another DMP, provided that they meet the application conditions.
- (4) The courses taken from the MDP so far by the student who has withdrawn from the MDP can be considered as elective courses in the major program, provided that the administrative board of the faculty of the MDP has approved.

### **Tuition Fee and Scholarship**

**ARTICLE 11 – (1)** MDP students are not liable to pay additional fees for the credits taken above the upper limit determined by the Senate.

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(2) In case the student graduates from their major program and continues with the MDP, the admission scholarships specified in the TEDU Regulations on Scholarship for Undergraduate Students can be extended for up to two semesters. During this period, the student cannot benefit from other scholarships

### **Academic Record**

**ARTICLE 12** – (1) Students who attend the MDP are given a transcript for both programs. These documents contain all the courses of the relevant programs and the GPA determined by the grades of these courses.

(2) The courses taken within the scope of both programs are included in the transcripts of both programs.

## **SECTION THREE**

### **Miscellaneous and Final Provisions**

#### **Enforcement**

**ARTICLE 13** – (1) This regulation comes into effect on the date it is approved by the TED University Senate, November 27, 2014.

#### **Execution**

**ARTICLE 14** – (1) This directive is to be executed by the Rector of TED University.

### **COURSE LOAD OF MAJOR AND DOUBLE MAJOR / MINOR DEGREE**

#### **PROGRAM STUDENTS**

**(2017-15 Senate)**

The total course credits that students who have the right to enroll in a double major or minor program can enroll in major and double major / minor degree programs in one semester are 8 credits plus the normal course load (17 credits). (up to 25 credits)

The common courses of the major and double major programs are treated as a single course in the course load calculation.

### **SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
27.11.2014	2014-13	Regulations on the MDP
02.11.2017	2017-15	Additional regulations
06.05.2021	2021-12	Revision of the regulations
22.09.2022	2022-21	Article 11 (Clause 2)
16.02.2023	2023-07	Article 6 / Clause 1 (a)
20.07.2023	2023-22	Article 5 / Clause 7

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