



**ALTINBAŞ CYPRUS UNIVERSITY
(WORLD PEACE UNIVERSITY)**

**REGULATION ON PRINCIPLES OF ADMISSION, REGISTRATION, AND
IMPLEMENTATION OF MINOR PROGRAMMES**

Short Name	1	This regulation is named the " Regulation on the Principles of Admission, Registration and Implementation of Minor Programmes".
Purpose	2	The purpose of this regulation is to establish the principles regarding the application acceptance and enrolment conditions for students enrolled in the Main Degree Programmes at Altınbaş Cyprus University who are performing with outstanding success and who wish to study for a Minor Certificate in a second field.
Establishment and Implementation of Minor Programmes	3	<ul style="list-style-type: none">a) A "minor programme" is finalised upon the recommendation of the Department offering the programme and the Faculty Board to which the Department belongs, and with the approval of the University Senate. It is implemented in cooperation between the departments offering and benefiting from the programme.b) For a programme to be established as a minor programme, it must have a certain level of academic compatibility with the major programme.c) A minimum of 30% academic compatibility is required between the minor programme and the major programme in terms of course content, learning outcomes, and programme achievements.d) The academic compatibility assessment is finalised with the recommendation of the relevant department chairs of both programmes, the approval of the faculty management board, and the decision of the ALCU Senate.e) The compatibility assessment takes into account fundamental subject knowledge, common compulsory courses, professional skills, and programme objectives.f) Programmes that do not meet academic compatibility requirements are not offered as minor programmes.

Application, Admission, and Registration Requirements for the Minor Programme	4	<ul style="list-style-type: none"> g) A "minor programme" consists of at least 18 credits. h) "Minor Programme Coordinators" are appointed by the relevant Department Chair to assist students in determining the courses in the minor programme and planning the terms in which they will be taken, and to ensure that the minor programme is conducted in accordance with its objectives. i) "Minor Programme Coordinators" work in communication with the students' main undergraduate programme advisors. a) The relevant department announces its minor programmes at the beginning of each term, specifying the available places.
		<ul style="list-style-type: none"> b) Applications for the minor programme are submitted to the "Student Affairs Office" with the application form and official transcript by the date determined by the University Senate. c) To be eligible to apply for a minor programme, the student must have a minimum GPA of 2.50 at the time of application and must have successfully completed all credit-bearing courses in their undergraduate programme up to the semester of application. d) Students may apply for the announced minor programme at the earliest at the beginning of the third semester and at the latest at the beginning of the sixth semester of their major undergraduate programme. e) Applications that meet the necessary conditions are processed by the "Student Affairs Office". f) The acceptance process is completed with the recommendation of the department to which the application was made and the decision of the relevant Faculty Board. g) A student cannot enrol in more than one minor programme at the same time or in both a double major and a minor programme.
Prerequisite Courses	5	<p>Students enrolled in a minor programme must fulfil the prerequisite requirements for the courses included in the programme. If the prerequisite courses have not been taken previously in the major programme, they may be taken on the condition that they do not contribute to the minor programme grade point average and will be listed on the minor programme transcript.</p>
Relationship Between Major and Minor Programmes	6	<ul style="list-style-type: none"> a) The student's success and graduation from the main degree programme are in no way affected by the minor programme.
		<ul style="list-style-type: none"> b) A separate transcript/report card and separate grade

certificate are issued for the minor programme.

- c) Courses counted towards both programmes are included in the student's term registration for both programmes and are shown on both transcripts. However, these common courses are treated as a single course in the course load calculation.
- d) If the student wishes to withdraw from a course that is common to both programmes, the withdrawal process applies to both programmes. Withdrawal permission is not granted if the total number of courses taken in the main and minor programmes falls below the main programme course load (3/5).
- e) In order for students enrolled in a minor programme to complete these programmes, they must take at least 4 courses worth at least 12 credits that are offered by the department that offers the minor programme, in addition to the courses that are common to both programmes and/or counted towards both programmes.

Course Load

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- a) Minor students with a major GPA (GNO/CGPA) between 2.00 and 2.50 may take a total number of credit-bearing courses in the major and minor programmes during one semester that is one more than the normal course load of the major programme.
- b) For minor students with a major GPA (GNO/CGPA) of 2.50 or above, the total number of credit-bearing courses they may take in both the major and minor programmes in one semester may be two courses more than the standard course load of the major programme.

Programme Success and Withdrawal from the Programme

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- a) Students who have earned the right to graduate from the main programme and have completed the minor programme with a minimum overall grade point average of 2.00 are awarded a "Minor Certificate".
- b) Students who have earned the right to graduate from the major programme but have not yet completed the minor programme are granted one semester to complete this programme. This period may be extended by decision of the relevant Faculty Board. These students are awarded diplomas for their major programme at the end of the semester in which they graduate. The Faculty Board offering the minor programme the student is pursuing is authorised to make decisions regarding these students.
- c) Students who complete a minor programme are not entitled to the rights and privileges granted by a bachelor's degree in the minor field.

- d) A student who withdraws from or is dismissed from a double major programme is entitled to receive a certificate for that minor programme if they have taken the courses up to the semester in which they withdrew or were dismissed, and if the department offering the double major also offers minor programmes and the student has fulfilled all the requirements of the relevant minor programme they have chosen. If the aforementioned student has not fulfilled all the requirements of the minor programme they have chosen, they shall be granted the right to apply to that minor programme without any term restrictions in order to complete their missing courses.
- e) Students may withdraw from a minor programme at their own discretion.
- f) Students enrolled in a minor or double major programme may also apply to other minor or double major programmes, provided they meet the application requirements, and may transfer to a new programme, provided they withdraw from the previous programme.
- g) A student who is on leave from their main programme is automatically considered on leave from their minor programme as well. Students who are unable to take courses in their minor programme due to reasons such as the course not being offered or course conflicts may be granted a term leave with the recommendation of the department offering the minor programme and the decision of the Faculty Board to which the minor programme is affiliated.
- h) Students who fail to take courses in the minor programme for two consecutive semesters without permission will have their registration in the minor programme cancelled.
- i) Students whose overall grade point average (GPA) in their main programme falls below 2.00 will have their registration in the minor programme cancelled.
- j) Students whose minor programme GPA falls below 2.00 for two consecutive semesters in which they take courses in the minor programme will have their minor programme registration cancelled.
- k) When a student withdraws from a minor programme, they are not required to retake the

minor programme courses in which they failed. Courses in which the student was successful and which do not count towards the major programme are included in the transcript and diploma supplement without being included in the overall grade point average.

**Tuition Fees for the
Minor Programme
Unresolved Issues**

- 9 Financial obligations are specified in the "ALCU Tuition Fee Regulations".
- 10 For matters not explicitly stated in this regulation, the provisions of the "ALCU Examination, Assessment and Success Regulation" shall apply. For matters not specified anywhere, the joint decisions of the "Departmental Boards" of the departments to which the relevant main programme belongs, in line with the recommendation of the relevant "Minor Programme Committee", and the "Faculty Management Boards" of the relevant faculties shall apply.

Enforcement

- 11 This Regulation shall enter into force on the date of its approval by the Senate of Altınbaş Cyprus University.

**Implementation
Authority**

- 12 This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.