



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

**REGULATION ON REGISTRATION, ADMISSION AND
IMPLEMENTATION OF DUAL MAJOR PROGRAMMES**

Short Name	1	This regulation is named the "Regulation on Registration, and Implementation of Dual Major Programmes".
Purpose	2	Students enrolled at Altınbaş Cyprus University who are successfully pursuing their undergraduate degree programmes in their respective departments may, if they wish and are accepted, simultaneously obtain a degree from another undergraduate programme within the University, either in the same faculty or in a different faculty.
Establishment and Implementation of Dual Degree Programmes	3	<ul style="list-style-type: none">a) The "Double Major" programme is established upon the request of the two relevant departments, the decision of the Faculty Board, and the approval of the Senate, and is implemented in collaboration with the relevant departments.b) A "Double Major Programme Coordinator" is appointed by the relevant department chair to assist students in determining the courses they will take and planning the semesters in which they will take these courses, and to ensure that the double major programme is implemented in accordance with its objectives. The "Double Major Programme Coordinator" works in liaison with the students' main major undergraduate programme advisors.
Quotas and Student Admission Announcement for the "me"	4	The quotas for the "Double Major" programme, the application and admission requirements for the programme, and the opinions of the relevant department chairs are announced by the relevant faculty deans at least five working days before the first day of registration each semester.

**Application
Requirements and
Application**

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- a) To be eligible to apply for the "Double Major Programme," the student must, at the time of application:
 - i. Be enrolled in at least one of the departments comprising the dual major programme for a minimum of two semesters and have renewed their registration for the semester in which they are applying,
 - ii. The first major programme must be completed at the earliest by the beginning of the third semester and at the latest by the beginning of the fifth semester,
 - iii. Have passed all credit-bearing courses taken in the first major programme up to the semester of application with a minimum grade of 'D',
 - iv. Have a minimum cumulative grade point average (CGPA) of 3.00 and be ranked in the top 20% of their class in the relevant major diploma programme.
 - v. Students who do not meet the required conditions in terms of academic standing may also apply for a double major programme if they have a score that is not lower than the minimum score for the relevant year of the double major programme.
- b) Applications may be made to more than one double major programme, but a student cannot enrol in more than one double major programme at the same time. However, a student may enrol in a double major programme and a minor programme at the same time.
- c) Applications for the double major programme must be submitted to the Student Affairs Office with the application form and transcript by the last day of registration for the academic term following the acceptance announcement.
- d) The Student Affairs Office forwards all applications to the department chair of the primary major programme on the next working day after the application deadline.
- e) The "Double Major Committee" evaluates the documents of the applicants and (if available) their academic reference letters and decides whether the students will be accepted into the "Double Major Programme" within the quota and, if applicable, which courses they will be exempt from. It then forwards its written decision to the department chair of the first major programme for approval by the relevant

Teaching and Course Registration	6	<p>Department Chairs and Faculty Deans.</p> <p>f) Students accepted into the double major programme must register for the double major programme within the "course add/drop" period of the relevant semester.</p> <p>a) The dual major programme consists of at least 36 credits in addition to the total credits of all courses in the first major programme.</p> <p>b) The courses required for the double major programme are determined by the decision of the departmental boards of the relevant departments.</p> <p>c) Courses other than the additional courses included in both major programmes must correspond with each other in terms of content and equivalence, within the framework of the course equivalence principles applied in the relevant departments.</p> <p>d) Students enrolled in a double major programme receive separate transcripts for the general programme and each major programme.</p> <p>e) Courses that count towards both major programmes are included in the student's term registration for both major programmes and are shown on both transcripts.</p> <p>f) The courses required to be taken in the double major programme, course equivalencies, courses that will count towards both major programmes, and the principles regarding the adaptation of students who leave the programme to the first major programme are managed by the "Double Major Programme Coordinator".</p> <p>g) Students' entry into and withdrawal from the dual major programme are not considered lateral transfers.</p>
Term Leave	7	<p>a) A student who has been granted a term leave from their primary programme is also deemed to have been granted a term leave from their secondary programme.</p> <p>b) Students who are unable to take courses in the second major programme due to reasons such as the course not being offered or a scheduling conflict may be granted a term leave in the second major programme with the opinion of the relevant programme coordinator, the recommendation of the Head of the Department to which the first major programme belongs, and the approval of the Faculty Dean.</p>
Withdrawal from a Course	8	<p>If a student withdraws from a course that is specific to only one major (non-shared), they do not lose their right to withdraw from the course for the other major.</p>

		<p>If a student wishes to withdraw from a course that is shared between both major programmes, the withdrawal process is carried out for both programmes simultaneously, and this is reflected in both transcripts.</p>
Course Load	<p>9</p> <p>10</p>	<p>For dual major students whose first major's overall grade point average is between 2.00 and 2.50, the total number of credit-bearing courses they may take in a semester for both the first and second major programmes may exceed the standard course load for the academic term in which the first major programme is offered by one course.</p> <p>The total number of credit-bearing courses that dual major students with a first major GPA of 2.50 or higher may take in one semester in both the first and second major programmes may be two courses more than the normal course load for the academic term in which the first major programme is located.</p>
Programme Success and Withdrawal from the Programme	11	<p>a) The student's success and graduation from the primary major programme are in no way affected by the secondary major programme.</p> <p>b) Students who wish to withdraw from the double major programme of their own accord must submit a written request to the head of the department to which the first major programme belongs by the last day of the "add/drop" period. Applications made after this date will be implemented from the beginning of the next academic term.</p> <p>c) Students whose overall grade point average in their first major programme falls below 2.00 for two consecutive semesters or whose overall grade point average (CGPA) in their second major programme falls below 2.00 for two consecutive semesters will be removed from the double major programme. Only the results of the autumn and spring semesters are taken into account when applying this rule.</p> <p>d) In order for a student to graduate from the double major programme, their overall average must be at least 3.00.</p> <p>e) Throughout the entire dual major programme, the student's cumulative grade point average may drop to 2.50 on a one-time basis.</p> <p>f) Students who do not take courses in the second major programme for two consecutive semesters without taking a leave of absence will be removed from the dual major programme.</p> <p>g) Students who withdraw from the dual major programme voluntarily or have their registration cancelled are not required to retake courses in the second major programme that</p>

they failed, provided these courses are not included in the first major programme.

- h) Students who voluntarily withdraw from the double major programme or whose registration is cancelled cannot reapply to the same double major programme.
- i) If a student leaves the double major programme and returns to the first major programme or transfers to another department, they are obliged to fulfil the requirements of the programme they have transferred to and lose the privileges of the double major programme.
- j) If a student leaving the double major programme wishes to transfer to another programme rather than the first major programme, the procedure is carried out in accordance with the "ALCU Teaching, Examination, Assessment and Success Principles".
- k) The status of students who withdraw from the double major programme voluntarily or whose registration is cancelled is reported in writing to the Student Affairs Directorate by the department chair of the second major programme.
- l) Students who withdraw from the double major programme may apply to their own department chair for exemption from courses taken in the double major programme, if they so request. The "exemption" request is evaluated within the framework of the "ALCU Exemption and Equivalence Principles".
- m) Courses successfully completed by students in the second major programme that are not accepted in the primary major programme are included in the transcript and diploma supplement without being included in the overall grade point average.
- a) A student who has earned the right to graduate from the first major programme is awarded a "Second Major Bachelor's Degree" if they meet the specified conditions.
- b) Students who have earned the right to graduate from the second major programme will not be awarded a "Second Major Bachelor's Degree" unless they have earned the right to graduate from the first major programme.
- c) Students who have earned the right to graduate from the first major programme but have not yet completed the second major programme are awarded a "First Major Bachelor's Degree" and are given a maximum of two semesters (excluding the summer semester) to complete

the second major programme. This period may be extended by decision of the Faculty or College Administrative Board. Students in this situation will also be awarded a "Second Major Bachelor's Degree" at the end of the term in which they graduate from the double major programme.

- d) After graduating from the first major programme, students may enrol in a "Master's Programme" during the period until graduation from the second major programme. Students in this situation must also pay the tuition fees for the "Master's Programme".
- e) For students who have obtained a First Major Bachelor's Degree, student affairs are handled by the department to which the second major programme is affiliated.

Tuition Fees for the Dual Major Programme	13	Financial obligations are specified in the "ALCU Tuition Fee Regulations".
Unresolved Issues	14	For matters not explicitly stated in these principles, the provisions of the "ALCU Teaching, Examination, Assessment and Success Principles" at shall apply. For matters not specified anywhere, the joint decisions of the "Department Councils" of the departments to which the relevant major programmes are affiliated, in line with the recommendation of the relevant "Double Major Committee", and the "Faculty Management Councils" of the relevant faculties shall apply.
Enforcement	15	This Regulation shall enter into force on the date of its approval by the Senate of Altınbaş Cyprus University.
Implementation Authority	16	This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.