

KARABUK UNIVERSITY

SUB-BRANCH PROGRAM INSTRUCTION

Target:

Article 1: The target of sub-branch program is to make students successful in their own academic major have enough information about sub-branch programs.

Extent:

Article 2: This instruction includes judgments related to Karabuk University sub-branch program.

Base:

Article 3: The instruction which is related to transition between associate degree and bachelor's degree programs of universities, double major and sub-branch and credit transfer among institutions and which has been published in the official gazette is set according 16th and 17th articles of the regulations.

Opening of the program:

Article 4: Sub-branch program is opened by approval of the senate on suggestion of departments, faculties and colleges.

Application and Admission conditions for Sub-branch Programs

Article 5:

- a) Relevant department notifies dean's office by defining next year's program, quota, application dates and if present, special conditions at the end of each academic year.
- b) Students can apply for announced sub-branch program in the third term which is earliest and in the sixth term which is latest.
- c) Application for sub-branch programs is carried out on the dates in academic year defined by rectorship with application form and academic record to the faculty dean's office where applicant students are registered.
- d) In order for students to apply for the sub-branch programs, they must have a degree 65 out of 100. Applications are assessed by the relevant administrative bodies.
- e) The number of the students to be admitted to the program can't outnumber %10 of the number of the students who are present in the program in the first term.

Sub-branch Program

Article 6:

- a) Sub-branch program consists of 18 credits except for common courses.

b) Because of a possible failure in the sub-branch program, the academic major conditions of students are not affected. For sub-branch program, a different transcript or report is arranged. Courses present in both programs are displayed in both reports.

c) In order for course arrangements and plans to be carried out properly, a sub-branch program coordinator is charged by the chief of department. The sub-branch coordinator serves in communication with consultants of major department or major colleges.

e) In the extent of the program, the students admitted to the sub-branch program have to take and achieve course defined by the department senate. The courses are defined faculty and college administrative body on suggestion of the sub-branch program coordinator.

f) Students must have 60 out of 100 in their departments to be able to carry on sub-branch program. If not, their registration is obliterated.

g) If the student wants to withdraw from a common course, the course is deleted from the both programs.

Achievement-Graduation and Sub-branch Certification

Article 7:

a) The student can leave the program on their own will. If s/he does it, re-registration for the same sub-branch program is not possible.

b) The student who is off duty in major department is off duty in sub-branch program. If students can not take the course not opened or the courses coincide, these students are counted off duty for a term by the permit of the dean's office.

c) If they are absent for 2 terms without permission, students can't carry on the program.

d) If they leave the sub-branch program, they don't have to re-take the course which they failed in.

e) The certification is given to the students who can graduate from major department and take 2,5 out of 4 in sub-branch program.

f) The students who can graduate from major department and can't achieve sub-branch courses are given at most a term. This time can be exceeded to two terms by the justified decision. During this time, students go on paying contribution margin. When they register for post-graduate programs, they pay for post-graduate contribution margin. Relevant faculty dean's office and college administrative bodies are authorized for making decision about students.

g) If students leaving double major program execute the necessary conditions of sub-branch program, they can be given sub-branch certification by suggestion of relevant department and the approval of faculty-administrative body.

h) Achievement condition in major department is linked with sub-branch program.

Article 8: This instruction becomes valid on the date when the senate approves.

Article 9: Karabuk University Rector executes this instructions.