**FIRST PART**

**AIM, SCOPE, BASIS and DEFINITIONS**

**Substance 1. AIM:** The purpose of this directive is to determine the admission and implementation principles of Yeditepe University Health Sciences Faculty Nursing Department double major, minor, lateral transfer, vertical transfer and exchange programs.

**Substance 2. SCOPE:** This directive covers the procedures and principles regarding the making of decisions regarding the process of double major, minor, horizontal transfer, vertical transfer and exchange programs of the Yeditepe University Faculty of Health Sciences Nursing Department, and making necessary changes by evaluating the suggestions from all commissions.

**Substance 3. BASIS**: The working principles of the commission have been determined in accordance with the guidelines and regulations listed below:

* According to the third paragraph of Article 44 of the Higher Education Law No. 2547, amended by Article 1 of the Law No. 3511, and Articles 29-36 of the Associate Degree and Undergraduate Education-Training Regulations published in the Official Gazette No. 28776 of Yeditepe University,
* Yeditepe University Double Major and Minor Program (2020) (<https://yeditepe.edu.tr/sites/default/files/images/onlisans_ve_lisans_yonetmeligi_28.09.2020.pdf>),
* Appeal, Basic Principles and Rules for Lateral Transfer to Yeditepe University Associate and Undergraduate Programs Based on Intra-institutional and Central Placement Scores (https://yeditepe.edu.tr/tr/2021-2022-ogretim-yili-guz-yariyili-lisans-programlarina-yatay-gecis),
* ERASMUS (European Region Action Scheme for the Mobility of University Students) Student and Staff Mobility in Higher Education - Handbook for Higher Education Institutions,2019) (<https://international.yeditepe.edu.tr/sites/default/files/2019_uygulama_el_kitabi.pdf>),
* Yeditepe University ERASMUS + Rules for Study and Internship Mobility (<http://international.yeditepe.edu.tr/>).

**Substance 4.** **DEFINITIONS:**

**Mentioned in this directive**;

**4.1. Double Major Program (DMP):** Those who fulfill certain conditions (Yeditepe University Associate and Undergraduate Education Regulations-Double Major and Minor Program, appeal conditions) among the students who continue to the undergraduate education program; If they want and are accepted, the education program that they are allowed to continue in order to enable them to get a second undergraduate diploma in another department within or outside the same faculty,

**4.2. Minor Program**: If the students who continue to the undergraduate education program fulfill certain conditions (Yeditepe University Associate and Undergraduate Education Regulations- Double Major and Minor Program, appeal conditions) and are accepted, they can be transferred to another department within or outside the same faculty. the education-training program that allows them to continue, to have knowledge in a certain field and to receive a minor certificate,

**4.3.** Horizontal Transfer Program: Students enrolled in any undergraduate program within the university transfer to another similar department or to the same department in a different university. Three types of horizontal transfers are possible at our university: According to the Intra-Institutional, Inter-Institutional Grade Point Average and Central Placement Score.(<https://www.yeditepe.edu.tr/tr/ogrenci/yatay-ve-dikey-gecis>).

**4.4. Vertical Transfer:** A student who graduated from a 2-year vocational school or open education associate degree programs at any university, transfers to a 4-year open education or formal education undergraduate program,

**4.5. Student Exchange Program:** A student enrolled in any undergraduate program within the university should study or do a clinical practice/internship for 3 to 12 months at any national or international university where the department is contracted,

**4.6. Common courses:** Courses with the same code and title in the curriculum of both departments,

**4.7. Equivalent courses**: It refers to the courses with local credits, ECTS, practical/theoretical hours and at least 80% of the course content compatible.

**SECOND PART**

**Principles Regarding the Execution of Double Major and Minor Programs**

**Opening of Double Major and Minor Programs**

**Substance 5:** Double Major Program (DMP) and Minor Program can be realized with an agreement to be formed between two undergraduate programs. The conditions of these agreements are determined by the relevant regulation. (<https://yeditepe.edu.tr/sites/default/files/images/onlisans_ve_lisans_yonetmeligi_28.09.2020.pdf>).

**5.1.** In cases where there is no agreement between the undergraduate program and the major program, the student applies to the Nursing Department Education and Curriculum Commission.

**5.2**. During the process of creating the DAP Protocol between departments, the courses between the two departments are compared, and common and equivalent courses, credits and courses that must be taken/completed from the program for which DMP is requested are determined. After mutual agreement between the departments, the DMP protocol is prepared so that the student will receive a course load of at least 30 local credits. The relevant protocol enters into force with the approval of the Senate.

**Application and Admission Process to Double Major and Minor Programs**

**5.3**. Students who want to make a major or minor program and meet the relevant conditions in the regulation apply to the faculty student affairs with the "Double Major and Minor Application and Registration Form". (<https://yeditepe.edu.tr/sites/default/files/ogrenci-formlari/Cift_Anadal_ve_Yan_Dal_Basvuru_ve_KayitFormu.pdf>).

**5.3.1**. Students can apply to a double major program at the beginning of the third semester at the earliest and at the beginning of the fifth semester at the latest, within the periods specified in the academic calendar.

**5.3.2.** Students can apply to the minor program at the beginning of the third semester at the earliest and at the beginning of the fifth semester at the latest, within the periods specified in the academic calendar.

**5.4.** Students' requests for MEP and minor applications are first evaluated by the advisor, in line with the relevant regulations of the university and the faculty, and submitted to the Faculty Board.

**5.4.1.** For the double major program, at the time of application, the grade point average in the major program is at least 2.75 and it is in the top 20% of the major program in terms of success in the relevant class, or the overall grade point average in the major program is at least 2.75, and the base score of the program to which the double major program will be made is deducted from the base score of the relevant year. It is necessary to have a placement score, not less than one.

**5.4.2.** At the time of application for the minor program, the GPA in the major program must be at least 2.50.

**5.4.3.** The student who applies to the double major diploma program that accepts students with an aptitude test must also be successful in the aptitude test.

**5.4.4.** It is not possible to enroll in more than one second major program at the same time. However, it is possible to enroll in a second major diploma and a minor program at the same time.

**5.5.** In order to ensure that the double major and minor programs are carried out in accordance with their purpose and to assist the students, an advisor is appointed by the department heads of the applied program and it is carried out in accordance with the principles in the relevant regulation.

**5.6.** For graduation; The second major GPA of the student who makes a DAP must be at least 2.70, the graduation requirements of the programs must be fulfilled, and the major GPA of the minor must be at least 2.30. If the conditions are met, a second undergraduate diploma is given to the student who completes the double major undergraduate program, and a minor certificate is given to the student who successfully completes the minor program.

**THIRD PART**

**Principles Regarding the Execution of the Horizontal Transfer and Vertical Transfer Program**

**Substance 6:**  Horizontal transfer is made between higher education institutions that implement equivalent education programs and whose equivalence is recognized by YÖK.

Within the scope of "Regulation on Continuation of Graduates of Vocational Schools and Open Education Associate Degree Programs to Undergraduate Education", the examination and placement procedures regarding vertical transfer of successful students who graduated from vocational schools and open education associate degree programs to undergraduate programs are carried out by OSYM.

Horizontal and Vertical transfers are made within the quotas announced by the University every academic year. Conditions and quotas are announced on our university website.

**(**<https://www.yeditepe.edu.tr/tr/ogrenci/yatay-ve-dikey-gecis>).

After the registration of vertical transfer students placed in our university by the Student Selection and Placement Center (ÖSYM) is completed at the Central Student Affairs Office, the procedures in the department are carried out.

**6.1.** Students apply to the Faculty Student Affairs with the transcript, the content information of the courses taken and the ÖİM.F.17 Transfer Application Form. The Education and Training Curriculum Commission of the Department of Nursing evaluates the applications in accordance with the rules determined for the horizontal and vertical transfer of Yeditepe University for that year. (<https://yeditepe.edu.tr/tr/ogrenci/yatay-ve-dikey-gecis>).

**6.2**. By the Education, Training and Curriculum Commission, the courses, credits and course contents of the applicant student are compared with the departmental compulsory and field elective courses. Common and equivalent courses are listed. The grade received from the courses that are considered common or equivalent is converted to the Yeditepe University Grading System and indicated with the phrase exempted in front of the relevant course..

**6.2.1.**Nursing basic department courses are considered exempt if they are taken only theoretically from another university or if their content does not comply with the requirements of the National Nursing Core Education Program (HUÇEP). (Basic Principles and Practices in Nursing I and II, Internal Medicine Nursing, Surgical Nursing, Child Health and Diseases Nursing, Gynecology and Diseases Nursing, Public Health Nursing, Nursing Education, Nursing Leadership and Management, Mental Health Nursing, Clinical Work/Internship )

**6.2.2**. In determining the equivalent courses of the student, if a course corresponds to the content of more than one course taken, the grade point average of these courses is taken and the grade of the exempted course is determined.

**6.2.3.** For free elective courses; The exemption is determined by choosing from the courses taken by the student and not included in the scope of exemption/adjustment, and those whose local credits and ECTS are equivalent to or higher than the departmental elective courses to which the transfer has been made.

**6.3.** The number of courses and credits required to be taken/completed from the Nursing Department is determined by the student who makes a horizontal or vertical transfer and is sent to the faculty student affairs.

**6.4**. The student can follow the exemption results from the Student Information System.

**PART FOUR**

**Principles Regarding the Execution of the Student Exchange Program**

**Substance 7:** Student exchange program; Our university's international office and department are run by ERASMUS coordinators.

**7.1.** Student Exchange Program agreements are initiated with the requests of the student or department ERASMUS Coordinators.

**7.2.** Inter-program suitability is evaluated by the ERASMUS Coordinators of the relevant departments and if deemed appropriate.

The “ERASMUS+ Inter-Institutional Agreement” form is filled and signed and forwarded to the international offices of both universities.

<https://international.yeditepe.edu.tr/global-study-programs/inter-institutional-development-cooperation>

**7.3.** After the ERASMUS agreement is signed between the relevant departments of the two universities, the quota is determined for the students who will go to the relevant university and the ERASMUS ID Code is given by the International Office of our University.

**Outgoing Student Appeal and Admission Process**

**7.4.** Students who want to do ERASMUS mobility apply within the framework of the "Higher Education Institution European Commission Higher Education Mobility Rules-ERASMUS Agreement" and the rules announced by the Yeditepe University international office.

<https://international.yeditepe.edu.tr/announcement>

**7.4.1.** Student appeal are evaluated by the International Office and the ERASMUS Coordinator of the department, and students whose applications are accepted are taken to the foreign language exam by the International Office. Successful students are notified by the International Office to the ERASMUS Coordinator of the department.

**7.4.2.** In case the number of students who are successful in the foreign language exam is more than the quota, an interview exam is conducted by the department. Interview and foreign language exam scores are evaluated together and students who can go to ERASMUS are determined

<https://international.yeditepe.edu.tr/outgoing/2020-2021-academic-year-erasmus-study-mobility-call>

**7.5.** Students who want to take courses from the institutions with which an agreement is made apply to our department's ERASMUS Coordinator by filling out the "Learning Agreement Student Mobility for Studies- Before the Mobility" form, and students who want to do clinical practice/internship by filling out the "Learning Agreement Student Mobility for Traineeships" form.

<https://international.yeditepe.edu.tr/global-study-programs/outgoing/forms>

**7.5.1.** The ERASMUS Coordinator of the Department, the student advisor, the Education and Curriculum Commission determine the courses that the student will take from the institution they will attend, their ECTS and the courses that will be considered equivalent in our department, they are notified to the agreed institution and approval is obtained.

**7.6.** After completing the student exchange program process, he/she applies to the ERASMUS Coordinator of the department with the form of "Learning Agreement Student Mobility for Studies - After the Mobility".

<https://international.yeditepe.edu.tr/global-study-programs/outgoing/forms>

**7.6.1.** The student's "Learning Agreement Student Mobility for Studies - After the Mobility" form is evaluated by the ERASMUS Coordinatorship, Education and Curriculum commission, and the student's grades are sent to the Faculty Secretariat to be defined from the Student Information System.

**Incoming Student Application and Admission Process**

**7.7**. Foreign students who want to take courses from our department within the scope of the student exchange program apply to the department ERASMUS coordinator by filling out the "Learning Agreement For Erasmus Student" form, and foreign students who want to do internship in our department fill out the "Learning Agreement Student Mobility for Traineeships" form.

<https://international.yeditepe.edu.tr/global-study-programs/incoming/forms>

**7.7.1.** The ERASMUS Coordinator of the Department evaluates the courses to be taken by the student, local credits and ECTS by the Education and Curriculum commission, and if deemed appropriate, our university is sent to the international office with the "Learning Agreement for Erasmus Student or Learning Agreement Student Mobility for Traineeships" form given by the student wtih conformity is declared.

**7.7.2**. Students who are accepted to our department within the scope of the exchange program are registered to our university by the international office and are given an ERASMUS student number.

**7.7.3.** An advisor is appointed to the ERASMUS student by the department chair.

**7.7.4.** The student is given a username and password for the Student Information System by the faculty secretariat, and the student can follow the status in the Student Information System.

**7.8.** For clinical/internship applications, the ERASMUS Coordinator provides the student with occupational health and safety and clinical practice training, and the student's clinical/internship applications are started at the hospitals within our university.

**7.9.** After the student exchange program process is over, the ERASMUS coordinator reports the student's grade information to the other institution and the student is given the "ERASMUS + DURATION SHEET or ERASMUS + INTERNSHIP MOBILITY DURATION SHEET" certificate by the International Office coordinator of our university.

<https://international.yeditepe.edu.tr/global-study-programs/incoming/forms>

**PART FIVE**

**SITUATIONS WITH NO PROVISION**

**Substance 8:** In cases where there is no provision in the procedures and principles in this Double Major, Minor, Horizontal and Vertical Transfer, Student Exchange Programs Directive, the Accreditation Board is consulted and the final decision is determined by the Accreditation Board.

**PART SIX**

**FINAL PROVISIONS**

**Substance 9:** This Directive enters into force with the approval of the Dean of Yeditepe University Faculty of Health Sciences.

**Substance 10:** Suggestions for amendments on this directive are submitted to the Accreditation Board by the Education and Curriculum Commission, and the prepared proposals are decided by the board.

**Substance 11:** This directive is executed by Yeditepe University, Head of Nursing Department.