REPUBLIC OF TÜRKİYE
KTO KARATAY UNIVERSITY
FACULTY OF HEALTH SCIENCES DEPARTMENT OF NURSING
DOUBLE MAJOR COMMISSION WORKING PROCEDURES AND PRINCIPLES

PART ONE
Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – The purpose of these working procedures and principles is to determine the procedures and principles regarding the establishment, duties, and activities of the KTO Karatay University Faculty of Health Sciences Department of Nursing Double Major Program (DMP) Commission.

Scope

Article 2 – These procedures and principles cover the provisions regarding the objectives, activity areas, powers, responsibilities, and operational methods of the Department of Nursing DMP Commission.

Legal Basis

Article 3 – These working procedures and principles have been prepared based on the KTO Karatay University Double Major and Minor Program Directive and its relevant provisions.

Definitions

Article 4 – In these working procedures and principles:

1. **Department:** Refers to the KTO Karatay University Faculty of Health Sciences Department of Nursing.
2. **Head of Department:** Refers to the Head of the Department of Nursing.
3. **Departmental Board:** Refers to the Department of Nursing Board.
4. **Faculty:** Refers to the KTO Karatay University Faculty of Health Sciences.
5. **Commission:** Refers to the KTO Karatay University Faculty of Health Sciences Department of Nursing DMP Commission.
6. **Chair of the Commission:** Refers to the Chair of the KTO Karatay University Faculty of Health Sciences Department of Nursing DMP.
7. **Commission Members:** Refers to the members of the KTO Karatay University Faculty of Health Sciences Department of Nursing DMP Commission.
8. **Student:** Refers to the students of the Department of Nursing.
9. **University:** Refers to KTO Karatay University.
10. **Rector:** Refers to the Rector of KTO Karatay University.
11. **DMP:** Refers to the program that allows a student registered in a diploma program to take courses simultaneously from a second program within the same higher education institution and receive two separate diplomas, provided they meet the conditions specified in Article 6 of the KTO Karatay University DMP application, admission, and registration conditions directive.

12. **Grade Point Average:** Refers to the weighted average of all courses taken by the student, excluding the preparatory class, until the semester in which they wish to apply for double major and minor programs.
13. **Quota:** Refers to the number of students who will study within the scope of double major and minor programs, predetermined and announced on the basis of diploma programs.

PART TWO

Formation, Appointment and Term, Chair, Members, Working Principles, Duties, Powers, and Responsibilities of the Commission

Formation, Appointment, and Term of the Commission

Article 5 – The Commission is formed in accordance with the following principles:

1. The Commission is established upon the proposal of the Head of Department and the decision of the Departmental Board.
2. The term of office for Commission members is three years.
3. Membership of the Commission whose operational term has expired is renewed by the decision of the Departmental Board.
4. Commission members elect a chair from among themselves.
5. A commission member whose term of office has ended may be reappointed.
6. Commission members whose duties end before the term expires for any reason may be reappointed using the same procedure.
7. Student memberships in the commission are for a maximum term of three years.
8. A new member representing the students is elected to replace the outgoing student.

Chair of the Commission

Article 6 – The duties of the Chair of the Commission are as follows:

1. To represent the Commission, chair the meetings, and conduct commission activities.
2. To notify the department of issues such as assignments, communication, software, etc., related to the commission through a commission decision.
3. To issue calls for meetings and call the commission for emergency meetings with a special agenda as needed.
4. To transmit the commission's activity report, prepared by the commission in each academic semester, to the Head of Department.
5. To ensure the control of filing and archiving of the commission's meeting minutes.

Commission Members

Article 7 – The duties of the Commission members are as follows:

1. The Chair conducts the commission's work.
2. To provide active participation in commission meetings and decisions.
3. To assist in the preparation of the commission's activity report at the end of each academic semester.
4. To perform other duties assigned by the Chair.

Working Principles of the Commission

Article 8 – The working principles of the Commission are:

1. The commission meets at least twice in each academic year upon the call of the Chair or the written application of the absolute majority of the commission members.
2. The meeting agenda, date, and venue are determined by the Chair and announced to the members.
3. The commission convenes with an absolute majority of the total number of members and takes decisions by an absolute majority of those attending the meeting.
4. The decision quorum cannot be less than one-fourth of the total number of members.
5. In the event of a tie in voting, the side where the Chair is present is considered the majority.
6. When necessary, the commission organizes meetings by contacting other relevant commissions.

Duties, Powers, and Responsibilities of the Commission

Article 9 – The duties, powers, and responsibilities of the Commission are:

1. To carry out activities in accordance with the procedures and principles to be determined by the Dean's Office of the Faculty of Health Sciences and the relevant Coordination Office.
2. To announce the decisions taken by the Rectorate of KTO Karatay University and the Dean's Office of the Faculty of Health Sciences regarding the DMP to the department representatives, contribute to their implementation, and monitor their results.
3. To share the data and information provided by the DMP Coordination Office with the department representatives and other coordination offices affiliated with the Faculty.
4. To ensure communication and coordination between department coordinators and the Dean's Office.
5. To encourage active participation of departments in their work regarding DMP Protocols.
6. To follow up on the updating of expired DMP protocols and new protocols to be made between departments in line with the demands of University and/or Faculty of Health Sciences students.
7. To monitor the signature processes of DMP protocols.
8. To check the signed protocols and present them to the Faculty Board of the Faculty of Health Sciences.
9. To contribute to the quality studies of the faculty by cooperating with other Faculty Coordination Offices.

PART THREE

Cases for Which No Provision Exists, Effectiveness, and Execution

Cases for Which No Provision Exists

Article 10 – In cases where there is no provision in these commission working procedures and principles, actions are taken according to the current KTO Karatay University Double

Major and Minor Program Directive, and on issues not covered by the working procedures and principles, according to the decisions of the Department of Nursing Board.

Effectiveness Article 11 – These working procedures and principles shall enter into force as of the date of approval by the Senate.

Execution Article 12 – The provisions of these working procedures and principles are executed by the Rector.