
REGULATION

From Yeditepe University:

**YEDITEPE UNIVERSITY
FOREIGN LANGUAGE PREPARATORY PROGRAMS
EDUCATION-INSTRUCTION AND EXAMINATION REGULATION
PART ONE**

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose and scope of this regulation is to regulate the procedures and principles regarding the education-training and examinations to be carried out at the Yeditepe University Foreign Language Preparatory Programs.

Basis

ARTICLE 2 – (1) This Directive was prepared based on 14th and 49th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3 – (1) The definitions of terms used in this Regulation are as follows;:

- a) Preparatory Programs: Yeditepe University foreign language preparatory programs
- b) Undergraduate Program: Higher education covering at least eight semesters
- c) Rector: Yeditepe University rector,
- ç) Rectorate: Yeditepe University Rectorate
- d) Senate: Yeditepe University Senate
- e) TOEFL: Test of English as a Foreign Language
- f) University: Yeditepe University
- g) (**Addition RG. 21.07.2019 / no 30838**) TORFL: Test of Russian as a Foreign Language
- ğ) (**Addition RG. 23.12.2019 / no 30987**) TestDaF: Test Deutsch als Fremdsprache certificate,
- h) DSH: Deutsche Sprachprüfung für den Hochschulzugang certificate,
- ı) ZDfB: Zertifikat Deutsch für den Beruf certificate,

PART TWO

Principles Regarding Education

Period of Instruction

ARTICLE 4 – (**Addition RG. 23.12.2019 / no 30987**) (1) The Preparatory Program consists of three academic semesters: Fall, Spring and Summer. However, the preparatory programs for Translation Studies, English Language and Literature, Russian Language and Literature, English Language Teaching, Political Science and International Relations (French) and the Vocational School (30% German) are comprised of fall and spring semesters; summer education can be arranged for these programs. The International Business Management (German) preparatory program consists of 3 academic semesters: fall-spring and summer.

Foreign Language Proficiency Exam

ARTICLE 5 – (1) At the beginning of each academic term, the Foreign Language Proficiency Exam will take place at the day, hour and place to be announced by the Rectorate.

(2) In addition to the newly enrolled students, students who are currently enrolled in the preparatory program may also enter the Proficiency Exam.

(3) Students who score at least 60 out of 100 in the foreign language proficiency exam are considered successful.

(4) The validity period of the foreign language proficiency exam for undergraduate education is two years.

(5) Excuses for missing the foreign language proficiency exam are not accepted.

(6) Provided that students have taken the TOEFL exam within two years up to the date of the foreign language proficiency exam and use the University institution code, they are exempted from the foreign language exam if they certify that they have taken 550 in the written system, 213 in the computer-based system and 79 in the internet-based system (IBT). In order for the TOEFL score to be valid, students must take this exam from one of the centers accepted by the University. (**Addition RG. 21.07.2019 / no 30838**) Provided that students have taken the TORFL exam within two years up to the date of the foreign language proficiency and have received an average of 80 in the B1 level, they are exempted from the Russian preparatory class. In order for the TORFL score to be valid, students must take this exam from one of the centers accepted by the University.

(7) Students of the Faculty of Fine Arts Graphic Design, Fashion and Textile Design, Plastic Arts and Painting, Art Management, Theater Departments and School of Applied Sciences must obtain at least 50 points out of 100 in order to be successful in the foreign language proficiency exam.

(8) Students of the Department of English Language Teaching, English Language and Literature, (**Addition RG. 21.07.2019 / no 30838**) Russian Language and Literature, and Translation Studies must obtain at least 65 points out of 100 in order to be successful in the foreign language proficiency exam. In addition, students of English Language Teaching, English Language and Literature and Translation Studies are required to score at least 60 out of 100 in speaking and writing skills.

(9) Political science and International Relations (French), International Business Management (German), (**Addition RG. 23.12.2019 / no 30987**) and Vocational School (30% German) preparatory programs consist of proficiency exams, written and speaking sections. Other principles include:

a) Students of the Political Science and International Relations (French) program who have taken the Diplôme d'Etudes en Langue Française B2 (DELFL / B2) French Language Placement Test and get at least 50 points out of 100 are exempted from the French proficiency exam. In order for DELFL / B2 results to be valid, students must take this exam from one of the centers accepted by the University.

b) Students of the International Business Management (German) program who have taken the Test Deutsch als Fremdsprache (TestDaF), Goethe-Zertifikat, Deutsche Sprachprüfung für den Hochschulzugang (DSH), Deutsches Sprachdiplom Stufe II (DSD II), Zertifikat Deutsch für den Beruf (ZDfB) Österreichisches Sprachdiplom (ÖSD) and certify that they have received German at B2 level are exempted from the German proficiency exam. In order for these results to be valid, students must take this exam from one of the centers accepted by the University.

c) (**Addition RG. 23.12.2019 / no 30987**) Students of the Vocational School (30 % German) program who have taken the Test Deutsch als Fremdsprache (TestDaF), Goethe-Zertifikat, Deutsche Sprachprüfung für den Hochschulzugang (DSH), Deutsches Sprachdiplom Stufe II (DSD II), Zertifikat Deutsch für den Beruf (ZDfB) Österreichisches Sprachdiplom (ÖSD) and certify that they have received German at B1 level are exempted from the German proficiency exam. In order for these results to be valid, students must take this exam from one of the centers accepted by the University.

Foreign Language Placement Exam

ARTICLE 6 – (1) New students who fail or did not take the foreign language proficiency exam are required to take the foreign language placement exam. Students who took the foreign language proficiency exam and failed while they are studying at the Preparatory Program can take the foreign language placement exam again.

(2) Excuses for missing the foreign language placement exam are not accepted.

(3) The level of the students is determined according to the score they get at the end of the exam and they are placed in one of the foreign language preparatory education groups mentioned in Article 10.

(4) English Language Literature, English Language Teaching, (**Addition RG. 21.07.2019 / no 30838**) Russian Language and Literature and Translation Studies students do not take the central foreign language placement exam. These students are divided into groups according to the foreign language proficiency exam scores conducted by the programs themselves.

Quizzes, Midterm Exams and Retests

ARTICLE 7 – (1) There will be a number of midterm exams for each group that will be determined by the Coordinatorship for each semester.

(2) A student who does not enter the midterm exam for a reason accepted by the Preparatory Program Coordinatorship will be able to take a retest only if he / she applies to the related Coordinatorship within three working days from the date of the exam with a document showing his/her excuse. Retests are not repeated.

(3) During classes and in-class activities, quizzes are conducted with or without notice not exceeding one lesson hour.

Final Exams and Semester Final Grade

ARTICLE 8 – (1) A final exam is given at each group at the end of each academic term.

(2) For a student to pass, his/her attendance obligation should be fulfilled and he/she should have received at least 50 points out of 100 from the Final exam and get at least 60 points as the final grade.

(3) The Semester Final grade consists of the sum of 30% of the midterm grade average, 20% of in-class work, 10% of participation grade and 40% of the final exam grade average.

(4) For English Language Teaching, English Language and Literature, (**Addition RG. 21.07.2019 / no 30838**) Russian Language and Literature, and Translation Studies programs, the success grade is calculated by adding 50% of the midterm, 25% of student portfolio, 15% of quizzes and 10% of course participation. In order to qualify for the proficiency exams held at the end of the semester, the semester final grade must be at least 60 points out of 100 for students from any group.

(5) The period for objections to the final exam results is three working days after the announcement of the results.

The Right for the End of Semester Retest

ARTICLE 9 – (1) Each student who fails at the Final Exam is given the right for a retest. In order to be considered successful in this test, the student must receive a score of at least 50 out of 100 and the semester final grade must be at least 60. A student with a score of 49 or less on this exam and / or a student below 60 in the semester final grade is deemed unsuccessful and has to repeat the group he is in.

(2) Students of Political Science and International Relations (French), International Business Administration (German), (**Addition RG. 23.12.2019 / no 30987**) and Vocational School (30% German) Programs must fulfill attendance requirements and meet the following conditions:

a) The students who get at least 60 points out of 100 in the final exam and whose success grade is between 50-59 are given one more retest right. Students who score 59 or less in this exam are considered to be unsuccessful and must repeat the group that they were in.

b) Students who get 50-59 points out of 100 in the final exam but have a success grade of 60 or more are given another retest right. Students who score 59 or less in this exam are considered to be unsuccessful and must repeat the group they were in.

(3) English Language Teaching, English Language and Literature, (**Addition RG. 21.07.2019 / no 30838**) Russian Language and Literature, and Translation Studies Program students who receive 60-64 points in the foreign language proficiency exam held at the end of the semester from the students of are given the right to a retest.

(4) Students who have fulfilled attendance requirements and do not attend the final exam due to valid excuses are granted the right to attend the retest.

(5) No excuse are accepted for the end-of-semester Retest.

Foreign Language Preparatory Program Groups

ARTICLE 10 – (1) Education-instruction at Preparatory Program is given in the following three groups:

a) Group A (The Common European Framework of Reference for Languages Levels A1-A2): A student who succeeds in group A continues to the upper level B1. In case of failure, they repeat their education in the same group.

b) Group B1: A student who is successful in group B1 will continue to the upper level B2. In case of failure, they repeat their education in the same group.

c) Group B2: Students who succeed in group B2 begin their graduate program. In case of failure, they repeat their education in the same group.

(2) The Senate may decide that one of the other groups apart from group B2 at the Preparatory School may be sufficient to start at the graduate program. The students may continue to their graduate program after completing the education in these designated levels.

(3) English Language Teaching, English Language and Literature and Translation Studies preparatory education is divided into sub-groups according to the level differences within each teaching group:

a) Group A (beginner level): Group of students who score 44 or less in the foreign language proficiency exam.

b) Group B (intermediate level): Group consisting of students who score 45-54 points in the foreign language proficiency exam.

c) Group C (advanced level): Group of students who score 55-64 in the foreign language proficiency exam.

(4) Political Science and International Relations (French) and (**Addition RG. 21.07.2019 / no 30838**) Russian Language and Literature (Russian) programs are taught in the following two groups:

a) Group A (The Common European Framework of Reference for Languages Levels A1-A2): A student who succeeds in group A continues to the upper level B. In case of failure, they repeat their education in the same group.

b) Group B (The Common European Framework of Reference for Languages Levels B1-B2): The period of study in this group is one semester and students who succeed in group B begin their graduate program. In case of failure, they repeat their education in the group B.

(5) (**Addition RG. 23.12.2019 / no 30987**) International Business Administration (German) programs are taught in the following three groups:

a) Group A (The Common European Framework of Reference for Languages Levels A1-A2): A student who succeeds in group A continues to the upper level B. In case of failure, they repeat their education in the same group.

b) Group B (The Common European Framework of Reference for Languages Levels B1-B2): A student who succeeds in group B continues to the upper level C1. In case of failure, they repeat their education in the same group.

c) Group C1 (The Common European Framework of Reference for Languages Levels C1): The period of study in this group is one semester and students who are successful begin their graduate program. In case of failure, they repeat their education in the group C1.

(6) Vocational School (30% German) programs are taught in the following two groups:

a) Group A (The Common European Framework of Reference for Languages Levels A1-A2): A student who succeeds in group A continues to the upper level B. In case of failure, they repeat their education in the same group.

b) Group B1 (The Common European Framework of Reference for Languages Levels B1): The period of study in this group is one semester and students who are successful begin their graduate program. In case of failure, they repeat their education in the group B1

Compulsory Attendance

ARTICLE 11 – (1) Attendance at the Foreign Language Preparatory Programs is compulsory. In case of absenteeism (with excuse or no excuse) exceeding 20% of the period of instruction on a course / hour basis within the semester, the student loses his / her right to enter the Final Exam and repeats the group he / she has studied.

The right to Retests and Transfers to Turkish language teaching programs

ARTICLE 12 – (1) Students who have not successfully completed the Preparatory Program at the end of the two academic years can take the foreign language proficiency exam held at the beginning of the next academic year without paying tuition fees.

(2) Students can take the foreign language proficiency exam given at the beginning of the academic year, regardless of their attendance in any academic group.

(3) In case they fail at the compulsory preparatory school they attended, students who have been placed to a higher education program (excluding aptitude test results) according to the results of central placement in the Student Selection and Placement System (ÖSYS), Graduate Transfer Exam (DGS) or Entrance Examination to Higher Education for Children of Overseas Employees (YÇS) are placed by the Assessment, Selection and Placement Center (ÖSYM) to the first year of a Turkish program equivalent to the undergraduate program if they wish to do so. In the absence of an equivalent program in Turkish, they are placed in the first year of a program close to their program.

PART THREE

Miscellaneous and Final Provisions

Regulation removed from enforcement

ARTICLE 13 – (1) The Yeditepe University Foreign Language Preparatory Programs Education-Instruction And Examination Regulation published in the Official Gazette dated 13/8/2015 and numbered 29444 has been abrogated.

Enforcement

ARTICLE 14 – (1) This Regulation shall enter into force on the date of publication, valid from the beginning of 2017-2018 academic year

Executive

ARTICLE 15 – (1) The provisions of this Regulation shall be executed by the Rector of Yeditepe University.

| Date and Number of Official Gazette where this Regulation was published: | | |
|---|-------------|---------------|
| | Date | Number |
| | 25/9/2013 | 28776 |
| Date and Number of Official Gazette where additions were made to Regulation: | | |
| | Date | Number |
| 1- | 21/07/2019 | 30838 |
| 2- | 23/12/2019 | 30987 |