

REGULATIONS

From Istanbul Medeniyet University:

Istanbul Medeniyet University: Regulations for Preparatory Language Programs

SECTION I PURPOSE, SCOPE, LEGAL BASIS, and TERMS

PURPOSE

Article 1- (1) The purpose of these regulations is to establish the procedures and principles to be followed in the foreign language preparatory education and examinations carried out by the School of Foreign Languages for the students who are accepted to the undergraduate and graduate programs at Istanbul Medeniyet University.

SCOPE

Article 2- (1) These regulations cover the provisions regarding foreign language education and exams conducted in Istanbul Medeniyet University foreign language preparatory programs.

LEGAL BASIS

Article 3- (1) These regulations have been prepared based on the 14th and 49th articles of Act No. 2547: the Law on Higher Education, enacted on 4 November 1981.

TERMS

Article 4- (1) In these regulations, the following terms refer to:

- a) Preparatory programs: foreign language preparatory programs
- b) Student: students who are enrolled in Istanbul Medeniyet University School of Foreign Languages
- c) Rector: rector of Istanbul Medeniyet University
- d) Senate: senate of Istanbul Medeniyet University
- e) University: Istanbul Medeniyet University
- f) School of Foreign Languages: Istanbul Medeniyet University School of Foreign Languages
- g) Board of School of Foreign Languages: Board of Istanbul Medeniyet University School of Foreign Languages
- h) Executive Board of School of Foreign Languages: Executive Board of Istanbul Medeniyet University School of Foreign Languages

SECTION II

Principles Regarding Foreign Language Preparatory Education

Purpose of foreign language preparatory education

Article 5- (1) The purpose of foreign language preparatory education at the university is to enable students to communicate by improving their listening, speaking, reading and writing skills and their grammar and vocabulary knowledge in the target language.

Exemption

Article 6- (1) Among the students who are placed in the university's compulsory foreign language preparatory education programs, those who meet the following conditions are exempt from the compulsory foreign language preparatory education and start the academic program they are placed in:

- a) Those who have been successful in the proficiency exam held by the School of Foreign Languages in the last three years.
- b) Those who have taken the national or international standardized exams whose equivalence is accepted by ÖSYM and YÖK and have achieved the level determined by the Senate, based on the expiration periods of the exams set by the relevant institutions that administer the exam and on the equivalence tables determined by ÖSYM.
- c) Those who have attended a secondary education institution in a country where the foreign language, determined as the language of instruction, is spoken as the native tongue and who can document that they have completed at least the last three years of their secondary education in this institution.

Foreign language preparatory education

Article 7- (1) Those students, who enroll in academic programs where foreign language education is mandatory, must successfully complete their foreign language preparatory education in order to be able to start the academic program they enrolled in.

(2) Students, who are placed in academic programs where foreign language preparatory education is mandatory and who cannot meet the exemption requirements, start their foreign language preparatory program at the appropriate level based on the placement exam results.

(3) In order to ensure that students, who start the foreign language preparatory program, reach the foreign language proficiency level required by the academic program they are enrolled in, different education programs suitable for different language levels can be applied.

(4) Of the international students enrolled in academic programs where foreign language preparatory education is mandatory, those, who have fulfilled the Turkish language achievement requirement stipulated by the university but have not met the foreign language preparatory education exemption requirements, take the placement exam and proficiency exams in the target language before they start the compulsory foreign language preparatory program. Those

international students, who fail these exams, start the preparatory program in the foreign language they are required to learn.

(5) The senate determines the principles and procedures regarding the implementation of computer-assisted and distance education in foreign language teaching, which can be applied during the foreign language preparatory program.

Compulsory foreign language preparatory program

Article 8- (1) Students, newly enrolled in academic programs for which foreign language preparatory education is compulsory, take the placement exam. The students, who get the minimum score determined by the School of Foreign Languages in this exam, are entitled to take the proficiency exam. The students, who fail the placement exam, are placed at the appropriate level according to the placement exam results and continue their foreign language preparatory education.

(2) The length of the compulsory foreign language preparatory education is a maximum of four semesters.

Optional foreign language preparation program

Article 9- (1) Taking into account the possibilities of the School of Foreign Languages and the quota determined by the School of Foreign Languages, students, who are placed in academic programs where foreign language preparatory education is not compulsory, can be given optional foreign language preparatory education if demanded.

(2) Students, who want to receive optional foreign language preparatory education, submit their requests to the university during the final enrollment period. Students, who do not want to continue their optional foreign language preparatory education after having started their preparatory education, declare their withdrawal request by the end of the registration period shown in the academic calendar of the faculty they are enrolled in and continue the academic programs they are placed in.

(3) The proficiency levels of students, enrolled in the optional foreign language preparatory program, are determined by a placement exam held by the School of Foreign Languages. Students start their foreign language preparatory program after having been placed at the appropriate level according to the results of this exam.

(4) The length of the optional foreign language preparatory education is two semesters at most. This period is not counted toward the education period of the academic program in which students are enrolled.

(5) Students start the academic program they are placed in, even if they fail in the optional foreign language preparatory program.

(6) Students, who fail in the optional foreign language preparatory program, take compulsory foreign language courses in the academic program they are placed in, as required by the clause “1” of the first paragraph of Article 5 in Act No. 2547.

SECTION III

Exams and Assessment Principles

Exams and assessment tools

Article 10- (1) The exams held by the School of Foreign Languages and the principles regarding the administration of these exams are stated below:

- a) **Placement Exam:** It is an exam to determine the proficiency levels of students enrolled in the foreign language preparatory program of the university. Students, who get a grade below the threshold determined for this exam, lose their right to take the proficiency exam and are directly enrolled in the preparatory program.
- b) **Proficiency Exam:** It is an exam to determine whether students, who are subject to the compulsory foreign language preparatory education, are proficient in the target language and whether they will be exempt from the foreign language preparatory education.
- c) **Mid-term:** It is an informed examination that takes into account the scope and objectives of the programs implemented during the foreign language preparatory education.
- d) **Quiz:** It is an exam with(out) notice, taking into account the scope and objectives of the programs implemented during the foreign language preparatory education.
- e) **Alternative assessment tools:** They are assignments, presentations, performance assessment, portfolio and similar tools, taking into account the scope and objectives of the programs implemented during the foreign language preparation education.
- f) **Make-up Exam:** Students, who cannot take midterm exams and whose excuses are accepted by the Executive Board of the School of Foreign Languages, can take the make-up exam. They can apply for the make-up exam within five business days from the end of the student's excuse date. No make-up exams are held for exams other than midterm exams.

(2) The placement exam and proficiency exam are held on the dates marked in the academic calendar. However, in special cases where the language or proficiency level is required to be measured, the content and date of the exam are determined by the Directorate of the School of Foreign Languages.

(3) Computer-assisted and remote exams can be held during the foreign language preparatory program. The senate determines the procedures and principles regarding foreign language examination and assessment methods in the case of computer-assisted and distance education.

Assessment

Article 11- (1) In the foreign language preparatory program, the proficiency level of students is measured according to the following principles:

- a) At the beginning of the academic year, the board of the School of Foreign Languages determines the conditions for taking the proficiency exam and the weighting of the exams to be taken during the semester.
- b) Students, who are successful in the foreign language preparatory program at the end of the spring semester, enroll in the academic program at the beginning of the following academic year. Those students, who fail in the program, take the proficiency exam at the beginning of the next academic year, along with the students who have just enrolled at the university.
- c) Those who are exempted from the compulsory foreign language preparatory program on the basis of national or international standardized exams, and those who are successful in the program, are exempted from taking compulsory foreign language courses in their academic program, as required by the clause “1” of the first paragraph of Article 5 in Act No. 2547.
- d) Among the students enrolled in programs whose medium of instruction is Turkish, those who are successful in the optional foreign language preparatory program, and those who submit national or international standardized exam scores in the academic year in which they attend the preparatory program, are exempted from taking compulsory foreign language courses in their academic program, as required by the clause “1” of the first paragraph of Article 5 in Act No. 2547.

(2) Students, who cannot successfully complete the compulsory foreign language preparatory education within a maximum of four semesters, are dismissed from the preparatory program. Associate-degree and undergraduate students, who are dismissed from the preparatory program, can enroll in an equivalent academic program in their own university, where the medium of instruction is Turkish. However, if requested, these students can be placed in one of the academic programs whose medium of instruction is Turkish for one time only by ÖSYM provided that the student's entrance score is not lower than the base score required for enrollment in the program they will be placed, as of the year of his/her enrollment.

(3) Except for academic programs related to foreign language studies, the final proficiency score in the foreign language preparatory program is at least 70 out of 100. In academic programs related to foreign language studies, the final proficiency score is at least 80 out of 100.

(4) If students object to exam results within three business days following the announcement of the results, the Directorate of the School of Foreign Languages evaluates whether there are any errors in the grade and makes a decision.

SECTION IV

Principles Regarding Attendance, Leave of Absence and Absence Cases

Attendance

Article 12- (1) Attendance is mandatory in the foreign language preparatory program. Students are obliged to attend at least 80% of the total course hours. Instructors have no authority to give students permission for leave of absence. Students, who leave the class before the lecture is over, are counted absent for that class.

- a) Students, who miss 20% of the total course hours of the academic year as of the fall semester, are deemed to fail in the relevant academic year due to absence and lose the right to take the mid-term proficiency exam and the final proficiency exam. The right to take the next proficiency exam is reserved.
- b) Students, who miss 20% of the total course hours of the academic year as of the spring semester, are deemed to fail in the relevant academic year due to absence and lose the right to take the final proficiency exam. The right to take the next proficiency exam is reserved.

(2) Students, who fail in the first year of the foreign language preparatory program (excepting those who have failed due to absence) but want to learn the foreign language by their own means in the second year, are not obliged to attend the preparatory program in the second year, provided that they pass the exams determined by the Directorate of the School of Foreign Languages.

Leave of Absence and Absence Cases

Article 13- (1) The procedures regarding medical reports regarding the health issues of students are determined by the directive issued by the Executive Board of the School of Foreign Languages.

(2) Students, who participate in social, sports and cultural activities with the approval of the rectorate, are not considered absent for the courses they cannot attend.

(3) The issues related to natural disasters, deaths, epidemics, the obligation to carry out judicial processes and other excuses that may be experienced, are determined by the directive issued by the Executive Board of the School of Foreign Languages.

SECTION V Miscellaneous and Final Provisions

Cases where there is no provision in these regulations

Article 14- (1) In cases where there is no provision in these regulations, the provisions of the regulations published in the Official Gazette No: 29662 on 23 March 2016, and of the regulations published in the Official Gazette No: 30170 on 31 August 2017 and the directive issued within the scope of this regulation, are valid.

The Repealed Regulations

Article 15- (1) The regulations published in the Official Gazette No: 30744 on 13 April 2019 have been repealed.

Enforcement Date

Article 16- (1) These regulations take effect on the date of its publication.

Execution

Article 17- (1) The provisions of these regulations are executed by the rector of Istanbul Medeniyet University.