

**ERCIYES UNIVERSITY SCHOOL OF FOREIGN LANGUAGES FOREIGN LANGUAGE PREPARATORY
PROGRAM EDUCATION-TEACHING REGULATIONS**

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the principles related to the foreign language preparatory program and exams conducted at Erciyes University School of Foreign Languages.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions related to the foreign language preparatory program and exams conducted at Erciyes University School of Foreign Languages.

Basis

ARTICLE 3 – (1) This Regulation is prepared based on Articles 14 and 49 of the Higher Education Law numbered 2547 dated 4/11/1981.

Definitions

ARTICLE 4 – (1) In this Regulation, the following terms mean:

- a) **Rector:** The Rector of Erciyes University,
- b) **Senate:** The Senate of Erciyes University,
- c) **University:** Erciyes University,
- ç) **School:** Erciyes University School of Foreign Languages,
- d) **School Council:** The Council of the School of Foreign Languages,
- e) **School Management Board:** The Management Board of the School of Foreign Languages.

CHAPTER TWO

Exemptions, Registration, Attendance Status, Exams, and Conduct of Exams

Exemptions

ARTICLE 5 – (1) Students who are required to attend the foreign language preparatory class and meet at least one of the following conditions are considered exempt from the preparatory class:

- Those who have obtained the score determined by the School Management Board from one of the proficiency exams conducted by the School throughout the year.
- Those who have achieved the minimum score set from the exams accepted by the Senate.
- Those who have previously received foreign language preparatory class education at the University or another university, provided that no more than five years have passed since the application date, and whose exemption is decided by the School Management Board.

(2) In cases where students attend the foreign language preparatory class through distance education, the exemption conditions mentioned in this article are applicable for students required to attend the preparatory class.

Registration and Attendance Status

ARTICLE 6 – (1) For students who wish to study in the optional preparatory class at the School of Foreign Languages, a quota is determined by the School Management Board at the beginning of each academic year, taking into account the physical conditions of the School and the capabilities of the teaching staff. The number of students to be accepted into the optional preparatory class from each department is determined by the ratio of the total number of students registered in those departments to the total quota.

(2) If the number of students applying with a petition to attend the foreign language preparatory class exceeds the quotas determined by the School Management Board for that year, the students to be accepted into the preparatory class in that department are determined by ranking their University Entrance Exam scores from highest to lowest.

(3) Students enrolled in programs that teach partially or entirely in a foreign language are required to attend at least 85% of the total classes. Medical reports or other excuses due to health reasons will not be deducted from attendance. Students who fail to meet the attendance requirement will have to retake the preparatory class in the following year and cannot attend their faculties or schools. Students exceeding the absenteeism limit in the preparatory classes will be informed by the School Administration, and these students will not be allowed to participate in subsequent classes and exams.

(4) Students studying in the optional preparatory class are also required to attend at least 85% of classes. Students who register for the optional foreign language preparatory class and pass or fail at the end of the year will continue to the department/program they are placed in for the new academic year. Students who do not meet the attendance requirement for the optional foreign language preparatory class will not be allowed to take subsequent proficiency exams during the academic year and will be considered to have abandoned their preparatory education.

(5) Students who do not successfully complete the preparatory class within two years will be dismissed from the program. Students dismissed from the preparatory class of programs where the medium of instruction is entirely or partially in a foreign language may enroll in an equivalent program where the medium of instruction is Turkish at the University. Furthermore, if there is no equivalent program at the University, these students may, upon request, be centrally placed in one of the programs with Turkish as the medium of instruction, provided that their University Entrance Exam score is not lower than the minimum score required for placement in the program as of the year they registered, once by ÖSYM.

(6) In cases where students attend the foreign language preparatory class through distance education, students in partially or optionally foreign language and foreign language education programs are required to attend at least 85% of the total classes conducted through distance education and attend all scheduled class hours synchronously. Online classes will be recorded in the system for seven days following the classes the students missed, allowing them to catch up, after which the recordings will be deleted. Attendance cannot be met through asynchronous participation.

(7) Students required to receive compulsory foreign language education have a preparatory training period of two years. Students who fail at the end of the first year may not be required to continue in

the second year, upon the decision of the School Management Board. Students wishing to benefit from this option must inform the School Administration on the dates announced by the School at the beginning of the relevant academic year.

(8) The principles and procedures for conducting compulsory and optional foreign language preparatory education are determined by the Senate and announced at the beginning of the academic year.

Exams

ARTICLE 7 – (1) The types of exams to be conducted face-to-face and through distance education, their dates, contents, weight percentages, and numbers will be determined and announced by the School Management Board before the start of the academic year.

Proficiency Exams

ARTICLE 8 – (1) The proficiency exam will be held on the dates specified in the academic calendar. Students who have not met the attendance requirement cannot participate in the midterm and end-of-year proficiency exams.

(2) The proficiency exam conducted at the beginning of the academic year may be held separately for newly registered students and those who have previously failed. For newly registered students to take this exam, they must have obtained the score determined by the School Management Board from the Placement Test, if conducted.

(3) Students enrolled in the preparatory class who have achieved the score determined and announced by the School Management Board at the beginning of the academic year can participate in the proficiency exam at the end of the first semester without any grade conditions.

(4) At the end of the year, only those preparatory class students with a minimum grade point average of 50 can participate in the proficiency exam. Additionally, those who failed the preparatory class in their first year at the School and improved their foreign language skills without attending the preparatory class in the following year can also participate.

(5) Students who failed the preparatory class before the 2015-2016 academic year and those who failed in the years 2015-2016 and onwards and passed to their departments without conditions can register for the proficiency exams without any conditions.

(6) (Repealed)

(7) Students from programs that teach in Turkish who failed the preparatory class before the 2015-2016 academic year will be considered successful in the first phase of the proficiency exams if they score at least 60 and will not take the second phase.

(8) The proficiency exam consists of two phases. Students who do not achieve at least 70 points out of 100 in the first phase cannot participate in the subsequent skill exams. Accordingly:

- The sections of the first and second phase exams and their weights will be determined and announced by the School Management Board.
- The grade weights of the first and second phase exams will be calculated according to the ratios determined by the School Management Board.

(9) If the foreign language preparatory class is attended through distance education, the conditions for the Proficiency Exam mentioned in this article apply to partially or optionally foreign language programs.

Placement Tests

ARTICLE 9 – (1) The Placement Test (if conducted face-to-face or through distance education) may be held to assess the foreign language levels of students who will attend the foreign language preparatory class program and to classify students according to the grades they receive. The scores from this exam will not affect the end-of-year success grade.

Excuse Exams

ARTICLE 10 – (1) The acceptance of excuses for midterms that students cannot attend, excluding proficiency exams, placement tests, and quizzes, is decided by the School Management Board. Applications related to excuses must be submitted to the School Administration within seven working days following the end date of the excuse period, along with the necessary documents. Applications made after this period will not be processed.

(2) Excuse exams will be conducted on the dates specified in the academic calendar, with prior notice. These exams will cover the curriculum taught until the date of the excuse exam.

(3) There are no excuse exams for proficiency exams and quizzes.

Conduct of Exams

ARTICLE 11 – (1) In face-to-face exam schedules, students must enter the exams with their student identification documents on the specified date, location, and time. Compliance with the specified exam rules is mandatory for the exams. The exams of students who do not comply with these rules will be deemed invalid, and necessary disciplinary actions will be taken against them.

(2) In exams conducted through distance education, compliance with the exam rules announced by the School Administration is mandatory.

CHAPTER THREE

Grades, Success Status, Appeals, and Duration of the Preparatory Program

Calculating Yearly Grades

ARTICLE 12 – (1) The yearly success grade is determined according to the weight of the exams conducted throughout the academic year, and the grades of the exams are calculated as follows:

- Midterm exam: %20
- Final exam: %30
- Proficiency exam: %50

(2) The total of the grades obtained from the exams in the academic year will be converted to a letter grade according to the following criteria:

- A: 90-100 (Excellent)

- B: 80-89 (Very Good)
- C: 70-79 (Good)
- D: 60-69 (Satisfactory)
- E: 50-59 (Pass)
- F: 0-49 (Fail)

(3) The pass/fail status of students will be based on their final average for the academic year.

(4) Students with a cumulative GPA of less than 2.00 are considered unsuccessful and must repeat the preparatory class. Students with a GPA of 2.00 or above are considered successful.

(5) The calculation of averages and grades will be determined by the School Management Board and announced at the beginning of the academic year.

Appeals

ARTICLE 13 – (1) Students who wish to appeal against their exam grades must submit their applications to the School Administration within three days of the announcement of the exam results, along with the necessary documents. The decisions regarding these appeals will be finalized within ten days, and students will be informed of the results.

Duration of the Preparatory Program

ARTICLE 14 – (1) The maximum duration of the preparatory program is two years, calculated from the date of enrollment. Students who do not pass the preparatory program within this period will be dismissed from the program. Students dismissed from the preparatory class of programs where the medium of instruction is entirely or partially in a foreign language may enroll in an equivalent program where the medium of instruction is Turkish at the University. Furthermore, if there is no equivalent program at the University, these students may, upon request, be centrally placed in one of the programs with Turkish as the medium of instruction, provided that their University Entrance Exam score is not lower than the minimum score required for placement in the program as of the year they registered, once by ÖSYM.

CHAPTER FOUR

Miscellaneous and Final Provisions

Miscellaneous Provisions

ARTICLE 15 – (1) The principles regarding the academic and administrative processes not covered in this Regulation will be determined by the Senate.

Enforcement

ARTICLE 16 – (1) This Regulation will enter into force on the date of its approval by the Senate.

Implementation

ARTICLE 17 – (1) The provisions of this Regulation will be executed by the Rector of Erciyes University.