POLICY ON EDUCATION AND EXAMINATIONS AT THE ENGLISH PREPARATORY CLASS

PART ONE
Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose of this Policy is to establish the procedures and principles pertaining to foreign language education offered at Yaşar University School of Foreign Languages English Preparatory Class to students admitted to undergraduate and graduate programs of the University.

Legal Basis

ARTICLE 2 – (1) This Policy has been drawn up based on Article 49 of the Higher Education Act 2547, the Regulation pertaining to Foreign Language Education and Education in Foreign Languages as the Medium of Instruction in Higher Education Institutions, and Article 7 of Yaşar University Education and Examination Regulation for Undergraduate Programs.

Definitions

ARTICLE 3 – (1) For the implementation of the Policy the terms below shall have the ascribed meanings;

a) Cambridge ESOL: Each of the FCE, CAE and CPE exams prepared by the University of Cambridge
b) Level: Each of the A1, A2, B1, B2 and C1 level education programs planned according to the Common European Framework of Reference, each of which lasts a minimum of 10 weeks,
c) FLAT: English Proficiency Exam administered by the School of Foreign Languages,
d) IELTS: International English Language Testing System,
e) Director’s Office: Director’s Office of the School of Foreign Languages,
f) Student: English Preparatory Class student,
g) Rector’s Office: Rector’s Office of Yaşar University,
h) Senate: Senate of Yaşar University,
i) TOEFL: Test of English as a Foreign Language,
j) University: Yaşar University,
k) End of Year Grade: The grade calculated by taking 20 percent of the overall level grade of each of the three levels that a student studied and 40 percent of the end of year FLAT administered at the end of spring semester,
l) Executive Board: The Executive Board of the Yaşar University School of Foreign Languages
PART TWO
Proficiency and Placement

Proficiency Exam (FLAT)

ARTICLE 4 – (1) Students’ English proficiency is assessed through the FLAT which is administered four times a year; at the beginning of the academic year, at the end of fall and spring semesters and at the end of the summer school.

(2) The minimum FLAT score for exemption from or passing the Preparatory Class is 65 for English-medium departments/programs and 50 for Turkish-medium or partially English-medium departments/programs. The assessment principles regarding the FLAT administered at the end of the spring semester are set out in Article 8 of this Policy.

(3) Departments/programs have the right to require a different FLAT score through their faculty/school executive board’s decision and upon the Senate’s approval on condition that it meets the minimum requirements set out in Article 4 item 2 of this Policy.

(4) Students fulfilling at least one of the following requirements shall be exempt from the FLAT:

a) Students who have graduated from institutions of secondary education in countries where the language of instruction in their program at Yaşar University is spoken as the native language on condition that they have received education with the nationals of those countries for at least the last three years,

b) Students who have obtained the required scores determined by the Senate in internationally recognized TOEFL, IELTS and Cambridge ESOL exams, and in language exams administered by the Student Selection and Placement Center (ÖSYM),

c) Students enrolled in Turkish-medium or partially English-medium departments/programs of the University who have studied and fulfilled the completion requirements of other higher institutions’ preparatory programs.

(5) Exemption requests by students who are admitted into the University through transfer from other universities are evaluated by a committee set up by the Rector’s Office.

(6) Students who have achieved the required minimum scores in the FLAT for exemption from or passing the English Preparatory Class but choose to attend the English Preparatory Class to improve their foreign language shall submit their requests in writing to the Director’s Office. These students are regarded as having waived the rights bestowed upon them by achieving the required scores in the FLAT.

Placement Test

ARTICLE 5 – (1) Students who have not achieved the required minimum scores in the FLAT, students who choose to attend the English Preparatory Class despite having achieved the required minimum scores and students who have not taken the FLAT shall sit a placement test in order to be placed into the correct level group prior to the commencement of fall semester classes. Students are placed into one of the three level groups; A1, A2 or B1 according to the scores they achieved in the placement test. Students who have not sat the placement test are placed into the A1 level group.
PART THREE
Provisions on Education

Duration of the Program

ARTICLE 6 – (1) Students who are placed into a level group according to the scores they achieved in the placement test attend three consecutive levels/tracks in an academic year each of which last a minimum of ten weeks.

(2) The regular duration of the English Preparatory Class program is two semesters. Students who fail to complete the program successfully in the regular duration of the program have the right to re-attend the English Preparatory Class provided that they renew their registration.

Passing a Level/Track

ARTICLE 7 – (1) Students whose overall level grade is 60 or above out of 100 are considered successful and they are eligible to advance to the next level. Subject to article 7(2) below, students whose overall level grade is 59 and below shall repeat that level.

(2) Students whose overall level grade is 55-59 have the right to have intensive one-to-one tutoring for not more than a week provided that they have met eighty (80) percent of the attendance requirement of the respective level. These students are eligible to re-sit the final exam after the tutoring period. Their overall level grade is re-calculated after the second final exam.

(3) The assessment tools and their respective percentages contributing to the overall level grade are as follows:

a) Final examination: 40%,
b) Mid-term examination: 25%,
c) Quizzes: 20%,
d) Project/Portfolio: 10%,
d) Class participation: 5%.

Passing the English Preparatory Class

ARTICLE 8 – (1) The overall end of year grade for the English Preparatory Class is calculated by taking twenty (20) percent of the overall level grade of each of the three levels that a student studied and forty (40) percent of the end of year FLAT administered at the end of spring semester.

(2) Students enrolled in English-medium departments/programs whose end of year grade is 65 or above and students enrolled in Turkish-medium or partially English-medium departments/programs whose end of year grade is 50 or above are regarded as successful. Students who fail to obtain the minimum required grades, i.e 65 and 50 depending on their departments/programs, in the FLAT administered at the end of the spring semester are regarded as having failed the English Preparatory Class regardless of their end of year grade.

(3) Passing the English Preparatory Class through FLATs administered at the beginning of the academic year, at the end of the fall semester and summer school does not require a track grade. Students who fulfil the minimum score requirements in the above-mentioned exams as set out in Article 4(2) of this Policy are regarded as successful.
(4) Students who have completed the levels listed below and fulfilled the following minimum track average requirements, i.e. the average of the last three tracks they attended, are exempt from the FLAT. Only students who have completed the respective level successfully can enjoy the right of exemption.

<table>
<thead>
<tr>
<th>Level</th>
<th>English-Medium Departments/Programs</th>
<th>Turkish-Medium and Partially English Medium Departments/Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>-</td>
<td>65</td>
</tr>
<tr>
<td>B1</td>
<td>65</td>
<td>60</td>
</tr>
<tr>
<td>B2</td>
<td>60</td>
<td>55</td>
</tr>
<tr>
<td>C1</td>
<td>55</td>
<td>50</td>
</tr>
</tbody>
</table>

(5) Students who have attended the English Preparatory Class for a minimum of one semester and successfully completed the program are awarded with a certificate.

**Attendance Requirement for Sitting FLAT**

**ARTICLE 9** – (1) Students are required to attend a minimum of eighty (80) percent of the class sessions in an academic year. Students with absences in excess of twenty (20) percent of total classes lose their right to sit the FLATs administered at the end of fall and/or spring semesters. However, these students are allowed to exercise their right to attend classes, sit the exams of their respective levels, and complete their respective level’s program.

**Summer School**

**ARTICLE 10** – (1) The School of Foreign Languages English Preparatory Class can offer a summer school upon demand of a minimum of ten students who have failed the program at the end of the academic year. Students who have been on leave of absence, have not re-registered or withdrawn from the program in the respective academic year are not entitled to attend the summer school.

**Procedures for Grade Appeals**

**ARTICLE 11** – (1) Students can file a written appeal to the Director’s Office on the ground of procedural error no later than five working days following the announcement of grades. After the review of the appeal, the decision shall be shared with the student in writing.

PART FOUR

Leaves of Absence

**Suspension and Withdrawal**

**ARTICLE 12** – (1) Students who request a leave of absence or withdraw from the program shall apply to the dean’s or director’s office of the faculty or school they are enrolled in.

**Medical Reports**

**ARTICLE 13** – (1) Medical reports do not constitute an excuse for non-attendance. However, students whose medical conditions require them to go through a medical treatment lasting over twenty days shall apply to the Director’s Office with a medical board report.
(2) Students who miss an exam due to a medical condition shall appeal for a make-up exam in writing accompanied by official medical documentation confirming their medical conditions no later than five working days following the end of validity of their reports. A make-up exam shall be scheduled for students whose appeals are considered valid at a time and place determined by the Director’s Office. No make-up exams are administered for quizzes.

**Excused Absence**

**ARTICLE 14** – (1) Students who take part in artistic, sports and cultural events at and outside the University in order to represent the University shall be granted an official class excuse upon receipt of documentation confirming their assignment issued by the dean’s/director’s office of the organizing faculty or school.

(2) Students who are licensed players at amateur and professional sports clubs shall be excused from classes based on the Executive Board’s decision provided they submit a petition to the Director’s Office accompanied by the respective activity’s travel, training and match program issued by the respective club’s senior administrative unit and approved by the Provincial Director’s Office of Youth Services and Sports prior to the beginning of the respective activity. Applications made after the completion of a respective sports activity shall not be considered for class excuses.

(3) Students shall be excused from classes for five working days in the event of the death of an immediate family member and one working day in the event of the death of an extended family member.

(4) Students who must testify or appear in court as a suspect shall be excused from classes on the day of the hearing.

(5) Make-up exams shall be scheduled for students who have missed an exam on the days they have been officially excused from classes. Students excused from classes shall be considered exempt from quizzes for which no make-up exam is administered.

**PART FIVE**

**Miscellaneous and Concluding Provisions**

**Disciplinary Matters**


**Situations for which No Provision in the Policy Applies**

**ARTICLE 16** – (1)
For situations where an applicable provision is non-existent in this document, the related provisions of the Yaşar University Education and Examination Regulation for Undergraduate Degree Programs and the decisions of the Senate apply.
Students Passing the English Preparatory Class on Probation in the Previous Years

PROVISIONAL ARTICLE 1 – (1) The relevant resolution of the Senate applies to students who passed the English Preparatory Class on probation and are currently studying in their departments and programs.

Effective Date

ARTICLE 17 – (1) This Policy comes into effect following its publication.

Executive Power

ARTICLE 18 – (1) The provisions of this Policy are executed by the Rectors’ office.