
BYELAW**From Yasar University****Yasar University English Preparatory Class
Regulations for Education and Assessment****SECTION I****Purpose, Scope, Basis and Definitions****Purpose**

Article 1- (1) The purpose of the Regulations herein is to set out the policies and procedures with regard to the provision of education and means of assessment thereof in the English Preparatory Class of the University.

Scope

Article 2- (1) The Regulations herein comprise of provisions for the education and means of assessment thereof in the Preparatory Class to develop newly-enrolled associate, undergraduate and graduate students skills' in the English language in order that they can pursue their education in their respective departments and programs.

Basis

Article 3- (1) The Regulations herein draw their legal base from Article 14, Article 49, and Article 7 Paragraph 1 Part (d) Subdivision (2) of the Higher Education Law numbered 2547.

Definitions

Article 4- (1) The following terms in the Regulations shall have the respective meanings ascribed to them herein:

- a) University: Yasar University
- b) Board of Trustees: Board of Trustees of Yasar University
- c) Rector: The Rector of Yasar University
- d) Senate: The Senate of Yasar University
- e) Preparatory Class: English Preparatory Class at Yasar University
- f) Track: Four consecutive levels each of which lasts at least 7 weeks within an academic year
- g) Track Examination: Written examination administered at the end of each level
- h) Midterm Examination: Written examination administered on the 4th week of each track
- i) Quizzes: Examinations administered on a weekly basis except for the first, track examination and midterm examination weeks
- j) Project/Portfolio: Assignments given as part of the writing course
- k) Participation: Students behavior and attitude towards lessons
- l) TOEFL: Test of English as a Foreign Language
- m) IELTS: International English Language Testing System

- n) CAMBRIDGE ESOL: Cambridge English for Speakers of Other Languages

SECTION 2

General Provisions for English Preparatory Education

The Duration of Education

Article 5- (1) The duration of the education for associate, undergraduate, and graduate students in the Preparatory Class is two semesters of 14 weeks each. Graduate and undergraduate students who are unsuccessful at the end of that period may attend one additional year in the English Preparatory Class should they re-enroll.

Proficiency Test

Article 6- (1) The English proficiency level of the students enrolled in associate, undergraduate, and graduate programs is determined by the proficiency test prepared and administered by the English Preparatory Class at the beginning of every academic year. Those receiving 65 and above in the proficiency test are regarded as successful and are entitled to pursue their education in their respective programs and departments

(2) In addition, as agreed by the Senate, students who have received the minimum below-mentioned grades in the exams offered by international institutions within the last two calendar years are exempt from the Preparatory Class and may begin their courses in their respective departments or programs on condition that they verify their status with official documents prior to the commencement of the fall term courses.

Exams recognized by the Senate and the minimum grades required are as follows;

- a) TOEFL; (PBT: 550), (CBT: 213), (IBT: 79)
- b) IELTS; 6.5, minimum 5.5 from each section
- c) CAMBRIDGE ESOL : (FCE: B), (CAE: C), (CPE: C)

(3) Those failing to meet the above-mentioned requirements are accepted to the Preparatory Class. Students who failed to sit or received 64 and below from the proficiency test are placed in Group A (Beginner), Group B (Lower Intermediate) or Group D (Intermediate) according to the scores they received from the proficiency test.

Track System

Article 7- (1) Students placed in level groups according to their proficiency test scores study in 4 consecutive levels in one academic year, each level being a minimum of 7 weeks in length. An academic semester consists of two levels. Students with an average level score of 60 out 100 pass on to next level. Students with 59 or below repeat the level that they are in.

Testing and Assessment

Article 8- (1) Students in the English Preparatory Class are required to obtain a minimum score of 60 out of 100 so as to continue on to the next level. The means of assessment and the respective percentage marks contributing to the overall level grade are as follows

- a) Track Examination: 40%
- b) Midterm Examination: 25%
- c) Quizzes: 20%
- d) Project/ Portfolio: 10%
- e) Participation: 5%

(2) The final grade for the English Preparatory Class is determined by taking forty percent of a student's respective level averages and sixty percent of the end of year proficiency test. Students with a final grade of 65 or above are regarded as successful. Students who receive 64 or below in the end of year proficiency test are considered unsuccessful regardless of their final grade

(3) Failing students may take the proficiency test administered at the start of the subsequent year on condition of enrollment.

Attendance Policy

Article 9- (1) Preparatory Class students are obliged to attend a minimum of ninety percent of the total number of courses held in that academic year. If a student misses more than ten percent of the total number of courses held in one academic year, the student forfeits the right to take the end of year proficiency test. Such students have the right to attend summer school and to take the proficiency test administered at the start of the subsequent year on condition that they enroll.

(2) The provisions with regard to absenteeism will not be waived under any circumstances and no medical reports of any kind will be considered.

(3) The weekly teaching load for all levels is 28 hours per week.

Make up examinations

Article 10- (1) A student with a legitimate excuse who fails to attend a Track Examination, Midterm Examination, end of year proficiency test, summer school proficiency test and/or proficiency test excuse may sit a make-up examinations on condition that they submit admissible documents to the Preparatory Class management within 7 days following the last day of such excuse. The time, place and content of make-up examinations are determined by the Preparatory Class management. No report and/or excuse will be taken into consideration for missed Quizzes.

Objection to the Grades

Article 11- (1) Preparatory Class students have the right to appeal their grades for written examinations. Appeals in writing against the grades must be submitted to the Preparatory Class management in person within 7 days following the announcement of the grades. Responses to all appeals will be in writing.

Summer School

Article 12- (1) Subject to the approval of the Preparatory Class management, the Senate, the Board of Trustees and the Higher Education Council, students who fail to achieve a final grade of 65 or above or who fail because of absenteeism may attend a minimum-7-week summer school. The

summer school is offered subject to sufficient student demand. Fees and other issues are determined by the relevant committees.

(2) Students who get 65 or above in the summer school proficiency test given at the end of the summer school successfully pass the Preparatory Class. Students registered for and who have attended the summer school courses can sit for the summer school proficiency test.

Repeating the English Preparatory Class

Article 13- (1) Associate and undergraduate students may repeat the Preparatory Class on one occasion if they fail at the end of their first academic year. Students failing on the second year are dismissed from the University. Graduate students may not repeat the Preparatory Class.

Deferring Enrolment

Article 14- (1) Associate, undergraduate and graduate students studying in the Preparatory Class may claim leave of absence providing that they request and have a justified case. Applications for leave of absence in writing are made to the Preparatory Class management in person. Students on leave are also subject to financial liabilities. Students who qualify for and take leave of absence may enroll and take the proficiency test administered at the beginning of the following academic year along with the new students. Time spent on leave of absence is not regarded as within the education period.

Additional Examination

Article 15- (1) Preparatory Class students dismissed from the University pursuant to Article 13 as a consequence of failing to meet the requirements stated in Article 6 and 8 of the Regulations herein can take the proficiency test held at the beginning of the academic year within three subsequent years in accordance with Article 44 of the Higher Education Law numbered 2547 should they so request and pay examination fees. Students can only enroll with their respective department or programs by passing one of the above-mentioned 3 examinations or receiving a sufficient grade from the international examinations recognized by the Senate as stated in Article 6. Such students are deemed not to have student privileges.

SECTION 3

Miscellaneous and Final Provisions

Disciplinary Procedures

Article 16- (1) Disciplinary procedures are enforced in accordance with the provisions of Higher Education Disciplinary Regulation promulgated in the Official Gazette dated 13/10/ 1985 and numbered 18634.

Absence of Provisions

Article 17- (1) The provisions of the Higher Education Council and the Senate shall be applied for matters not stipulated in the Regulations herein.

Defunct Regulations

Article 18- (1) Yasar University English Preparatory School Regulations published in the Official Gazette dated 29/12/2002 numbered 24978 is redundant.

Date of Effect

Article 19- (1) These Regulations shall enter into effect on the date of promulgation.

Enforcement

Article 20- (1) The provisions of the Regulation shall be enforced by the Rector of Yasar University.