

**DEPARTMENT OF FOREIGN
LANGUAGES OF
FENERBAHÇE UNIVERSITY
ENGLISH PREPARATION PROGRAM EDUCATION AND TRAINING
DIRECTIVE**

PART ONE

Purpose, Scope and Basis

Purpose

ARTICLE 1- (1) Purpose of this Directive is to set forth the principles and procedures related to the education and training processes in Fenerbahçe University Foreign Languages Department English Preparatory Program.

Scope

ARTICLE 2- (1) This Directive covers the provisions related to the educational processes carried out within Fenerbahçe University Foreign Languages Department English Preparatory Program.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Article 44 and 49 of Higher Education Law No. 2547 and Regulation on Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions of Higher Education Council and Fenerbahçe University Associate Degree and Undergraduate Regulation.

Definitions

ARTICLE 4 – (1) Within the framework of this Regulation; the following terms included in this Regulation shall bear the following meanings;

- a) Unit: Department of Foreign Languages of Fenerbahçe University,
- b) Unit Board: Board of the Department of Foreign Languages of Fenerbahçe University
- c) Unit Board: Board of Trustees of the Department of Foreign Languages of Fenerbahçe University
- ç) English Preparatory Program: English Preparatory Program of Fenerbahçe University,
- d) Rector: Rector of Fenerbahçe University,
- e) Senate: Senate of Fenerbahçe University,
- f) University: Fenerbahçe University,
- g) YÖK: Higher Education Council,
- h) Board of Trustees: The Board of Trustees of Fenerbahçe University.

Purpose of the foreign language preparation program

ARTICLE 5- (1) The purpose of the education and training provided in the English Preparatory Program is to provide students with the level of proficiency and competence to study in the English language in the associate degree and bachelor's degree programs of the University.

PART TWO

**Principles Related to Education
and Training**

Academic year, summer school and academic calendar

ARTICLE 6 – (1) A academic year consists of fall and spring semesters, each covering at least 70 (seventy) working days (14 weeks), excluding semester end exam periods. Each semester consists of two 7-week modules, excluding the final exam week at the end of the module. There is a total of four modules in one academic year.

(2) Summer school is a module consisting of the course term and the final exam thereafter. The total hours of a course opened in summer school are equal to the total hours of that course in the relevant semester. The duration of summer school is maximum eight weeks as the course and exam week.

(3) Duration and dates of enrollment, courses, exams and similar activities in a teaching year are shown on the academic calendar. English Preparatory Program academic calendar may differ from Associate Degree and Undergraduate Education Regulation academic calendar. The academic calendar is finalized with the Rector's proposal and the approval of the Senate. The Senate may delegate authority to the Rector to make partial changes to the academic calendar in case of emergency, provided that its boundaries are clearly set.

Education Term

ARTICLE 7 - (1) Provisions of Article 44 of Higher Education Law No. 2547 and provisions specified in Fenerbahçe University Associate Degree and Undergraduate Education Regulation shall be applied for compulsory and optional periods of study in English Preparatory Program.

(2) In the English Preparatory Program, the normal learning period is 1 (one) year and the maximum learning period is 2 (two) years. If programme students whose language of instruction is English are not successful in the English Preparatory Program at the end of the first year, they will resume English Preparatory Program courses the following year. However, students who succeed in the English Proficiency Examination (FBU-Proficiency) given at the end of the first semester are deemed to have completed the English Preparatory Program.

(3) Students who fail to successfully complete the English Preparatory Program within two years are disconnected from the program. Associate and undergraduate students who are unsuccessfully disconnected from this program may enroll in an equivalent program with Turkish as the language of instruction at the university. However, these students can be placed centrally in one of the Turkish language programs provided that the entry score of the student to the university is not lower than the base score sought for registration in the program to be placed as of the year of registration by the Evaluation, Selection and Placement Center for once.

(4) Registration freeze request can be made once in English Preparatory Program, maximum 2 (two) semesters and registration freeze permission is not granted for one semester. Enrollment frozen periods are not accepted from the learning period.

(5) The time spent in the English Preparatory Program is not counted from the program duration and maximum learning time.

English Preparatory Program Studying Period in Students who have been subject to Lateral Transfer or Placed at the University Again

ARTICLE 8- (1) While continuing to study in the English Preparatory Program, the duration of the English Preparatory Program study in the previous programs of the English associate degree and undergraduate students who have settled in the University with the lateral transfer between the institutions while studying in the English Preparatory Program of the institution they came from is added to the duration of the English Preparatory Program study in which

they will continue in the program they enrolled.

(2) While continuing the English Preparatory Program, if the students who have re-entered an English program with the Student Selection and Placement Examination re-enroll in the University, the English Preparatory Program period of these students starts again.

Instruction Curriculum and Courses

ARTICLE 9 - (1) In the English Preparatory Program, teaching consists of five modules, including summer school. Each module; A1 (Beginner), A2 (Intermediate), B1 (Intermediate), B2 (Intermediate), C1 (Intermediate),

Contains individual and/or combined levels at C2 (Advanced) levels. The levels to be opened in each module are determined by the relevant unit board. Considering the academic needs and developments of the Unit Board, the number of modules to be effective from the next academic year and the number of weeks of each module are decided by the Senate.

(2) Students who fail to pass the threshold determined in the English Placement Exam (FBU-Placement) do not have the right to take the English Proficiency Exam (FBU-Proficiency). These students were informed by the Department of Foreign Languages of the Common European Framework of Reference for Languages: CEFR) standards are placed in A1 or A2 level modules.

(3) Students who fail to pass the threshold set for exemption in the English Proficiency Exam (FBU) are placed in modules at level B1 or B2 according to their success in the English Placement Examination (FBU-Placement).

Examinations

ARTICLE 10- (1) The following measurement and evaluation activities shall be carried out according to the academic calendar announced in advance.

a) Short exams: These are exams that measure students' vocabulary, grammar, reading and/or listening knowledge and skills and do not exceed thirty minutes. In these exams; the student's reading, writing, grammar and/or vocabulary are measured. The dates of these exams will be announced to the students within the first week of the relevant module. Students can make changes in the dates and/or number of these exams by announcing them at least two weeks in advance. The grade weights of these exams will be announced to the students within the first week of the relevant module. Short exams do not have make-up exams.

b) Midterms and final examination: These are exams that measure students' vocabulary, grammar, reading, listening, writing and speaking skills and their duration exceeds thirty minutes. The dates of these exams are included in the academic calendar. The grade weights of these exams will be announced to the students within the first week of the relevant module. If the student submits a medical report and/or excuse, an make-up exam is organized for the midterm and final examination. The students whose excuses are accepted by the unit board use the exam rights on the date to be determined by the unit board in accordance with the academic calendar. Make-up exam of the midterm exam is performed before the final exam starts. Students who cannot take the exam due to their excuses shall submit the document stating their excuses to their affiliated unit within 3 (three) business days following the end of the exam at the latest.

c) There is no make-up exam for the English Placement Examination and the FBU-Proficiency Examination.

Module Success Grade and Moving up to Next Level

ARTICLE 11 - (1) Students who complete the module with a grade point average of at least 60 (sixty) points are considered successful from the relevant module and receive the right to continue to a senior module. Students who have a grade point average below 60 (sixty) points at the end of the module are considered unsuccessful and repeat the module they have failed in

the following period. If necessary, the proposal of the Unit Board to change the module success criteria is decided by the Senate.

(2) The final examination rate at the end of the module cannot constitute less than 30% and more than 40% of the total success rate.

(3) Success grades are expressed in letters. For this purpose, the letters "A", "B", "C" and "F" are used. 100 grade range of the letter grades is provided in Table 1.

Table 1: Success Grade

	Letter Success Grade	Grade Range
Excellent	A	85-100
Good	B	71-84
Moderate	C	60-70
Failure	F	0-59

(4) The score ranges used in end-module placement are as follows:

a) Levels at which students who start the module at A1 level in the English Preparatory Program will study in the next module:

A1 level is repeated when they complete the module with a grade point average of 0-59. When they complete the module with a grade point average of 60-100, there is an A2 level.

b) Levels at which students who start the module at A2 level in the English Preparatory Program will study in the next module:

A2 level is repeated when they complete the module with a grade point average of 0-59. When they complete the module with a grade point average of 60-100, there is an B1 level.

c) Levels at which students who start the module at B1 level in the English Preparatory Program will study in the next module:

B1 level is repeated when they complete the module with a grade point average of 0-59. When they complete the module with a grade point average of 60-100, there is an B2 level.

d) Levels at which students who start the module at B2 level in the English Preparatory Program will study in the next module:

B2 level is repeated when they complete the module with a grade point average of 0-59. When they complete the module with a grade point average of 60-100, there is an C1 level.

e) Levels at which students who start the module at C1 level in the English Preparatory Program will study in the next module:

C1 level is repeated when they complete the module with a grade point average of 0-59. When they complete the module with a grade point average of 60-100, there is an C2 level.

(5) The students who successfully complete the B2 module get the right to enter the English Proficiency Exam (FBU-Proficiency) given at the end of the fall semester. If they pass this exam, they will be deemed to have completed the English Preparatory Program. If they fail this exam, they will continue the C1 level English Preparatory Program courses in the following module.

(6) Students are obliged to monitor their success status from the Student Affairs System.

Graduate Students

Article 12 - (1) The provisions of the Fenerbahçe University Postgraduate Education and Training Regulation shall be applied for the applications for postgraduate diploma programs, for the admission of candidates to the English Language Preparation Program who cannot meet this condition.

Advisory

Article 13- (1) An instructor is appointed as an advisor by the Department of Foreign Languages in order to monitor and guide students enrolled in the English Preparatory Program.

Registration

Article 14- (1) Students register by paying the tuition fee and fulfilling other obligations, if any, within the period specified in the academic calendar.

(2) Students who do not register within the period specified in the academic calendar cannot enter the courses and exams. He/she may not benefit from student rights. This period is considered from the student's education period.

Objecting to Grades

ARTICLE 15- (1) Objection to grades shall be enforced in accordance with the provisions of Fenerbahçe University Associate Degree and Undergraduate Education Regulation. However, if there is a case affecting the student's access to another exam, the objection and evaluation periods may vary.

Attendance to the Classes

ARTICLE 16- (1) It is obligatory for the student to continue the courses, practices and other studies deemed appropriate by the instructors. Unless otherwise decided by the Senate, it is the responsibility of the relevant instructor to determine the absenteeism limits and monitor the attendance status of the students.

(2) The attendance requirement for the English Preparatory program is minimum 80%. Absenteeism of the student throughout a module shall not exceed 20% of the total course hours of the module concerned. Absenteeism time in one module is not added to absenteeism times in the other module.

(3) Students whose attendance exceeds 20% shall not take the final exam at the end of the module if they do not submit a valid document for their attendance and shall be deemed unsuccessful at their level. However, the situation of students with a grade point average of at least 80 (eighty) at the end of the module is evaluated by the relevant unit board even though a valid document is not submitted and it is decided whether they can take the final exam at the end of the module.

(4) Students studying in the compulsory English preparatory program and failing are obliged to fulfill the requirement to attend classes when they repeat the preparatory program.

(5) Attendance requirement is not sought in courses given with distance teaching methods. In this case, the activities of the students requiring attendance in the courses are determined by the relevant department presidency and announced in the first week of the relevant module.

(6) The duration of the students who received the medical report according to the principles determined by the Senate and the activities such as sports, culture, art and scientific activities and competitions, the duration of the students assigned by the faculty and/or the university because they had to participate in these activities and their preparatory studies, the duration of the study cannot be taken into consideration in the calculation of the duration of the attendance. Absenteeism and/or leave in all cases shall not exceed 50% of the total course hours.

(7) When an application for registration freeze is made, students are obliged to continue the courses until the decision to freeze the registration is official. In case of "objection" of the registration freeze application, the responsibility for absenteeism rests with the student.

(8) Students are obliged to monitor their absenteeism status from the Student Affairs System.

Attending to Summer School Courses

ARTICLE 17 - (1) The students who cannot complete the relevant module at the end of the spring semester continue their education in summer school classes at the appropriate level according to their success.

(2) The duration of the summer school is a maximum of eight weeks as the course and exam week and is charged separately.

(3) Students at B1 and B2 levels who meet the required attendance and success conditions for taking the English Proficiency Exam (FBU-Proficiency) given at the end of Summer School enter.

(4) In order to provide summer education at A1 and A2 levels, at least 8 students are required to attend summer education courses separately at these levels. The Senate may make changes in this number when it deems necessary. Combining these two levels of teaching is possible with the decision of the relevant unit board.

Make-up Certificate Handover Period and Requirements for Taking the Make-up Exam:

ARTICLE 18- (1) Students shall submit their reports together with a petition to Foreign Languages Department within 3 (three) business days at the latest after the report completion date.

(2) Students who do not submit a valid document even if they exceed the absenteeism limit (20%) and students who exceed the certificate handover period even if they have documents forfeit their right to take the final exam at the end of the module.

(3) Report delivery of the students who will take the exam with the right of excuse is carried out as follows:

a) If the report handover period covers the exam dates, the handover period is not expected for 3 (three) business days.

When the report is required, it can be submitted no later than a day before.

b) If the certificate is not submitted before the make-up exam, the student cannot take the make-up exam.

c) You are not entitled another make-up exam for the make-up exams that cannot be taken.

d) The English Proficiency Exam (FBU) does not have an make-up exam. Students who are unable to take this exam may submit a valid external language proficiency certificate within a period in accordance with the academic calendar.

e) The students who will take the make-up exams are obliged to follow the information about the entrance date and the place of the exam from the relevant department head.

PART THREE

English Preparatory Program Exemption Guidelines

Conditions of Exemption from the English Preparatory Program, English Proficiency Examination and Taking the Examination:

ARTICLE 19- (1) The English Proficiency Examination (FBU-Proficiency) is held in order for the students enrolled in the English language programs to be exempt from the English Preparatory Program. This exam is held 4 (four) times a year at the beginning of the relevant academic year, at the end of the fall and spring semesters and at the end of the summer school, and the dates of the exam are announced in advance in the relevant academic calendar. In this exam, students who have obtained 60 out of 100 points and more are considered exempt from the English Preparatory Program and continue to the classes accepted by the University Senate according to the first grade of the program they enrolled in.

(2) In the English Proficiency Exam (FBU), grammar, vocabulary, reading-comprehension, writing, listening and speaking skills of the students are measured.

(3) The conditions for admission to the English Proficiency Examination (FBU-Proficiency) given by the English Preparatory Program of the Department of Foreign Languages of the

University are indicated below.

a) In order for newly enrolled students to be eligible to take the English Proficiency Exam (FBU-Plastice), which is mandatory for them to pass before starting their English associate degree and undergraduate programs, they must take the English Placement Exam (FBU-Plastice) consisting of questions measuring grammar, vocabulary, listening, reading-comprehension skills, and make at least 65 questions out of 100 multiple-choice questions asked in this exam clearly correct (4 mistakes take away 1 truth).

b) Students attending English Preparatory Program courses must complete B1 level with a grade average of 80 and above and B2 level with a grade average of 60 and above in order to take the English Proficiency Examination (FBU-Proficiency) opened at the end of the fall semester.

c) If students who freeze their registration are able to take the English Proficiency Exam (FBU-Proficiency), it is the same as the condition of entry to the exam specified for newly enrolled students in the University organized in this directive.

(4) The following rules apply to students who are students in a Turkish or 30% English program and want to settle in an English program of the University with a lateral transfer.

a) Second and above grade students who want to make an interinstitutional or internal lateral transfer and students who apply for a minor or double major take the English Proficiency Exam (FBU-Plasticity) without taking the English Placement Exam (FBU-Plasticity). Students who fail the English Proficiency Examination (FBU) are not admitted to the programs they apply to.

b) Students who apply to the University with preparation or lateral transfer between institutions in the first grade take the English Proficiency Examination (FBU-Placement) without taking the English Placement Examination. If they fail the English Proficiency Exam (FBU), they must take the English Placement Exam (FBU-Placement) after obtaining acceptance for the lateral transfer. They start studying in the English Preparatory Program in accordance with the result of the English Placement Examination (FBU-Placement).

c) Students who change the program with in-house lateral transfer while continuing their education in the English Preparatory Program do not have access to the English Proficiency Examination (FBU-Proficiency) opened for lateral transfer students. These students continue their education in the English Preparatory Program.

External Language Proficiency Certificates Accepted to Exempt from the English Preparatory Program:

ARTICLE 20- (1) The students may apply to be exempted from the English Preparatory Program with the language proficiency certificates issued by the Student Selection and Placement Center (ÖSYM) provided that they have the points determined by the University Senate. Receiving 60 points and above from one of the exams organized by ÖSYM is sufficient for exemption from the English Preparatory Program.

(2) As of the date of the exam, an application can be made to be exempt from the English Preparatory Program with a certificate of international exams accepted by the University Senate within the last two years. International exam certificates and minimum accepted scores are TOEFL IBT 72, TOEFL PBT 550, CAE C, FCE C, CPE C and Pearson PTE Academic 55.

(3) Students who will transfer to Fenerbahçe University from other institutions are entitled to be exempted from the English Preparatory Program if they submit the official document indicating that they are exempt from the English Preparatory Program with the success score accepted by the university they come from for students whose program language is completely English. If the institution they come from is an overseas university, documents showing that this university is recognized by the Council of Higher Education must be submitted. If the documents submitted are in a language other than Turkish and English, notarized translation of the documents must be required.

(4) As of the date of enrolment in the university, students who certify that they have studied in educational institutions where the citizens of that country continue in a country where English is spoken officially and as a mother tongue in at least the last 3 years are exempted from the English Preparatory Program.

(5) For the external language proficiency certificates specified in paragraphs 1, 2 and 3 of this article, the "eligibility" approval of the documents must be obtained from the Department of Foreign Languages. The Department of Foreign Languages has the right to investigate these documents and to reject the documents it finds suspicious. In order for students who cannot obtain eligibility approval for these documents to be exempt from the English Preparatory Program, the English Placement Examination (FBU-Placemement) and English Proficiency Examination (FBU-Proficiency) processes are followed for the students who enroll for the first time in the University.

Being Exempted from the Program While Continuing the English Preparatory Program:

ARTICLE 21 - (1) Students who continue the Mandatory English Preparatory Program and meet the English language proficiency requirements at the end of the first semester and students who deliver the external language proficiency certificate by the end of the first semester shall enroll in the second semester courses in the associate degree and bachelor's degree programs to be studied.

(2) Students who continue the optional English Preparatory Program can enroll in the courses in the second semester of the program they will study. These students are not required to be successful in the Preparatory Program. However, these students are obliged to inform Fenerbahçe University Student Affairs Directorate with a petition that they want to leave the English Preparatory Program and enroll in the relevant program they are enrolled in.

(3) At the end of the first year, students studying in the optional English Preparatory Program are enrolled in department courses regardless of their success status. These students can continue the English Preparatory Program for another year if they make a written application to the Directorate of Student Affairs.

(4) Optional with students who have successfully completed the Mandatory English Preparatory Program

Students participating in the English Preparatory Program may, if they wish, take courses from the first year courses opened in the associate degree or undergraduate program they are enrolled in at the summer school at the end of the English Preparatory Program.

Validity Period of Exemption Right from English Preparatory Program:

ARTICLE 22 - (1) The validity period of the English Preparatory Program exemption obtained by scoring 60 points or more from the English Proficiency Examination shall be two years from the date of the examination.

(2) Turkish associate degree and undergraduate students who have passed the English Proficiency Examination (FBU-Proficiency), if they enroll in an English language teaching program of the University by taking the Student Selection and Placement Examination within two years of their exemption, their English proficiency gains are considered valid if they want to settle in an English language program through an internal lateral transfer or if they apply to do a minor/ double major in an English program.

(3) The period of validity of the exemption granted to students who are exempt from the English Preparatory Program and whose curriculum language is English shall continue for the duration of their studies in associate degree and bachelor's degree programs. These students who have completed the associate degree and undergraduate program will benefit from the exemption validity if they gain the right to resettle to another associate degree or undergraduate program at the University during the year they graduate from the program.

Validity Period of Exemption Earned with External Language Proficiency Certificates:

ARTICLE 23 - (1) The period of validity of the document determined by ÖSYM shall be taken into account in the language proficiency certificates issued by the Student Selection and Placement Center (ÖSYM) and meeting the score condition determined by the Senate.

(2) The validity period of the language proficiency certificates with national and international validity accepted by the University Senate is the validity period of the relevant exam. In exams whose validity period is uncertain, it is maximum 2 years as of the relevant exam date.

(3) The period of validity of the English Preparatory Program exemption gains of the program language Turkish associate degree and undergraduate students who successfully completed the English Preparatory Program opened by other universities for 100% English program students is maximum 2 years.

PART FOUR
General Provisions

The conditions not covered hereunder

ARTICLE 24 - (1) Provisions of Higher Education Law No. 2547, Fenerbahçe University Associate Degree and Undergraduate Education Regulation and Senate and University Board decisions shall be applied in matters not included in this Directive.

Adaptation

PROVISIONAL ARTICLE 1 - (1) The provisions of this Directive shall apply to students who have studied and failed in the English Preparatory Program in the 2019-2020 Academic Year and who will continue their English Preparatory Program studies in the 2020-2021 Academic Year.

Effectiveness:

ARTICLE 25- (1) This Directive shall be effective from 2020-2021 Academic Year.

Enforcement:

ARTICLE 26. (1) This Directive shall be enforced by the Rector of Fenerbahçe University.