

# **REGULATION FOR ALTINBAŞ UNIVERSITY ENGLISH PREPARATORY PROGRAM**

## **PART I**

### **Objective, Scope, Basis and Definitions**

#### **Objective**

**ARTICLE 1** – (1) The objective of this Regulation is to set forth the rules and principles governing the English preparatory program offered by Altınbaş University School of Foreign Languages Department of Basic English.

#### **Scope**

**ARTICLE 2** – (1) This Regulation comprises the provisions governing the academic activities and assessment procedures in Altınbaş University School of Foreign Languages Department of Basic English / English preparatory program.

#### **Legal Basis**

**ARTICLE 3** – (1) This Regulation has been drawn up based on the Article 49 and the sub-clause (2) of the clause (d) of the sub-article (1) of the Article 7 of Higher Education Law No. 2547 of November 4<sup>th</sup>, 1981.

#### **Definitions**

**ARTICLE 4** – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) President: Altınbaş University President,
- b) Senate: Altınbaş University Senate,
- c) Department of Basic English: Altınbaş University School of Foreign Languages Department of Basic English,
- d) University: Altınbaş University,
- e) School of Foreign Languages: Altınbaş University School of Foreign Languages,
- f) Administrative Board: Administrative Board of the School of Foreign Languages.

## **PART II**

### **Rules and Principles governing Teaching and Learning**

#### **English preparatory program**

**ARTICLE 5** – (1) The aim of the English preparatory program offered by the School of Foreign Languages is to help students newly admitted to associate, undergraduate and graduate degree programs (partially or fully taught-in-English) improve the necessary skills of English so as to be able to attend English-taught classes.

(2) Students placed in programs offering fully Turkish-taught classes may also attend English preparatory program. The English preparatory program is also offered during the summer period.

(3) The duration of education in English preparatory program shall be annually determined by the Senate and indicated on the academic calendar.

#### **English proficiency test**

**ARTICLE 6** – (1) The English skills of students who are newly admitted to associate, undergraduate and graduate degree programs (partially or fully taught-in-English) shall be assessed through an English proficiency test prepared and administered by the School of

Foreign Languages at the beginning of each academic year. Passing score in the proficiency test shall be determined by the Senate upon the recommendation of the School of Foreign Languages.

(2) Students who meet the following requirements may be exempt from the Placement and Proficiency Test provided that they present, at the beginning of each semester no later than the end of add/drop period, documents proving they meet these requirements:

a) Having attended at least for three years or graduated from a secondary/high school attended by the citizens of the relevant country that speak official language chosen by Altınbaş University as medium of instruction,

b) Having achieved a passing score required by the Senate in central foreign language proficiency examination recognised by Turkish Council of Higher Education and/or in an international foreign language test recognised as equivalent by the Senate,

c) Having achieved a passing score required by the Senate in an international foreign language test recognized as equivalent by the Senate,

d) Having successfully completed an English preparatory program offered by a national or international university which are recognised as equivalent by Turkish Council of Higher Education, and being able to present documents issued within the last 3 years proving that you have completed the relevant program. The documents you will submit shall be subject to an evaluation by the School of Foreign Languages Administrative Board.

(3) School of Foreign Languages Administrative Board will take into account the validity period of the examinations governed by the clause (b) of the sub-article (2) in order for the scores obtained by students in the said examinations can be considered for evaluation. In case the validity period is not indicated, an expiry date will be set by the Turkish Council of Higher Education.

(4) Enrolment requirements for graduate students in preparatory program shall be determined by the Department of Basic English.

#### **Placement test**

**ARTICLE 7** – (1) School of Foreign Languages shall administer a language skills placement test to determine students' language level and proficiency. Students shall be sorted into groups based on the scores they have obtained in the placement test. The Department of Basic English shall set groups' weekly class schedule and group switching rules at the beginning of each academic year.

#### **Duration of study**

**ARTICLE 8** – (1) The regular duration of studies in English preparatory program is two semesters. Associate's degree and undergraduate degree students who fail to complete preparatory program in two semesters may re-enroll in the program for two more semesters.

(2) Associate's degree and undergraduate degree students who have failed to complete the program the English preparatory program after two years of study, thus acquired the right to re-enroll in the University may enroll again in the preparatory program.

#### **Class attendance**

**ARTICLE 9** – (1) Class attendance is mandatory in the English preparatory program. Students shall be responsible for achieving the attendance rate required by the Department of Basic English. Students who do not attend classes regularly without excuse recognised valid or acceptable by the Chair shall be deemed to have failed the program.

#### **Assessment, academic standing and compulsory attendance**

**ARTICLE 10** – (1) The academic standing of students attending the English preparatory program shall be measured by a proficiency test. Internationally recognised language examinations shall not supersede the language proficiency test administered by Altınbaş University; however, the Senate reserves its right to recognise or not the equivalency of international language examinations as per the clause (c) of the sub-article 2 of the Article 6 set forth herein. Requirements for taking the English proficiency test shall be set by the

Department of Basic English and announced to the students at the beginning of the academic year. B2 level students in the English Preparatory Program shall be deemed to have completed their preparatory studies provided that they can successfully pass the English proficiency test to be administered at the end of the first semester. The Department of Basic English shall determine the terms and conditions regarding students' (who have failed the preparatory program at the end of two years) attendance to the summer school and the English proficiency test to be administered at the end of the summer school as well as unsuccessful students' attendance to the preparatory program next year. Graduate students shall not be obligated to attend the preparatory program in the following year.

(2) Students who have studied the English preparatory program for two years but failed the proficiency test shall be granted an unlimited right to sit foreign language proficiency test which is given to newly enrolled students at the end of each semester, provided that they re-register. In order to take a proficiency test, students are required to submit a petition to the Registrar's Office at least one week before the examination date and pay their tuition fees. The abovementioned students shall not be entitled to any other student rights except for unlimited re-takes.

(3) Students who optionally enroll in English preparatory program may continue with their associate or undergraduate degree studies at the beginning of the semester even if they fail the preparatory class.

(4) Assessment, success criteria and compulsory attendance shall be determined based on the implementation fundamentals approved by the Administrative Board.

#### **Leave of absence**

**ARTICLE 11** – (1) English preparatory program students may be granted a leave of absence in accordance with the provisions set forth in the Article 25 of Altınbaş University Academic Rules and Regulations published in the Official Gazette No. 27967 of June 17, 2011.

(2) Students who have taken one year leave from the University may enter the proficiency test to be given at the beginning of next academic year. Students who fail the test reserve the right to continue to attend the English preparatory program.

### **PART III**

#### **Miscellaneous and Final Provisions**

##### **Annulled regulation**

**ARTICLE 12** – (1) Regulation for Altınbaş University English Preparatory Program published in Official Gazette No. 27978 of June 28, 2011 has been annulled.

##### **Situations that are not covered by this regulation**

**ARTICLE 13** – (1) The provisions of the Regulation for Foreign Language Teaching in Higher Education Institutions and Foreign Language-Medium Instruction published in Official Gazette No. 29662 of March 23, 2016 shall apply to situations that are not covered by this Regulation.

##### **Effective Date**

**ARTICLE 14** – (1) This Regulation shall come into force on the date of its publication in the Official Gazette.

##### **Execution**

**ARTICLE 15** – (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.

**This Regulation has been published in the following issue of Official Gazette on the following date**

<b>Date</b>	<b>Issue No.</b>
26.09.2016	29839