

ALTINBAŞ UNIVERSITY

GUIDELINES FOR EXEMPTIONS IN ASSOCIATE, BACHELOR’S, AND GRADUATE PROGRAMS AT THE SCHOOL OF FOREIGN LANGUAGES

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1- The purpose of this guideline is to establish the exemption criteria for the Basic English Department, Turkish Preparatory Program, German Preparatory Program, and Modern Languages Department within the scope of associate degree and bachelor’s degree programs, as well as the Graduate School of Education.

ARTICLE 2- (1) This Guideline covers the provisions regarding exemption procedures for the Basic English Department, Turkish Preparatory Program, German Preparatory Program, and Department of Modern Languages at Altınbaş University School of Foreign Languages, as well as associate degree, undergraduate, and Graduate School of Education programs.

(2) Second foreign language courses offered by the Department of Modern Languages as elective courses are not subject to the provisions of this Directive.

Legal Basis

ARTICLE 3- (1) This Directive is issued pursuant to subparagraph (1) of the first paragraph of Article 5, Articles 44 and 49 of the Higher Education Law No. 2547 dated November 4, 1981, and Article 3 of the Law No. 2923 dated October 14, 1983, on Foreign Language Education and Instruction and the Learning of Different Languages and Dialects by Turkish Citizens.

Definitions

ARTICLE 4—The terms used in this guideline;

- a) University: Altınbaş University,
- b) Rector: The Rector of Altınbaş University,
- c) YDY: The School of Foreign Languages,
- d) LEE: The Graduate School of Education,
- e) DİLMER: The Altınbaş University Center for Turkish and Foreign Language Teaching, Application, and Research,
- f) TİB: Basic English Section,
- g) THP: Turkish Preparatory Program,
- h) AHP: German Preparatory Program,
- i) MDB: Department of Modern Languages,
- j) Exemption: Exclusion,
- k) Transcript: Academic transcript,
- l) Transfer: Refers to students who are currently enrolled at universities in other countries or at different universities in Turkey and wish to enroll at this University.

SECOND SECTION

Exam Administration Guidelines and Exemption Conditions

Rights, Validity, and Excuses Regarding Placement and Proficiency Exams

ARTICLE 5- (1) Students who have taken a level determination and/or proficiency exam administered by YDY within the last 3 (three) years and who have had their registration canceled or suspended for any reason may use their exam results during the registration reinstatement or renewal process.

(2) Each student has the right to take the level placement exam once. A student whose valid excuse is accepted by the YDY Board of Directors may also take a makeup exam.

(3) Students who are unable to take the Level Placement and/or Proficiency exams due to valid excuses must submit a document stating their excuse, attached to a written request, to the YDY Directorate within five business days following the end of their excuse period. Students whose excuses are deemed valid by the relevant board are granted a one-time opportunity to take a new exam for each exam they missed. Exams are not administered during the period covered by the medical leave. Students whose excuses are not deemed valid are considered to have failed the exam(s) they missed.

Document-Based Exemption Applications and Deadlines

ARTICLE 6- (1) For students applying with documentation to be exempt from YDY preparatory programs, the application deadline is the last day of the add-drop week according to our University's academic calendar; for international students, the deadline is 30 days from the date of registration.

Exemption Conditions for Preparatory Programs in Associate, Bachelor's, and Graduate Programs

ARTICLE 7- (1) For international students enrolling in associate degree programs at the School of Health Services where the language of instruction is Turkish, only the documents listed below are accepted as proof of Turkish proficiency, provided they are from the last two years:

- a) Achieving at least a B1 level on the Turkish Language Proficiency Test administered by YDY,
- b) Achieving at least a B1 level on the Turkish Certificate/Proficiency Exam administered by DİLMER,
- c) Achieving at least a B1 level on the Turkish Proficiency Exam (TYS) administered by the Yunus Emre Institute.

(2) International students who have completed or are currently enrolled in another undergraduate or graduate program where the language of instruction is 100% Turkish, or who are newly enrolling or transferring, must meet the following conditions to be exempt from the THP:

- a) Submit an official document proving that the language of instruction at the institution where they received their education is 100% Turkish, provided that the document is no more than 5 (five) years old,
- b) Submit a transcript showing a minimum GPA of 2.00, provided the transcript is no more than 5 (five) years old.

(3) Students who are citizens of a country where the official language is Turkish must meet the following conditions to be exempt from the THP:

- a) Submit the original document proving citizenship of that country (ID card/passport),
- b) Submit a transcript and diploma demonstrating that you completed your secondary education at educational institutions attended by citizens of a country where Turkish is spoken as a native language, within the last 3 (three) years.

Undergraduate Programs: Basic English Preparation Program Exemption Conditions

ARTICLE 8- Exemption from the University TIB English Preparation Program based on documentation is determined according to the following conditions:

(1) Provided that the documents are not older than 2 (two) years, students seeking exemption from the English preparatory program must submit an original document proving that they have achieved the minimum score specified in the table below on international English proficiency exams accepted by the

University Senate and recognized by the Council of Higher Education (YÖK):

Exam Type*	Validity Period	Minimum Score
YDY Proficiency Exam	2 years	60
TOEFL IBT	2 years	65
PTE Academic	2 years	55
CAE	2 years	C
CPE	2 years	C
YDS-YÖKDİL	2 years	80
EmSAT	2 years	1250
University DİLMER	2 years	60
Oxford Test of English Advanced	2 years	111
Oxford Test of English	2 years	111
Cambridge Linguaskill General	2 years	140
E-TEP	2 years	74

(2) Students who have completed an English preparatory program at another university must meet one of the following conditions to be exempt from the English preparatory program, provided that the program was completed no more than 5 (five) years ago:

- a) Submit documentation proving successful completion of B2-level education,
- b) Submit a document proving successful completion of the Proficiency Exam taken after the B2 level,

(3) Have completed or be enrolled in another undergraduate or graduate program where the language of instruction is 100% English; Newly enrolled, Transfer (International), and Horizontal Transfer (Turkish) students must meet the following conditions to be exempt from the English preparatory program:

- a) Submit an official document proving that the language of instruction at the institution where they received their education is 100% English, provided the document is no more than 5 (five) years old,
- b) Submit a transcript showing a minimum GPA of 2.00, provided the transcript is no more than 5 (five) years old.
- c) Documents prepared by other universities in their own formats and stating the above conditions will be accepted; no changes to the format or wording of the document will be requested. Additional documents may be requested when necessary. If the relevant documents are submitted by another unit of the University, copies bearing a “certified true copy” stamp may be considered for evaluation.

(4) Students who are citizens of a country where English is one of the official languages must meet the following conditions to be exempt from the English preparatory program:

- a) Submit a document proving citizenship of that country (ID/passport)
- b) Submit a transcript or diploma demonstrating that they completed their education in institutions where English is the language of instruction and which are attended by citizens of that country, for at least the last 3 (three) years (for Nigerian students, a WAEC exam result certificate is sufficient; for Pakistani students, O-Level or A-Level certificates demonstrating education under the GCE-AL system are sufficient).

(5) Students who have completed their secondary education at institutions where the language of instruction is English in a country where English is one of the official languages (United Kingdom, Canada, Australia, United States, New Zealand, etc.) must meet the following conditions to be exempt from the English preparatory program:

- a) Submit a transcript or diploma demonstrating that they completed their secondary education in a country where English is an official language, at educational institutions attended by citizens of that country, for at least the last 3 (three) years.
- b) Students who have completed their high school education abroad are exempt from the English preparatory program if they can provide documentation proving that they graduated from a high school

where the language of instruction was entirely English for at least the last 3 (three) years.

UOLP German Preparatory Program Exemption Conditions

ARTICLE 9- (1) All students newly admitted to undergraduate programs conducted entirely or partially in German must begin the German Preparatory Program at the A1 level.

(2) The following students are exempt from the German Language Preparation Program provided they submit the required documentation within the course registration period specified in the academic calendar established by the University of Cologne at the beginning of the academic year:

- a) Those who hold the University of Cologne B.2.2 German Language Certificate (Department of German as a Foreign Language at the University of Cologne),
- b) those holding a DSH (German Language Proficiency Test for University Admission) Level 2 or 3 certificate,
- c) Those holding a TestDaF (Test of German as a Foreign Language) Level 4 or 5 certificate,
- d) Those holding a DSD II (German Language Diploma of the Conference of Ministers of Education – Level 2) certificate,
- e) Those holding the Goethe-Institut B2 and Telc B2 certificates,
- f) Those holding certificates equivalent to the above (certificates accredited by the Common European Framework of Reference for Languages) or language proficiency certificates accepted by the University of Cologne.

(3) Students requesting exemption from any level between A1 and B2 in the German Preparatory Program must submit their requests to the School of Foreign Languages at the beginning of the academic year, accompanied by a language proficiency certificate from the Goethe-Institut and/or an internationally recognized certificate for the relevant level.

(4) For the evaluation of scores or grades obtained in exams and course certificate exams covered by the second and third paragraphs, the validity period of the certificate as determined by the administering institution is taken into account. If the validity period of the exam or course certificate is not specified, this period is a maximum of two years.

Undergraduate Programs: Turkish Language Preparation Program Exemption Requirements

ARTICLE 10-(1) For international students enrolling in undergraduate programs where the language of instruction is Turkish, only the documents listed below are accepted as proof of Turkish proficiency, provided they are from the last two years:

- a) Passing the Turkish Language Proficiency/Level Determination Exam administered by YDY at the B2 level,
- b) Passing the Turkish Certificate/Proficiency Exam administered by DİLMER at the B2 level,
- c) Achieving at least a B2 level on the Turkish Proficiency Exam (TYS) administered by the Yunus Emre Institute.

(2) Students who have completed education in a Turkish Language Program (THP) at another university must meet any one of the following conditions to be exempt from the THP, provided that the program was completed within the last 5 (five) years:

- d) Submit a document proving that they have completed B2-level education and passed the exam,
- e) Submit a document proving successful completion of the Proficiency Exam taken after the B2 level.

(3) For new enrollment, transfer, or international students who have completed or are enrolled in another undergraduate or graduate program where the language of instruction is 100% Turkish, the following conditions must be met for exemption from the THP:

- a) Submit an official document proving that the language of instruction at the institution where they received their education is 100% Turkish, provided that the document is no more than 5 (five) years old,
- b) Submit a transcript showing a minimum GPA of 2.00, provided that the transcript is no more than five years old.

(4) Students who are citizens of a country where the official language is Turkish must meet the following conditions to be exempt from the THP:

- a) Submit the original document proving citizenship of that country (ID/passport),

- b) Submit a transcript and diploma demonstrating that secondary education was completed in the last 3 (three) years in a country where Turkish is the native language, at educational institutions attended by citizens of that country.

Exemption Conditions for the Preparatory Program of Programs Offering Partially Foreign-Language Instruction

ARTICLE 11 – International students applying to programs that offer instruction partially in a foreign language must meet the exemption conditions for both the English and Turkish Preparatory Programs/THP separately, as the program’s language of instruction is 70% Turkish and 30% English, must separately meet the exemption conditions for both the English and Turkish Preparatory Programs/THP as specified above.

English Proficiency Waiver Requirements for Master’s Programs Taught in English

ARTICLE 12- (1) To begin studies in Master’s programs conducted in English at LEE, a student must have achieved the English proficiency level equivalent to A2, as specified in the table below, provided that the course was taken within the last 2 (two) years:

Exam Type	Minimum Score	European Language Portfolio (EPP) Equivalent
AU Foreign Languages College Proficiency Exam	Have successfully completed 60% of the A2 section of the placement exam completed	A2 Completed
TOEFL IBT	60	A2 Completed
PTE Academic	30	A2 Completed
CAE	C	A2 Completed
CPE	C	A2 Completed
YDS - YÖKDİL	50	A2 Completed
Oxford Test of English Advanced	51	A2 Completed
Oxford Test of English	51	A2 Completed
Cambridge Linguaskill General	91	A2 Completed

- (2) To be exempt from the English preparatory program, the following conditions must be met:
- Submit an official document proving that the language of instruction at the institution where the applicant received their education is 100% English, provided that the document is no more than 5 (five) years old,
 - Submit a transcript showing a minimum GPA of 2.00, provided that the transcript is no more than 5 (five) years old.
- (3) Students who are citizens of a country where English is one of the official languages must meet the following conditions to be exempt from the English preparatory program:
- Submit a document proving citizenship of that country (ID/passport),
 - Submit a transcript or diploma demonstrating that they completed their education within the last 3 (three) years at institutions where the language of instruction is English and which are attended by citizens of a country where English is an official language (for Nigerian students, a WAEC exam result certificate is sufficient; for Pakistani students, O-Level or A-Level certificates demonstrating education under the GCE-AL system are sufficient).
- (4) Students who have completed their secondary education at institutions where the language of instruction is English in a country where English is one of the official languages (United Kingdom,

Canada, Australia, United States, New Zealand, etc.) must meet the following conditions to be exempt from the English preparatory program:

- a) Submit a transcript or diploma demonstrating that they completed their secondary education within the last 3 (three) years at educational institutions attended by citizens of a country where English is an official language.
- (5) If they can provide documentation proving that they completed their secondary education in a country where the language of instruction is entirely English within the last three years, they will be exempt from the English preparatory program.

English Proficiency Exemption Requirements for Doctoral Programs Conducted in English

ARTICLE 13 – (1) To begin studies in doctoral programs conducted at LEE, all Turkish and international students must have achieved the English proficiency equivalent score specified in the table below, provided that the scores are from the last 2 (two) years and demonstrate completion of the B1 level:

Exam Type*	Minimum Score	European Language Portfolio (ELP) Equivalent
TOEFL IBT	66	B1 Completed
PTE Academic	50	B1 Completed
CAE	C	B1 Completed
CPE	C	B1 Completed
Oxford Test of English	81	B1 Completed
Cambridge Linguaskill General	140	B1 Completed
Oxford Test of English Advanced	111	B2 Completed

Turkish Language Proficiency Requirements for International Students in Turkish-Taught Master's Programs

ARTICLE 14- (1) For international students enrolling in the University's master's programs where the language of instruction is Turkish, only the documents listed below will be accepted as proof of Turkish language proficiency, provided they are from the last two years:

- Achieving at least an A2 level on the Turkish Language Proficiency Test administered by YDY,
- Achieving at least an A2 level on the Turkish Certificate/Proficiency Exam administered by DİLMER,
- Achieving at least an A2 level on the Turkish Proficiency Exam (TYS) administered by the Yunus Emre Institute.

Turkish Language Exemption Requirements for International Students in Turkish-Taught Doctoral Programs

ARTICLE 15- (1) For international students enrolling in master's programs where the language of instruction is Turkish, only the following documents, provided they are from the last two years, will be accepted as proof of Turkish proficiency for exemption purposes:

- Passing the Turkish Certificate/Proficiency Exam administered by DİLMER at the B1 level,
- Achieving at least a B1 level on the Turkish Proficiency Exam (TYS) administered by the Yunus Emre Institute.

CHAPTER THREE

Language Exemptions for Second Foreign Language Courses in Undergraduate Programs

The exemption cases mentioned in this section apply only to mandatory English courses included in the curricula of departments where the language of instruction is Turkish, and to mandatory Turkish for Foreigners courses included in the curricula of faculties where the language of instruction is English. Requests for exemption from other mandatory or elective second foreign language courses will not be accepted.

Language Exemption Conditions for Second Foreign Language Courses in Undergraduate Programs

ARTICLE 16- (1) The dates of the exemption exams are announced in the academic calendar by the YDY. Students who have newly enrolled in the relevant academic year and students who have completed the preparatory program (by the end of the relevant academic year or the previous fall semester) may participate in the exemption exams. There are no make-up exams for the relevant exemption exams.

(2) To be exempt from “Turkish for Foreigners” courses within departments offering instruction in English, the following conditions must be met:

- a) Passing the exemption exam administered by YDY;
- b) Submit a DİLMER or Yunus Emre Institute A2 Certificate dated within the last 2 (two) years;
- c) Submit documentation proving successful completion of these courses at a previously attended university, provided the documentation is from within the last 3 (three) years;
- d) Submit a transcript and diploma from a country where Turkish is an official language, provided the documents are from the last 3 (three) years;

(3) To be exempt from the mandatory “English” course in departments offering Turkish-language instruction, the following conditions must be met:

- a) Pass the exemption exam administered by YDY;
- b) Answering 50% of the questions correctly in the course’s English exemption exam;
- c) Submitting an A2 Certificate obtained from a Language Center approved by the Higher Education Council (YÖK), provided it is from the last 2 (two) years;
- d) Having scored a minimum of 60 (sixty) points on the English Proficiency Exam administered by our university’s Basic English Department, provided it was taken within the last 3 (three) years;
- e) Submit a document certifying that you have taken and successfully completed this course at a previous university, provided it was within the last 3 (three) years;

SECTION FOUR

Entry into Force and Implementation

Entry into Force

ARTICLE 17- (1) This Directive shall enter into force as of the date of its approval by the Senate.

Implementation

ARTICLE 18- (1) The provisions of this Directive shall be implemented by the Rector.

Decisions Serving as the Basis for the Regulation’s Entry into Force		
Relevant Committee	Date of Decision	Decision Number
Senate	12/24/2019	2019/14
Board of Trustees	01/09/2020	2020/01
In the Directive Decisions Regarding the Amendment		
Relevant Committee	Date of Decision	Decision Number
Senate	07/03/2020	2020/13
Board of Trustees	July 23, 2020	2020/05

Senate	10/16/2020	2020/18
Board of Trustees	11/12/2020	2020/09
Senate	12/04/2020	2020/04
Board of Trustees	January 7, 2021	2021/01
Senate	September 24, 2021	2021/13
Board of Trustees	10/08/2021	2021/08
Senate	January 28, 2022	2022/01
Board of Trustees	March 10, 2022	March 2022
Senate	April 6, 2022	2022/06
Senate	March 29, 2022	May 2022
Board of Trustees	May 17, 2022	2022/04
Senate	December 24, 2024	2024/10
Board of Trustees	January 20, 2025	2025/03
Senate	January 19, 2026	2026/01
Board of Trustees	January 26, 2026	2026/01