# ALTINBAŞ UNIVERSITY

# SCHOOL OF FOREIGN LANGUAGES

**EXEMPTION REGULATIONS FOR ASSOCIATE, UNDERGRADUATE, AND GRADUATE PROGRAMS**

# SECTION ONE

**Purpose, Scope, Legal Basis and Definitions**

# Purpose

**ARTICLE 1-** The purpose of this regulation is to establish the criteria for exemptions within the Basic English Department, Turkish Preparatory Program, German Preparatory Program, and Modern Languages Department under the Institute of Associate, Undergraduate, and Graduate Education.

**Scope**

**ARTICLE 2-** (1) This regulation encompasses the provisions related to the exemption procedures of the Basic English Department, Turkish Preparatory Program, German Preparatory Program, and Modern Languages Department within Altınbaş University School of Foreign Languages, as well as the programs of the Institute of Associate, Undergraduate, and Graduate Education.
(2) The elective second foreign language courses offered by the Modern Languages Department are not subjected to the exemption processes within this regulation.

**Legal Basis**

**ARTICLE 3-** (1) This Regulation is prepared based on the provisions of the Higher Education Law Number 2547 and the Regulation on the Principles to be Followed in Foreign Language Teaching and Instruction in Foreign Languages in Higher Education Institutions issued by the Higher Education Council.

**Definitions**

**ARTICLE 4-** In this regulation, the following terms shall have the meanings indicated below:
a) University: Altınbaş University,
b) Rector: The Rector of Altınbaş University,
c) SFL: School of Foreign Languages,
d) GSI: Graduate School Institute,
e) DILMER: Altınbaş University Centre for Teaching and Learning of Turkish and Foreign Languages,
f) BED: Basic English Department,
g) TPP: Turkish Preparatory Program,
h) GPP: German Preparatory Program,
i) MLD: Modern Languages Department,
j) Exemption: The condition of being excused from a requirement,
k) Transcript: An official record of a student's academic performance,
l) Transfer: Students currently enrolled in different universities in Turkey or abroad who wish to enroll in Altınbaş University.

**SECTION TWO**

**Exemption Conditions for Associate, Undergraduate, and Graduate Preparatory Programs**

**ARTICLE 5-** (1) International students intending to commence studies in Turkish-medium associate degree programs within the School of Health Sciences must possess a Turkish language proficiency equivalent to at least level B1, as indicated in the table below, with certification obtained within the last two years.

|  |  |  |
| --- | --- | --- |
| **Exam Type\*** | **Minimum Score** | **European Language Portfolio (ELP) Equivalent** |
| SFL Placement Exam | Successfully complete 60% of the B1 section in the Placement Exam | Completion of B1 Level |
| DİLMER | Successfully complete 60% of the B1 section in the Placement Exam | Completion of B1 Level |
| Placement or Course Completion Exams of University Language Centers | Completion of B1 Level | Completion of B1 Level |
| Yunus Emre Institute Placement or Course Completion Exams | Completion of B1 Level | Completion of B1 Level |

* *The deadline for students to apply for exemption from the preparatory programs with documentation is the last day of the add/drop period according to the University’s academic calendar, and for international students within 30 days from the registration date.*
1. For new or transfer international students who have graduated from or are currently enrolled in another undergraduate or graduate program where the medium of instruction is 100% Turkish, the following conditions must be met for exemption from the TPP:

 a) Submit an official document, not older than 5 (five) years, proving that the medium of instruction at the attended institution was 100% Turkish.

 b) Provide a transcript, not older than 5 (five) years, indicating a minimum GPA of 2.00.

1. For students who are citizens of a country where Turkish is the official language, the following conditions must be met for exemption from the TPP:

 a) Submit an original document proving citizenship of the respective country (identity card/passport).

 b) Provide a transcript and diploma showing completion of secondary education at institutions attended by nationals of that country in a country where Turkish is spoken as the native language, within at least the last 3 (three) years.

**Undergraduate Programs** **Basic English Preparatory Program Exemption Conditions**

**ARTICLE 6-** Within the scope of the University's BED English Preparatory Program, exemption is determined under the following conditions:

1. Students must submit an original document, not older than 2 (two) years, showing that they have obtained the minimum scores required in internationally recognized English proficiency exams accepted by the University Senate and recognized by the Higher Education Council (YÖK). The specific minimum scores are detailed in the table below:

|  |  |  |
| --- | --- | --- |
| **Exam Type\*** | **Validity Period** | **Minimum Score** |
| SFL 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 |

* Remote exemption exams (TOEFL Home Edition) are not accepted for exemption purposes. However, those who took the relevant exam before the directive was accepted by the Senate on 06.04.2022 and submit the necessary documentation within 15 days from this date are exempt from this provision.
* *The deadline for students to apply for exemption from the preparatory programs with documentation is the last day of the add/drop period according to the University’s academic calendar, and for international students within 30 days from the registration date.*
1. Students who have studied in an English preparatory program at another university within the last five years can be exempt from the English preparatory program by meeting any of the following conditions:
2. Provide a document showing that they have successfully completed a B2 level course,
3. Provide a document showing success in a proficiency exam conducted after the B2 level,
4. Provide a certificate of success in an English proficiency exam administered by another university.
5. For new enrolments, transfers (international), and lateral transfers (domestic) students who have graduated from or are currently enrolled in another undergraduate or graduate program where the medium of instruction is 100% English, the following conditions must be met for exemption from the English preparatory program:
	1. Submit an official document, not older than five years, proving that the medium of instruction at the attended institution was 100% English.
	2. Provide a transcript, not older than five years, indicating a minimum GPA of 2.00.
	3. Documents prepared in their own format by other universities that state the above conditions are accepted without requesting any format or wording changes. Additional documents may be requested if necessary. If the relevant documents are submitted by another unit of the University, copies bearing the "certified true copy" stamp are acceptable for evaluation.
6. For students who are citizens of a country where English is one of the official languages, the following conditions must be met for exemption from the English preparatory program:
7. Submit a document proving citizenship of the respective country (identity card/passport).
8. Provide a transcript or diploma showing completion of at least the last three years of secondary education at institutions attended by nationals of that country, where the medium of instruction is English (for Nigerian students, the WAEC exam result certificate is sufficient, and for Pakistani students, O-Level or A-Level certificates proving education in the GCE-AL system are sufficient).

(5) For students who completed their secondary education in English-medium institutions in a country where English is the official language (e.g., the United Kingdom, Canada, Australia, the USA, New Zealand, etc.), the following conditions must be met to be exempt from the English preparatory program:

 a) Provide a transcript or diploma showing that they completed their secondary education in the last three years in an educational institution attended by the citizens of that country where English is the official language,

 b) Students who completed their high school education abroad are considered exempt from the English preparatory program if they can document that they graduated from a high school where the language of instruction is entirely English for at least the last three years.

**Exemption Conditions for the Basic English Department Placement Exam**

**ARTICLE 7 -** (1) Students who took the placement exam conducted by the School of Foreign Languages (SFL) within the last three years and withdrew or froze their registration for any reason can use their exam results for reinstatement or renewal of registration.

(2) Each student has the right to take the placement exam once. Students with a valid excuse accepted by the SFL Board of Directors can also take the make-up exam.

(3) Students who cannot take the Placement and Proficiency exams due to valid excuses must submit a document explaining their excuse along with a petition to the SFL Directorate within five working days following the end of their excuse. Students whose excuses are deemed appropriate by the relevant board are given new exam right for each exam they missed only for once. There is no make-up for this new exam. Exams cannot be taken during the period covered by the excuse. Students whose excuses are not deemed appropriate will be considered unsuccessful in the exams they missed.

**Exemption Conditions for the German Preparatory Program**

**ARTICLE 8** - (1) All students newly admitted to undergraduate programs conducted entirely or partially in German start from A1 level in the German Preparatory Program.

(2) The following students are exempt from the German Preparatory Program if they submit the required documentation during the course registration period specified in the academic calendar of the University of Cologne:

a) Those who hold the University of Cologne B2.2 German Language Certificate (Lehrbereich Deutsch als Fremdsprache der Universität zu Köln),

b) Those who hold the DSH (Deutsche Sprachprüfung für den Hochschulzugang) 2 or 3 certificate, c) Those who hold the TestDaF (Test Deutsch als Fremdsprache) 4 or 5 certificate,

d) Those who hold the DSD II (Deutsche Sprachdiplom der Kultusministerkonferenz – Zweite Stufe) certificate,

e) Those who hold a certificate equivalent to the above-mentioned certificates (a certificate accredited by the Common European Framework of Reference for Languages) or language proficiency certificates accepted by the University of Cologne.

(3) Students seeking exemption from any level of the German Preparatory Program from A1 to B2 must present a language proficiency certificate relevant to the level from the Goethe Institute and/or an internationally recognized certificate to the School of Foreign Languages (SFL) at the beginning of the academic year.

(4) The validity period determined by the institutions conducting the exams or issuing the level certificates applies to the evaluation of scores/grades obtained in the exams and level certificate exams mentioned in the second and third clauses. If the validity period of the exam/level certificate is not specified, this period is a maximum of 2 years.

**Exemption Conditions for the Turkish Preparatory Program**

**ARTICLE 9 -** (1) Students must submit an original document obtained within the last two years in B2 level from internationally recognized exams accepted by the University Senate or Turkish proficiency exams approved by the Council of Higher Education (YÖK).

(2) Students who have studied in a Turkish Preparatory Program (TPP) at another university within the last five years can be exempt from the TPP by meeting the following conditions:

 a) Provide a document showing they have successfully completed a B2 level course,

 b) Provide a document showing they have passed a Proficiency Exam conducted after B2 level.

(3) Students who have completed or are enrolled in another undergraduate or graduate program where the medium of instruction is 100% Turkish can be exempt from the TPP by meeting the following conditions:

 a) Submit an official document not older than five years proving that the medium of instruction at the attended institution was 100% Turkish,

 b) Provide a transcript not older than five years indicating a minimum GPA of 2.00.

(4) Students who are citizens of a country where Turkish is the official language can be exempt from the TPP by meeting the following conditions:

 a) Submit an original document proving citizenship of the respective country (identity card/passport),

 b) Provide a transcript and diploma showing completion of at least the last three years of secondary education at institutions attended by nationals of that country where Turkish is spoken as the native language.

**Exemption Conditions for the Law Faculty Preparatory Program**

**ARTICLE 10 -** International students applying to the Faculty of Law must meet the exemption conditions for both the Turkish Preparatory Program (TPP) and the English Preparatory Program, as the program's medium of instruction is 70% Turkish and 30% English.

**Exemption Conditions for English-Medium Graduate Programs**

**ARTICLE 11 -** (1) To begin studies in English-medium graduate programs within the Institute of Postgraduate Education, students must have achieved an A2 level within the last two years, as indicated in the table below:

|  |  |  |
| --- | --- | --- |
| **Exam Type\*\***  | **Minimum Score**  | **European Language Portfolio (ELP) Equivalent**  |
| SFL Placement Exam  | Successfully complete 60% of the A2 section  | Completion of A2 Level  |
| DILMER Exam  | Successfully complete 60% of the A2 section  | Completion of A2 Level  |
| TOEFL IBT  | 42  | \*\*  |
| PTE Academic  | 30  | Completion of A2 Level  |
| CAE  | C  | Completion of A2 Level  |
| CPE  | C  | Completion of A2 Level  |
| YDS-YÖKDİL  | 50  | Completion of A2 Level  |

*\* Remote exemption exams (e.g., TOEFL Home Edition) are not accepted for exemption purposes. However, those who took the relevant exam before the directive was accepted by the Senate on 06.04.2022 and submit the necessary documentation within 15 days from this date are exempt from this provision.*

*\* TOEFL sources do not specify a score equivalent to A2.*

\*\* *The deadline for students to apply for exemption from the preparatory programs of our School with documentation is the last day of the add/drop period according to the University’s academic calendar.*

(2) To be exempt from the English preparatory program, the following conditions must be met:

 a) Submit an official document not older than five years proving that the medium of instruction at the attended institution was 100% English,

 b) Provide a transcript not older than five years indicating a minimum GPA of 2.00.

(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:

 a) Submit a document proving citizenship of the respective country (identity card/passport),

 b) Provide a transcript or diploma showing completion of at least the last three years of secondary education at institutions attended by nationals of that country where the medium of instruction is English (for Nigerian students, the WAEC exam result certificate is sufficient, and for Pakistani students, O-Level or A-Level certificates proving education in the GCE-AL system are sufficient).

(4) Students who completed their secondary education in English-medium institutions in a country where English is the official language (e.g., the United Kingdom, Canada, Australia, the USA, New Zealand, etc.) must meet the following conditions to be exempt from the English preparatory program:

 a) Provide a transcript or diploma showing that they completed their secondary education in the last three years in an educational institution attended by the citizens of that country where English is the official language.

(5) Students are exempted from the English preparatory programme if they prove that they have completed their secondary education in a country where the language of instruction is entirely English in the last 3 (three) years.

**Exemption Conditions for English-Medium Doctoral Programs**

**ARTICLE 12 –** (1) To begin studies in doctoral programs conducted in English within the Institute of Postgraduate Education, all students, whether Turkish or international, must have achieved B1 level within the last two years, as indicated in the table below:

|  |  |  |
| --- | --- | --- |
| **Exam Type**  | **Minimum Score**  | **European Language Portfolio**  |
|   |   | (ELP) Equivalent   |
| TOEFL IBT  | **42**  | Completed B1  |
| PTE Academic  | **50**  | Completed B1  |
| CAE  | **C**  | Completed B1  |
| CPE  | **C**  | Completed B1  |

                                                                                                                                                           *\** *The deadline for students to apply for exemption from the preparatory programs of our School with documentation is the last day of the add/drop period according to the University’s academic calendar.*

**Turkish Proficiency Exemption Conditions for International Students for Master's Programs Conducted in Turkish**

**ARTICLE 13**- (1) To begin studies in Turkish-medium master's programs within the Institute of Postgraduate Education, international students must have achieved Turkish equivalent grade in A2 level within the last two years, as indicated in the table below:

|  |  |
| --- | --- |
| **Exam Type**  | **Minimum Score**  |
| DİLMER Placement Test  | Completed A2  |
| SFL Placement Test  | Completed A2  |
| Placement or Course Completion Exams of University Language Centers  | Completed A2  |
| Yunus Emre Institute Placement or Course Completion Exams  | Completed A2  |

**Turkish Proficiency Exemption Conditions for International Students for Doctoral Programs Conducted in Turkish**

**ARTICLE 14**- (1) To begin studies in Turkish-medium doctoral programs within the Institute of Postgraduate Education, international students must have achieved Turkish equivalent grade in B1 level within the last two years, as indicated in the table below:

|  |  |
| --- | --- |
| **Exam Type**  | **Minimum Score**  |
| DİLMER Placement Test  | Completed B1  |
| SFL Placement Test  | Completed B1  |
| Placement or Course Completion Exams of University Language Centers  | Completed B1  |
| Yunus Emre Institute Placement or Course Completion Exams  | Completed B1  |

\* The deadline for students to apply for exemption from the preparatory programs of SFL with documentation is the last day of the add/drop period according to the University’s academic calendar.

                                                         **SECTION THREE**

**Language Exemptions for Second Foreign Language Courses in Undergraduate Programs**

The exemption situations mentioned in this section only cover the courses ENG111-112 and TURK101-102. Requests for exemptions for other compulsory and elective second foreign language courses are not accepted.

**Department of Modern Languages Language Exemption Conditions**

**ARTICLE 15**-

(1) The dates of exemption exams within the scope of SFL MLD are announced in the academic calendar. Students who have recently 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) can participate in the exemption exams. There are no make-up exams for these exams.

(2) To be exempted from the “Turkish for Foreigners (TURK101-TURK102)” courses within departments providing education in English, the following conditions must be met:

 a) Passing the exemption exam conducted by SFL,

 b) Providing an A2 Certificate from language centers approved by Higher Education Council, obtained within the last 2 (two) years,

 c) Providing an A2 Certificate from DİLMER or Yunus Emre Institute, obtained within the last 2 (two) years,

 d) Providing a document showing that they have taken and passed these courses at a previous university, provided it is from the last 3 (three) years.

 e) Providing a transcript and diploma for those who have completed their education in a country where Turkish is one of the official languages, provided it is from the last 3 (three) years.

(3) To be exempted from the English (coded as ENG111-ENG112) courses in departments providing education in Turkish, the following conditions must be met:

 a) Passing the exemption exam conducted by SFL.

 b) Achieving at least 50% correct answers for the relevant parts in the staged exemption exams for the ENG 111 – ENG 112 coded courses.

 c) Providing an A2 Certificate from language centers approved by Higher Education Council, obtained within the last 2 (two) years,

 d) Achieving a minimum score of 60 (sixty) in the English Proficiency Exam conducted by our university's BED obtained within the last 2 (two) years,

 e) Providing a document showing that they have taken and passed these courses at a previous university, provided it is from the last 3 (three) years.

                                                          **SECTION FOUR**

**Enforcement and Execution**

**Enforcement**

**ARTICLE 16-**

(1) This Directive comes into force from the date it is approved by the Senate.

**Execution**

**ARTICLE 17-**

(1) The provisions of this Directive are executed by the Rector.

|  |
| --- |
| **Legal Basis for the Implementation of the Directive**  |
| **Relevant Board**  | **Decision Date**  | **Decision Number**  |
|   |   |    |
| Senate  | 24/12/2019   | 2019/14   |
| Board of Trustees  | 09/01/2020   | 2020/01   |
| **Legal Basis for Amendments to the Directive**  |
| **Relevant Board**  | **Decision Date**  | **Decision Number**  |
|    |    |    |
| Senate  | 03/07/2020   | 2020/13   |
| Board of Trustees  | 23/07/2020   | 2020/05   |
| Senate  | 16/10/2020   | 2020/18   |
| Board of Trustees  | 12/11/2020   | 2020/09   |
| Senate  | 04/12/2020   | 2020/04   |
| Board of Trustees  | 07/01/2021   | 2021/01   |
| Senate  | 24/09/2021   | 2021/13   |
| Board of Trustees  | 08/10/2021   | 2021/08   |
| Senate  | 28/01/2022   | 2022/01   |
| Board of Trustees  | 10.03.2022   | 2022/03   |
|  Senate  | 06.04.2022   | 2022/06   |
|  Senate  | 29.03.2022   | 2022/05   |
| Board of Trustees  | 17.05.2022   | 2022/04   |