

REGULATION

From Istanbul Gelisim University:

REGULATION ON ISTANBUL GELISIM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES AND PREPARATORY CLASS EDUCATION

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles related to education and examinations of common compulsory foreign languages and preparatory classes conducted by the School of Foreign Languages at Istanbul Gelisim University.

Scope

ARTICLE 2 - (1) This Regulation covers the requirements of the common compulsory foreign languages and preparatory classes carried out by the School of Foreign Languages at Istanbul Gelisim University.

Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of the articles 14 and 49 of Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4- (1) The terms in this Regulation will have the following meanings:

- a) Preparatory Class: The foreign language preparatory classes at the University,
- b) Courses: Foreign language levels classified as A1, A2, B1, B2, C1 levels in accordance with the Common European Framework of Reference for Languages,
- c) Principal: Principal of School of Foreign Languages at Istanbul Gelisim University,
- ç) Rector: Rector of Istanbul Gelisim University,
- d) Senate: Istanbul Gelisim University Senate,
- e) University: Istanbul Gelisim University,
- f) School of Foreign Languages: School of Foreign Languages at Istanbul Gelisim University,
- g) Executive Board: Executive Board in School of Foreign Languages at Istanbul Gelisim University,
- ğ) School Board: Board in School of Foreign Languages at Istanbul Gelisim University,
- h) Compulsory foreign language preparatory class: The foreign language preparatory classes for the programs at Istanbul Gelisim University where the language of instruction is a foreign language or where minimum 30 % of the courses are in a foreign language.

CHAPTER TWO

Rules on Foreign Language Preparatory Education

Foreign Language preparatory

ARTICLE 5 - (1) Foreign language preparatory education is provided to students to help them comprehend and read in a foreign language in the scope of the Common European Framework of Reference for Languages (CEFR) and to express themselves in cultural, social and academic life.

(2) Preparatory classes' foreign language education is organized by the School of Foreign Languages. The academic calendar of the preparatory classes is determined by the approval of the Senate upon the recommendation of the Administration.

(3) The education period in preparatory classes is one year, consisting of two semesters. Upon successful completion of preparatory education, students will have the right to begin with their first year education at the departments they are registered at.

(4) In preparatory classes, students must attend at least 80 % of the courses. Medical reports of the students are not taken into account when calculating their attendance and the report period will be considered as absence.

(5) Students who fail due to absence cannot take the final examination; however, students who are absent or unsuccessful may take the University's foreign language preparatory proficiency exam or attend the University's foreign language preparatory summer school.

(6) The transcripts of the students who have successfully completed the foreign language preparatory class indicate that they have successfully completed the foreign language preparatory education.

(7) Students enrolled in the preparatory class cannot take any courses from the associate degree and undergraduate programs during the preparatory education period.

(8) No visiting or special students will be accepted in foreign language preparatory classes.

(9) Preparatory education is not included in the education-training period stipulated by the educational programs of the students.

(10) Students attending the preparatory classes are placed in classes appropriate with their levels. The number of students in the classroom shall not exceed 25.

(11) The maximum duration of foreign language preparatory education is two years. Students who are successful in the preparatory class receive a certificate of achievement.

Exemption

ARTICLE 6 - (1) In order to be exempted from the preparatory class, students for whom compulsory foreign language preparatory education is required, must have fulfilled at least one of the following conditions:

a) At the beginning of the academic year, the student has to have a score of 70 out of 100 from the foreign language proficiency test.

b) He/she should have completed the last three years in a country where the foreign language used in the instruction is the native language and in a secondary school teaching in that language.

c) To score a minimum of 60 points from the Foreign Language Placement Test (YDS) or an equivalent score from a national / international examination.

ç) To successfully complete the related foreign language preparatory class in the last two years or to achieve the related foreign language preparatory class proficiency exam. This period is three years for students enrolled with lateral and vertical transfer. The exemption decision will be given by the Executive Board.

d) To submit the relevant documents for the students applying for exemption to the Administration at least one week before the foreign language preparatory class proficiency examination.

Foreign language preparatory class proficiency examination

ARTICLE 7 - (1) The principles related with the implementation of the foreign language preparatory class proficiency examination are determined by the School of Foreign Languages. In order to consider a student enrolled in foreign language programs successful in a preparatory class, he/she must obtain minimum 70 points out of 100 from the foreign language preparatory proficiency examination of the university at B2 level. There are no make-up examinations for foreign language preparatory class proficiency examination. The result of the foreign language preparatory class proficiency examination constitutes a reference for the foreign language levels of the students.

Registration

ARTICLE 8 - (1) Preparatory class is compulsory in the programs where the medium of instruction is completely in a foreign language or minimum 30 % of the courses are instructed in a foreign language.

(2) The list of students who are successful or exempt from the Preparatory Class will be notified to the University's Registrar's Office by the Administration of School of Foreign Languages in order to enable the student to register in related associate and undergraduate programs.

(3) Preparatory education is subject to a tuition fee. Tuition fee is determined and announced by the University Board of Trustees at the beginning of each academic year.

(4) For students placed in the University with Student Selection and Placement Center (OSYM) scholarship and enrolled in programs where the language of instruction is a foreign language, the same scholarship rates are valid in compulsory foreign language preparation classes.

Examinations and grades

ARTICLE 9 - (1) Examinations consist of quizzes, interim examinations and a general evaluation examination. Examinations may be written or verbal.

(2) Quizzes are carried out to test the in-course reading, writing and similar skills and there is no make-up examination for those. Quizzes are applied for each course within the framework of the principles determined by the Executive Board.

(3) Interim examination is the final course examination conducted for each course.

(4) The general evaluation examination (IGUGET) is an examination that covers all of the courses and skills, and students who have met the attendance requirements may take this examination.

(5) The overall success grade consists of 80 % of the total of the two course examinations during the two semesters and 20 % of general evaluation examination. Students who score 70 /100 will be considered successful. The evaluation principles for each course are determined by the Executive Board.

Objection to examination results

ARTICLE 10 - (1) The student may object to the Administration in writing within five working days after the announcement of all the examination results. The objections of the students are evaluated and finalized by the relevant instructor or the examination committee.

Make-up examinations

ARTICLE 11- (1) Students who cannot take the interim examination due to their excuses will apply to the Administration within five business days following the end of their excuse which they must document. The students with absences due to the excuse period will not have the right to attend a make-up examination. Students whose excuses are accepted by the executive board will take the make-up examinations on the dates announced in the academic calendar. There will be no make-up examinations for quizzes or foreign language proficiency examination.

(2) The interim examination make-ups of those students whose excuses are accepted by the Executive Board will be performed on the dates announced in the academic calendar.

Successful and unsuccessful students

ARTICLE 12 - (1) Students who fail the preparatory class must repeat the preparatory class. Unsuccessful students can participate in the foreign language preparation proficiency examination announced in the academic calendar without fulfilling the attendance requirement.

(2) The education period of preparatory classes cannot exceed two years.

(3) For the students who fail at the end of the fourth semester, the provisions of paragraph (c) of the first paragraph of Article 44 of the Law No. 2547 shall be applied.

CHAPTER FOUR

Rules on Common Compulsory Foreign Language Courses

Common compulsory foreign language courses

ARTICLE 13 - (1) Common compulsory foreign language courses are the foreign language courses which the students enrolled in the university have to take in accordance with the first paragraph (i) of Article 5 of the Law No. 2547.

These courses are carried out by the School of Foreign Languages.

Exemption from common compulsory foreign language course

ARTICLE 14 - (1) The exemption examinations of the common compulsory foreign language courses are performed by the School of Foreign Languages on the dates announced in the academic calendar of the University. Student's success will be determined in accordance with the Regulation on Associate Degree and Undergraduate Education and Examination of Istanbul Gelisim University published in the Official Gazette dated 21/7/2015 and numbered 29421.

(2) Students who successfully complete the preparatory class and who transfer to a program where the language of instruction is Turkish are exempted from the compulsory foreign language courses taught in accordance with the first paragraph (i) of Article 5 of Law No. 2547.

**CHAPTER FIVE
Miscellaneous and Final
Provisions**

Disciplinary Action

ARTICLE 15- (1) The disciplinary work and procedures of students enrolled in foreign language preparatory class are carried out according to the provisions of the Higher Education Institutions Student Discipline Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388.

Cases with no Provisions

ARTICLE 16- (1) In cases where there are no provisions in this Regulation, the provisions of Regulation on Associate Degree and Undergraduate Education and Examination of Istanbul Gelisim University and related legislation and Senate decisions will apply.

Abrogated Regulation

ARTICLE 17 - (1) The Regulation on Foreign languages and preparatory Class Education and Examination of Istanbul Gelisim University published in the Official Gazette dated 6/4/2014 and numbered 28964 has been abrogated.

Enforcement

ARTICLE 18 – (1) This Regulation enters into force on the date of publication.

Execution

ARTICLE 19 - (1) The provisions of this Regulation are executed by the Rector of Istanbul Gelisim University.