# FENERBAHÇE UNIVERSITY DEPARTMENT OF FOREIGN LANGUAGES

**FOREIGN LANGUAGE PREPARATION PROGRAM EDUCATION AND TRAINING DIRECTIVE**

**PART ONE**

**Purpose, Scope and Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to regulate the procedures and principles regarding the foreign language preparatory program of the Fenerbahçe University Foreign Languages ​​Department and the education and training processes of foreign languages ​​at associate, undergraduate and graduate levels.

# Scope

**ARTICLE 2-** (1) This Directive covers the provisions regarding the education and training processes carried out within the foreign language preparatory program of Fenerbahçe University Foreign Languages ​​Department.

# Basis

**ARTICLE 3-** (1) This Directive has been prepared based on the articles 44 and 49 of the Higher Education Law No. 2547 dated 4/11/1981, the provisions of the Regulation on the Principles to be Complied with in Foreign Language Teaching and Teaching in a Foreign Language in Higher Education Institutions of the Council of Higher Education, and the articles of the Fenerbahçe University Associate and Undergraduate Education and Training Regulation and the Fenerbahçe University Postgraduate Education and Training Regulation.

# Definitions

**ARTICLE 4-** (1) The following terms included in this Directive shall bear the following meanings:

a) Unit: Department of Foreign Languages of Fenerbahçe University,

b) Unit Manager: Fenerbahce University Foreign Languages ​​Department Head,

c) Unit Executive Board: The executive board consists of the head of the Fenerbahçe University Foreign Languages ​​Department, the deputy head of the department, level coordinators, the head of the measurement and evaluation unit, and the head of the professional development unit,

ç) Level: One of the levels A1, A2, B1, B2, C1 and C2 in accordance with the Common European Framework of Reference for Languages (CEFR),

d) Rector: Rector of Fenerbahçe University,

e) Senate: Senate of Fenerbahçe University,

f) University: Fenerbahçe University,

g) YÖK: Higher Education Council,

ğ) Board of Directors: Fenerbahce University Board of Directors.

# PART TWO

**Principles Related to Education and Training**

**The purpose of the foreign language preparation program**

**ARTICLE 5-** (1) The purpose of the education and training provided in the foreign language preparation program is to provide students with the proficiency and competence to study in a foreign language in the University's associate, undergraduate and graduate programs.

**Academic year and academic calendar**

**ARTICLE 6-** (1) An academic year consists of fall and spring semesters, each covering at least 70 (seventy) working days (14 weeks), excluding end-of-semester 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. The Unit Executive Board's proposal for changes in the number of modules and the number of weeks in each module, effective from the next academic year, taking into account academic needs and developments, is decided upon with the approval of the Senate.

1. 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.
2. Duration and dates of enrollment, courses, exams and similar activities in an academic year are shown on the academic calendar. English Preparatory Program academic calendar may differ from Associate Degree and Undergraduate Education-Training 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 emergency situations, provided that the limits are clearly stated.

**Period of Study**

**ARTICLE 7-** (1) For the periods of study in the compulsory or optional foreign language preparatory program, the provisions of Article 44 of the Higher Education Law No. 2547 and the provisions of the Fenerbahçe University Associate and Undergraduate Education-Training Regulation and the Fenerbahçe University Postgraduate Education-Training Regulation are applied.

(2) In the English Preparatory Program, the normal period of study is 1 (one) year and the maximum period of study is 2 (two) years. If students in the preparatory program are not successful at the end of the first year, they continue to take preparatory program courses the following year. However, students who pass the proficiency exam given at the end of the first semester are considered to have completed the preparatory program.

(3) Students who cannot successfully complete the foreign language preparatory program within two years will be dismissed from the program. Associate and undergraduate degree students who are unsuccessful in this program and are dismissed may enroll in an equivalent program at the university whose language of instruction is Turkish. However, if these students request, they can be centrally placed in one of the programs whose language of instruction is Turkish, once only, provided that the student's university entrance score is not lower than the base score required for registration to the program in which he/she will be placed, as of the year of registration, by the Evaluation, Selection and Placement Center (ÖSYM).

(4) A request to freeze registration in a foreign language preparatory program can be made once, for a maximum of 2 (two) semesters. The periods during which registration is frozen are not counted towards the period of study.

(5) The time spent in the foreign language preparatory program is not counted towards the program duration and maximum period of study.

**English Preparatory Program Period of Study in Students who have been subject to**

**Lateral Transfer or Placed at the University Again**

**ARTICLE 8-** (1) The period of study of students who have made an internal lateral transfer while continuing their education in the foreign language preparatory program and associate and undergraduate students who were placed in the university through horizontal transfer between institutions while studying in the foreign language preparatory program of the institution they came from and whose program language is the same foreign language, continued in their previous programs are added to the preparatory program periods of study they will continue in the program they are registered for.

(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) Teaching in the foreign language preparatory program consists of five modules, including summer school. These modules include separate and/or combined levels at A1 (Beginner), A2 (Lower Intermediate), B1 (Intermediate), B2 (Upper Intermediate), C1 (Advanced), C2 (Proficiency). The levels to be opened in each module are determined by the Unit Executive Board.

1. Students who fail to pass the threshold determined in the placement test do not have the right to take the proficiency test. These students are placed in modules at A1 or A2 levels, the level equivalents of which are determined by the Foreign Languages ​​Department in accordance with the Common European Framework of Reference for Languages ​​standards.
2. Students who cannot pass the threshold determined for exemption in the proficiency exam are placed in modules at B1 or B2 levels according to their success in the placement exam.

# Exams

**ARTICLE 10-** (1)The measurement and evaluation activities listed below are carried out by the Foreign Languages ​​Department according to the previously announced academic calendar.

a) Quizzes: 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. The dates and/or number of these exams may be changed with a minimum of two weeks' notice to students. The grade weights of these exams are announced to students within the first week of the relevant module. There are no make-up exams for quizzes.

b) Midterm and final exams: 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 are announced to students within the first week of the education period. If the student submits a medical report and/or excuse, a make-up exam is organized for the midterm and final exams. Students whose excuses are accepted by the Unit Executive Board may use their exam rights on a date determined appropriate by the Unit Executive Board. Make-up exam of the midterm exam is performed before the final exam starts. Students who cannot take the exam due to an excuse must submit a document stating their excuse to the unit secretariat as an attachment to a petition within 3 (three) business days following the end of the exam.

c) Placement exam: It is an exam that measures students' reading, listening, grammar and vocabulary skills and in order to take the proficiency exam, they must score at least 60 or more out of 100. Students who score 60 or above on this exam gain the right to take the proficiency exam, while students who score below this score are placed in appropriate levels.

ç) Proficiency Exam:It is an exam that measures students' reading, listening, writing and speaking knowledge and skills and which the student must pass in order to be exempt from the preparatory program. The date of this exam is determined by the Department of Foreign Languages ​​and announced in the academic calendar. There is no excuse right under any circumstances in the proficiency exam.

**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 out of 100 are considered successful in the relevant module and gain the right to continue to the next level. 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. The Unit Executive Board's proposal to change the module success criteria is decided upon with the approval of the Senate.

1. The final examination rate at the end of the module cannot constitute less than 30% and more than 40% of the total success rate.
2. The score ranges used in determining the end-of-module level are as follows:

a) The levels that students who start the module at A1 level in the preparatory program will study in the next module are: If they complete the module with a GPA between 0-59, the A1 level is repeated. When they complete the module with a GPA between 60-100, there is an A2 level.

b) The levels that students who start the module at A2 level in the preparatory program will study in the next module are: If they complete the module with a GPA between 0-59, the A2 level is repeated. When they complete the module with a GPA between 60-100, there is a B1 level.

c) The levels that students who start the module at B1 level in the preparatory program will study in the next module are: If they complete the module with a GPA between 0-59, the B1 level is repeated. When they complete the module with a GPA between 60-100, there is a B2 level.

ç) The levels that students who start the module at B2 level in the preparatory program will study in the next module are: If they complete the module with a GPA between 0-59, the B2 level is repeated. When they complete the module with a GPA between 60-100, there is a C1 level.

d) The levels that students who start the module at C1 level in the preparatory program will study in the next module are: If they complete the module with a GPA between 0-59, the C1 level is repeated. When they complete the module with a GPA between 60-100, there is a C2 level.

1. Students who successfully complete the B2 module are eligible to take the proficiency exam at the end of the fall semester. If they pass this exam, they are considered to have completed the foreign language preparatory program. If they fail this exam, they continue with the C1 level preparatory program courses in the following module.
2. Students are responsible for following their success status through the Student Affairs System.

# Advisory

**Article 12-** (1) Class advisors are assigned by the Foreign Languages ​​Department to monitor and guide the academic success of students enrolled in the foreign language preparatory program.

# Registration

**Article 13-** (1) Students fulfill their obligations such as registration and tuition fees through the Financial Affairs and Student Affairs Office 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 14-** (1) Objections to grades are carried out in accordance with the provisions of the relevant University regulations for associate, undergraduate and graduate levels. In the event of a situation that affects the student's entry to another exam, the objection and evaluation periods may vary with the decision of the Unit Executive Board.

**Attendance to the Classes**

**ARTICLE 15-** (1) Students are required to attend classes and all other studies. Whether the student complies with the attendance requirement is monitored by the instructor teaching the course and recorded in the student affairs system.

1. Attendance is required to be at least 80% for each module in the foreign languages ​​preparatory program. The duration of absence from a module is not associated with the duration of absence from another module.
2. Students who exceed the absence limit and do not submit a valid document, and students who have documents but have passed the document submission deadline, will fail the course due to absence.
3. Students whose absences exceed 20% will be considered to have failed their current level if they do not submit a valid document for their absences. However, the situation of students whose end-of-module grade point average is at least 80 out of 100 is evaluated by the Unit Executive Board, even if no valid document is submitted, and it is decided whether or not they can take the end-of-module final exam.
4. The measurement and evaluation regarding attendance is done according to the scoring in the table. In all cases, the full score for attendance is a maximum of 5 points out of 100 points.

Attendance Scoring System

|  |  |
| --- | --- |
| Missed class hours | Points |
| 0 -10 hours  11 - 17 hours  18 - 23 hours  24 - 29 hours  30 - 40 hours | 5  4  3  2  1 |

1. Students who study in the compulsory foreign language preparatory program and fail must meet the course attendance requirement again when they repeat the preparatory program.
2. The periods during which students, who have received a health report in accordance with the principles determined by the Senate and students assigned by the faculty and/or the University for the periods they are on sick leave and for activities such as sports, culture, art and scientific activities and competitions, cannot continue their education due to having to participate in these activities and preparation studies are not taken into account in calculating the duration of attendance. In any case, the total number of absences and/or leaves cannot exceed 50% of the total lesson hours.
3. 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.

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

# Summer School

**ARTICLE 16-** (1) Students who cannot complete the relevant module at the end of the spring semester can optionally continue their education in summer school classes at an appropriate level, depending on their success.

1. The duration of the summer school is a maximum of eight weeks, including courses and exam weeks, and is charged separately by the University.
2. Students who are at B1 and B2 levels and who meet the attendance and success conditions required for entering the exam can take the proficiency exam given at the end of the summer school. Students at B1 level are required to complete the module with a grade point average of at least eighty (80) and above.
3. 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. It may be possible to combine education at these two levels with the decision of the Unit Executive Board.

**Make-up exam conditions**

**ARTICLE 17-** (1) Students must submit their reports with a petition to the unit secretariat within 3 (three) working days following the end of the relevant exam.

(2) If the documents are not submitted before the make-up exam, the student cannot take the make-up exam. No other make-up exam will be given for the make-up exams that were missed.

(3) Students who will take make-up exams are responsible for following up on the information regarding the exam date and exam location from the unit secretariat.

(4) There is no make-up exam for the proficiency exam. Students who cannot take this exam can submit an external language proficiency certificate accepted by the University within the time period appropriate to the academic calendar.

# PART THREE

**Exemption from Preparatory Program at Associate and Undergraduate Levels**

**Exemption from the preparatory program, proficiency exam and exam entry conditions**

**ARTICLE 18**- (1) Students enrolled in programs where the language of instruction is a foreign language are exempted from the preparatory program by taking a proficiency exam. This exam is held 4 (four) times a year, at the beginning of the academic year, at the end of the fall and spring semesters, and at the end of the summer school, and the exam dates are announced in advance in the academic calendar.

(2) Students who score 60 points or more out of 100 in the proficiency exam are exempted from the preparatory program and continue to the first year of the program they are enrolled in or to classes approved by the Senate according to their registration status. However, in order to be exempt from the preparatory program in the English Language and Literature department at the undergraduate level, students must receive a score of at least seventy (70) points or above out of 100 in the proficiency exam.

(3) The entry requirements for the proficiency exam given by the Foreign Languages ​​Department are stated below.

a) In order for newly enrolled students to gain the right to take the proficiency exam that they must pass before starting their associate and undergraduate programs taught in a foreign language, they are required to take the placement exam, which consists of questions that measure grammar, vocabulary, listening, reading-comprehension skills, and answer at least 65 questions correctly out of 100 multiple-choice questions (4 wrong answers cancel out 1 right answer).

b) Students who continue their preparatory program courses must complete the B1 level with a grade point average of 80 and above, and the B2 level with a grade point average of 60 and above in order to be able to take the proficiency exam held at the end of the fall semester.

c) The condition for students who have suspended their registration to take the proficiency exam if they reopen their registration is the same as the condition for entering the exam for students who have newly registered to the University, as set out 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.

1. 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 proficiency exam without taking the placement exam. Students who fail the proficiency exam will not be accepted to the programs they applied for.
2. Students who apply to the University through inter-institutional transfer during their preparatory or first year will take the proficiency exam without taking the placement exam. If they fail the proficiency exam, they must take the placement exam after receiving approval for admission to lateral transfer. They start their education in the preparatory program in accordance with the results of the placement exam.
3. Students who change their program through internal transfer while continuing their education in the preparatory program do not have the right to take the proficiency exam opened for transfer students. These students continue their education in the preparatory program.

**External language proficiency certificates accepted for exemption from the preparatory program**

**ARTICLE 19-** (1) The students may apply to be exempted from the 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 preparatory program.

(2)Students who will transfer to Fenerbahçe University from other institutions will have the right to be exempt from the preparatory program if they submit an official document showing that they are exempt from the preparatory program with the success score accepted by the university they came from for students whose program language is entirely in the relevant foreign language. If the institution they come from is a foreign university, documents showing that this university is recognized by Higher Education Council must be presented. If the documents presented are in a language other than Turkish and English, a notarized translation of the documents is required.

(3) Students who can prove that they have studied in an educational institution attended by citizens of a country where the relevant foreign language is spoken as an official and native language for at least the last 3 years as of the date of enrollment in the university are exempt from the preparatory program.

(4) 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 preparatory program, the placement exam and proficiency exam processes are followed for the students who enroll for the first time in the University.

(5) Students can apply to be exempted from the preparatory program with an official document from an international exam accepted by the Senate. International exam documents, accepted minimum scores and acceptance periods are announced in the table below.

|  |  |  |
| --- | --- | --- |
| PTE ACADEMIC | 2 years | 55 |
| TOEFL PBT | 2 years | 550 |
| TOEFL IBT | 2 years | 72 |
| CAE (Cambridge Advanced English) | 3 years | C |
| FCE (First Certificate in English) | 3 years | C |
| CPE (Cambridge English C2 Proficiency) | 3 years | C |
| KPDS / ÜDS / YDS / e-YDS / YÖKDİL | 5 years | 60 |
| FBU-Proficiency | 2 years | 60 |

However, for the English Language and Literature department, these scores are announced in the table below.

|  |  |  |
| --- | --- | --- |
| PTE ACADEMIC | 2 years | 78 |
| TOEFL PBT | 2 years | 550 |
| TOEFL IBT | 2 years | 79 |
| CAE (Cambridge Advanced English) | 3 years | B |
| FCE (First Certificate in English) | 3 years | B |
| CPE (Cambridge English C2 Proficiency) | 3 years | B |
| KPDS / ÜDS / YDS / e-YDS / YÖKDİL | 5 years | 80 |
| FBU-Proficiency | 2 years | 70 |

**Being Exempted from the Program While Continuing the Preparatory Program**

**ARTICLE 20-** (1) Students who continue the compulsory Preparatory Program and meet the 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.

1. Students who continue the optional 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 Preparatory Program and enroll in the relevant program they are enrolled in.
2. At the end of the first year, students studying in the optional Preparatory Program are enrolled in department courses regardless of their success status. These students can continue the Preparatory Program for another year if they make a written application to the Directorate of Student Affairs.
3. Students who successfully complete the compulsory preparatory program and those who participate in the optional preparatory program can, if they wish, take first-year courses offered in the associate or undergraduate programs in which they are registered, during the summer school at the end of the preparatory program.

# Validity Period of Exemption Right from English Preparatory Program

**ARTICLE 21**- (1) The validity period of the Preparatory Program exemption obtained by scoring 60 points or more from the Proficiency Exam shall be two years from the date of the exam.

1. If Turkish associate and undergraduate program students who pass the proficiency exam take the Student Selection and Placement Exam and enroll in a program of the University taught in a foreign language within two years after their exemption, their relevant foreign language proficiency gains will be considered valid if they want to enroll in a program taught in a foreign language through internal horizontal transfer, or if they apply to do a minor/double major in a program.
2. The period of validity of the exemption granted to students who are exempt from the 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 22-** (1) For language proficiency certificates issued by ÖSYM that meet the score requirements determined by the Senate, the validity period of the certificates determined by ÖSYM is taken into account.

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

**PART FOUR**

**Postgraduate Preparatory Program Exemption**

**Exemption from the preparatory program**

**ARTICLE 23-** (1) The provisions of Fenerbahçe University Postgraduate Education-Training Regulation are applied in accepting students to thesis and non-thesis master's programs whose language of instruction is a foreign language.

# PART FIVE

**General Provisions**

**Legal Clauses**

**ARTICLE 24-** (1) In matters not included in this Directive, the provisions of the Higher Education Law No. 2547, Fenerbahçe University Associate and Undergraduate Education-Training Regulation and Postgraduate Education-Training Regulation, and the decisions of the Senate and the University Board of Directors shall apply.

**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 2022-2023 Academic Year and who will continue their English Preparatory Program studies in the 2023-2024 Academic Year.

**Effectiveness**

**ARTICLE 25**- (1) This Directive shall be effective from 2023-2024 Academic Year.

# Enforcement

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