



FENERBAHÇE UNIVERSITY
DEPARTMENT OF FOREIGN LANGUAGES
DIRECTIVE ON THE FOREIGN LANGUAGE PREPARATION PROGRAM AND
ENGLISH COURSES IN ASSOCIATE AND UNDERGRADUATE EDUCATION

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to regulate the procedures and principles governing the Foreign Language Preparation Program at Fenerbahçe University's Department of Foreign Languages, as well as the foreign language education and training processes at the associate and undergraduate levels.

Scope

ARTICLE 2- (1) This directive covers the provisions governing the Foreign Language Preparation Program of the Department of Foreign Languages at Fenerbahçe University, as well as the education and training processes conducted in English courses at the associate and undergraduate levels.

Basis

ARTICLE 3- (1) This directive has been prepared based on Articles 44 and 49 of the Higher Education Law dated 4/11/1981 and numbered 2547, as well as the provisions of the Regulation on the Principles to be Followed in Foreign Language Teaching and Foreign Language Instruction in Higher Education Institutions of the Council of Higher Education, the Fenerbahçe University Associate and Undergraduate Education Regulation, and the Fenerbahçe University Postgraduate Education and Training Regulation.

Definitions

ARTICLE 4- (1) Definitions of the terms in this Directive are as follows:

- a) Unit: Fenerbahçe University Department of Foreign Languages,
- b) Unit Manager: Chair of the Department of Foreign Languages at Fenerbahçe University,
- c) Unit Administrative Board: The administrative board, presided over by the Chair of the Department of Foreign Languages at Fenerbahçe University, consisting of the Vice Chairs of the Department, the head of the Measurement and Evaluation Unit, and the head of the Professional Development Unit,
- d) Level: One of the levels aligned with the Common European Framework of Reference for Languages (CEFR), Level 1, Level 2, Level 3, or Level 4, or the Proficiency-

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Oriented Preparation (1 & 2) levels, which are proficiency exam preparation classes.

- e) Rector: The Rector of Fenerbahçe University,
- f) Senate: Fenerbahçe University Senate,
- g) University: Fenerbahçe University,
- h) YÖK: Higher Education Board,
- i) University Board of Directors: The Board of Directors of Fenerbahçe University.

PART TWO

Principles Regarding Education and Training

Purpose of the foreign language preparation program

ARTICLE 5- (1) The purpose of the education and training provided in the Foreign Language Preparatory Program is to equip students with the skills and proficiency necessary to pursue their studies in a foreign language in the associate, undergraduate, and graduate programs of the University.

Teaching period and academic calendar

ARTICLE 6- (1) A teaching year consists of four modules in total, with two modules offered in the fall semester and two in the spring semester. Considering the academic needs and developments of the Unit Administrative Board, the number of modules to be offered in the next academic year, as well as any proposed changes to the duration of each module, are determined with the approval of the Senate.

(2) The duration and dates of registration, courses, exams, and other academic activities in a school year are indicated in the academic calendar. The academic calendar of the foreign language preparatory program may differ from the academic calendar specified in the Associate and Undergraduate Education Regulations. The academic calendar is finalized upon the proposal of the Rector and the approval of the Senate. The Senate may delegate authority to the Rector to make partial changes to the academic calendar in emergencies, provided that the scope of this authority is clearly defined.

Duration of education

ARTICLE 7- (1) The provisions of Article 44 of the Higher Education Law No. 2547, as well as the provisions specified in the Fenerbahçe University Associate and Undergraduate Education Regulation and the Fenerbahçe University Postgraduate Education Regulation apply to the periods of study in the compulsory or optional Foreign Language Preparation Program.

(2) The standard duration of the Foreign Language Preparation Program is one year, with a maximum duration of two years. If students in the preparatory program do not succeed at the end of the first year, they must retake the preparatory program courses the following year. However, students who pass the proficiency exam administered at the end of the first semester are considered to have successfully completed the preparatory program.

(3) Students who do not successfully complete the foreign language preparatory program

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within two years are dismissed from the program. Associate and undergraduate students who have been dismissed from this program due to unsuccessful completion may enroll in an equivalent program at the university in which the language of instruction is Turkish.

(4) The maximum suspension of enrollment in the foreign language preparatory program is two semesters. Periods during which enrollment is suspended are not included in the program's duration.

(5) Time spent in the foreign language preparatory program is not included in the calculation of the program's standard or maximum duration.

Teaching plans and lessons

ARTICLE 8- (1) Teaching in the foreign language preparatory program consists of four modules. These modules include Level 1, Level 2, Level 3, Level 4, as well as Proficiency-Oriented Preparation 1 and Proficiency-Oriented Preparation 2 (Exam Preparation) levels for students who have completed Level 4 but need one or two additional modules before taking the proficiency exam. These modules include individual and/or combined levels. The levels offered in each module are determined by the Unit Administrative Board.

Placement exam

ARTICLE 9- (1) The placement exam is administered to students newly enrolled at the University. Students who score 60 or more out of 100 on this exam are eligible to take the proficiency exam.

(2) Students who do not meet the threshold on the placement exam are not eligible to take the proficiency exam. These students are placed in Level 1, Level 2, and Level 3 modules, with level equivalents determined by the Department of Foreign Languages in accordance with the standards of the Common European Framework of Reference for Languages.

(3) Under no circumstances shall any excuses be accepted for the placement exam.

Proficiency exam

ARTICLE 10- (1) A proficiency exam is held to determine whether students enrolling in programs with a foreign language as the language of instruction may be exempt from the preparatory program. This exam is held 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 term. The exam dates are announced in advance in the academic calendar.

(2) Students who score 60 or more out of 100 on the proficiency exam are exempt from the preparatory program and proceed to the first year of the program in which they are enrolled.

(3) To be exempt from the preparatory program in the Department of English Language and Literature at the undergraduate level, students must score at least 70 out of 100 on the proficiency exam.

(4) Students who do not meet the exemption threshold on the proficiency exam are placed in Level 3 and Level 4 modules, with level equivalents determined by the Department of Foreign Languages in accordance with the standards of the Common European Framework of Reference for Languages, based on their performance in the exam.

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- (5) Under no circumstances shall any excuses be accepted for the proficiency exam.
- (6) Students enrolled in preparatory program courses must complete Module 2 or Module 4 with a grade point average of 80 or higher at Level 3, or 60 or higher at Level 4, to be eligible for the proficiency exam administered at the end of the spring and fall semesters.
- (7) Level 2 students who continue in the preparatory program courses, complete Level 2 with a grade point average of 85 or higher at the end of the academic year, and demonstrate that they have successfully completed at least 7 weeks of education at CEFR level B1 or higher in a country where English is the primary language, are eligible to take the proficiency exam at the beginning of the new academic year.

Module exams

ARTICLE 11- (1) The following assessment and evaluation activities are conducted by the Department of Foreign Languages in accordance with the previously announced academic calendar.

- a) Midterm and Final Exams: These exams assess students' knowledge and skills in vocabulary, grammar, reading, listening, and writing. The dates of these exams are listed in the academic calendar.
- b) Speaking Exam: This exam assesses students' speaking skills. The date of the exam is announced to students within the first week of the relevant module.
- c) The grade weights for module exams are announced to students within the first week of the academic year.

Module success grade and progression to the next level

ARTICLE 12- (1) Students who complete a module with a grade point average of at least 60 out of 100 are considered successful in that module and are eligible to progress to the next level. Students whose end-of-module grade point average is below 60 are considered unsuccessful and must repeat the module. Proposals by the Unit Administrative Board to change the module success criteria are subject to approval by the Senate.

(2) Students who are eligible to take the proficiency exam and pass it are considered to have completed the foreign language preparation program. Students who fail this exam continue with Proficiency-Oriented Preparation 1 and Proficiency-Oriented Preparation 2 courses in the following module. Participation and attendance in Exam Preparation courses are mandatory for these students. For students in this situation, the passing grade for the foreign language preparation program is calculated as 20% of their overall success grade in the Exam Preparation program and 80% of the grade they received on the proficiency exam.

(3) The success status of students is announced in the Student Information System (OIS).

Advisorship

ARTICLE 13- (1) To monitor and guide the academic progress of students enrolled in the foreign language preparation program, the Department of Foreign Languages appoints a class advisor.

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Registration

ARTICLE 14- (1) Students complete obligations such as registration and tuition fee payments through the Department of Financial Affairs and the Registrar's Office within the period specified in the academic calendar.

(2) Students who do not register within the period specified in the academic calendar are not allowed to take courses or exams. They are not entitled to student rights. This period is included in the students' education period.

Grade objection

ARTICLE 15- (1) Students may object to their grades by completing the grade objection form and submitting it with a wet signature to the Department of Foreign Languages within three working days of the grade announcement.

(2) Grade objections are handled in accordance with the provisions of the relevant University regulations for associate, undergraduate, and graduate levels. If a situation affects a student's ability to take another exam, the objection and evaluation periods may be adjusted by the decision of the Unit Administrative Board.

Attendance requirements

ARTICLE 16- (1) Students are required to attend all classes and activities.

(2) The attendance requirement is set at a minimum of 70% for each module in the foreign language preparatory program. The duration of absence in one module does not affect the duration of absence in any other module.

(3) Students with absences exceeding 30% are considered unsuccessful at their current level.

(4) Students who fail the compulsory foreign language preparatory program must meet the attendance requirement again when repeating it.

(5) Students may be granted up to three days of leave if they submit a death certificate for the death of a first-degree relative. Students who fail to meet the attendance requirement for any reason, including disciplinary punishment or suspension, are not allowed to take midterm exams. All types of medical reports, including committee reports, are considered within the 30% absenteeism limit. The provisions of this article also apply to Proficiency-Oriented Preparation 1 and Proficiency-Oriented Preparation 2 courses.

(6) When applying for an enrollment suspension, students are required to continue attending courses until the suspension is officially approved. If the application for an enrollment suspension is rejected, the student is responsible for any resulting absences.

Summer school

ARTICLE 17- (1) Students who cannot complete a module by the end of the spring semester may continue their education in summer school classes at the appropriate level based on their performance.

(2) Summer school fees are charged separately.

(3) Students at Level 3 and Level 4 who meet the attendance and performance requirements are

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eligible to take the proficiency exam administered at the end of summer school. Level 3 students are required to complete the module with a grade point average of eighty (80) or above.

(4) A minimum of five students must register for courses at summer school for a class to be offered at any level. The Senate may change this number if it deems it necessary.

Make-up exam conditions

ARTICLE 18- (1) Students are required to submit their reports to the unit secretariat with a petition no later than three working days after the relevant exam.

(2) If the document is not submitted before the make-up exam, the student is not allowed to take the exam. No further make-up exam will be offered for any make-up exam that cannot be taken.

(3) The locations and dates of make-up exams are announced by the unit secretariat.

(4) If a student provides a medical report and/or valid excuse, a make-up exam will be held for the speaking exam, midterm, and final exams.

(5) Students eligible for the final exam make-up must have earned at least 30 points in total from the speaking exam and the midterm exam of that module.

(6) Students whose excuses are approved by the Unit Administrative Board take their exams on the date determined by the Board.

Foreign language preparation program education period for lateral transfer or reenrolling students

ARTICLE 19- (1) For associate and undergraduate students who were in the foreign language preparatory program at the time of a lateral transfer within the institution or between institutions, the education periods of the preparatory program completed at their previous institution are added to the education periods of the preparatory program they will join at their current enrollment, provided the program language is the same.

(2) For students in the foreign language preparatory program, their preparatory program duration restarts when they reenroll in a foreign language program through the Student Selection and Placement Exam.

PART THREE

Exemption from Preparatory Program and Advanced English Courses at Associate and Undergraduate Levels

Preparatory program exemption conditions

ARTICLE 20- (1) The following rules apply to students enrolled in a program taught in Turkish or in a program with 30% instruction in a foreign language who wish to transfer laterally into a foreign language program at the University.

a) Second-year and higher students seeking a lateral transfer within or between institutions,

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or applying for a minor or double major, are required to take the placement and proficiency exams. Students who fail the placement exam or the proficiency exam are not eligible to be admitted to the programs they are applying for.

- b) Students applying for a lateral transfer with a central placement score are required to take the placement exam and the proficiency exam. Students who fail the placement exam or the proficiency exam begin their studies in the preparatory program.
- c) Students who make a lateral transfer to a different program within the university while enrolled in the preparatory program are not eligible to take the placement exam and the proficiency exam offered for lateral transfer students. These students continue their studies in the preparatory program.

External language proficiency documents accepted for exemption from the preparatory program

ARTICLE 21- (1) Students must submit their external language proficiency certificates to the University upon first registration.

(2) Students transferring to Fenerbahçe University from other institutions may be eligible for exemption from the preparatory program if they submit the success score recognized by their previous university for programs taught in a foreign language, along with the official document confirming their exemption from the preparatory program.

(3) If students come from a university abroad offering English language education or an English preparatory program, they must provide documents proving that the university is recognized by the Council of Higher Education. If the submitted documents are in a language other than Turkish or English, a notarized translation of the documents is required.

(4) International students enrolled in the University may be exempted from the preparatory program if they hold citizenship in countries where English is an official language and if the Unit Administrative Board deems it appropriate. In addition, the Unit Administrative Board may decide to require the student to take the placement exam and the proficiency exam.

(5) “Conformity” approval of the documents must be obtained from the Department of Foreign Languages for the external language proficiency documents specified in clauses 1, 2, and 3 of this article. The Department of Foreign Languages has the right to review these documents and to reject any that it considers suspicious or inadequate. For students who cannot obtain eligibility approval for these documents, the placement and/or proficiency exam procedures used for students enrolling in the University for the first time are followed to determine exemption from the preparatory program.

(6) Students may apply for exemption from the preparatory program by submitting an official document of international exams recognized by the Senate. The table below lists international exam documents, minimum accepted scores, and admission periods.

(7) The TOEFL iBT Home Edition language proficiency certificate is not accepted.

PTE ACADEMIC	2 years	55
TOEFL iBT	2 years	72
CAE (Cambridge Advanced English)	3 years	C

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FCE (First Certificate in English)	3 years	C
CPE (Cambridge English C2 Proficiency)	3 years	C
YDS / e-YDS / YÖKDİL / e-YÖKDİL	5 years	60
FBU-Proficiency	4 years	60

(8) The table below lists international examination documents, minimum accepted scores, and admission periods for the Department of English Language and Literature.

PTE ACADEMIC	2 years	78
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
YDS / e-YDS / YÖKDİL / e-YÖKDİL	5 years	80
FBU-Proficiency	4 years	70

Validity period of the right to exemption from the preparatory program

ARTICLE 22- (1) The validity period of the right to exemption from the preparatory program, earned by obtaining a score of 60 or above on the proficiency exam, is four years from the date of the exam.

(2) The validity period of the exemption for students who are exempt from the preparatory program and whose placed program is taught in the relevant foreign language continues throughout their education in associate and undergraduate programs.

Conditions for exemption from English courses at the associate and undergraduate levels

ARTICLE 23- (1) Exemption conditions for ENG 103 and ENG 104 courses are as follows:

- Students who score between 75-79 points on the FBU Proficiency Exam are exempted from the ENG 103 (Advanced English I) course.
- Students who achieve a score of 80 or above on the FBU Proficiency Exam are exempted from ENG 103 (Advanced English I) and ENG 104 (Advanced English II) courses.
- English Language and Literature students are exempted from ENG 103 (Advanced English I) if they achieve a score between 80 and 84 on the Proficiency Exam.
- English Language and Literature students are exempted from ENG 103 (Advanced English I) and ENG 104 (Advanced English II) courses if they obtain a score of 85 or above on the Proficiency Exam.
- Exemption from the relevant courses is only granted based on the results of the FBU Proficiency Exam. For exemption purposes, the proficiency exam can only be taken during the first exam session in the fall semester following the new registration period.

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(2) Exemption conditions for ENG 101, ENG 102, ENG 105, and ENG 106 courses are as follows:

- a) Students who achieve a success score between 50 and 69 on the exemption exam held at the beginning of the first academic year in which they enroll in the University are exempted from ENG 101 (ENG 105) courses.
- b) Students who achieve a score of 70 or above on the exemption exam held at the beginning of the first academic year in which they enroll in the University are exempted from ENG 101 (ENG 105) and ENG 102 (ENG 106) courses.

(3) Exemption from English courses at the associate and undergraduate levels can only be granted based on the results of the qualification or exemption exam held at the beginning of the first academic year in which students enroll in the University. No make-up exams are offered for the proficiency and exemption exams.

(4) Students who are exempt from English courses at the associate and undergraduate levels are awarded an AA letter grade for these courses.

Optional foreign language preparation program

ARTICLE 24 – (1) Students enrolled in programs taught in Turkish may optionally participate in the foreign language preparatory program before the first semester of their enrolled program.

(2) Scholarship students attending the optional foreign language preparatory program are required to pay the tuition fee for the preparatory program.

(3) Students who optionally attend the foreign language preparatory program and fail the exams are not dismissed from the University. In this case, students may continue the associate, undergraduate, or graduate programs they are eligible to enroll in, even if they fail the proficiency exams held at the end of the second or fourth semester of the foreign language preparatory program. Students who attend the foreign language preparatory program and fail the exams cannot request to continue the associate, undergraduate, or graduate programs they are eligible to enroll in by leaving the foreign language preparatory program at the end of the first and/or third module of the academic year.

PART FOUR

Preparation Program Exemption at the Graduate Level

Exemption from the preparatory program

ARTICLE 25- (1) The provisions of the Fenerbahçe University Graduate Education Regulation apply to the admission of students to graduate programs with/without thesis in which the language of instruction is a foreign language.

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PART FIVE

General Provisions

Situations for which no applicable provisions exist

ARTICLE 26- (1) The provisions of the Higher Education Law No. 2547, the Fenerbahçe University Associate and Undergraduate Education Regulation, the Fenerbahçe University Graduate Education Regulation, and the decisions of the Senate and University Administrative Board shall apply in situations not covered by this Directive.

Adjustment

PROVISIONAL ARTICLE 1- (1) The provisions of this directive apply to students who were enrolled in the preparatory program in the 2024-2025 academic year, failed, and will continue their preparatory program education in the 2025-2026 academic year.

Effective Date

ARTICLE 27- (1) This directive takes effect on the date of its approval by the Senate.

Implementation

ARTICLE 28- (1) The provisions of this Directive are implemented by the Fenerbahçe University Rector.

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