

**REPUBLIC OF TURKEY**  
**NİĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**PREPARATORY PROGRAM EDUCATION AND EXAMINATION REGULATION**  
**PART ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1 - (1)** The aim of this Regulation is to regulate the procedures and principles to be applied in the foreign language preparatory program and exams in the School of Foreign Languages at Niğde Ömer Halisdemir University.

**Scope**

**ARTICLE 2 - (1)** This Regulation comprises the provisions concerning the procedures and principles to be applied in the foreign language preparatory program and exams in the School of Foreign Languages at Niğde Ömer Halisdemir University.

**Basis**

**ARTICLE 3 - (1)** This Regulation has been prepared on the basis of Article 14 and 49 of the Higher Education Law No. 2547, dated 4 November 1981.

**Definitions**

**ARTICLE 4 - (1)** The definitions in this Regulation are as follows:

**a)** A1, A2, B1 and B2 levels: Competency levels accepted as the European standard for individual's language proficiency by EU countries,

**b)** Department: Faculty, Graduate School, Higher School or Vocational School that are attached to the university,

**c)** Head of the Department: Head of School of Foreign Languages Department of Basic English,

**d)** FCE: First Certificate in English, an international foreign language proficiency test,

**e)** IELTS: International English Language Testing System, an international foreign language proficiency test,

**f)** KPDS: Foreign Language Proficiency Exam for State Employees, accepted by the university as equivalent standard English proficiency exam,

**g)** Student: Students registered to a department which has a compulsory or optional foreign language preparatory program and who do not take the foreign language proficiency exam or fail this exam,

**h)** Rector: Rector of Niğde Ömer Halisdemir University

**i)** Rectorate: Rectorate of Niğde Ömer Halisdemir University

- j) Senate: Niğde Ömer Halisdemir University Senate
- k) TOEFL-CBT: Test of English as a Foreign Language Computer-Based Test, an international foreign language proficiency test,
- l) TOEFL-PBT: Test of English as a Foreign Language Paper-Based Test, an international foreign language proficiency test,
- m) TOEFL-IBT: Test of English as a Foreign Language Internet-Based Test, an international foreign language proficiency test,
- n) ÜDS: Interuniversity Council Foreign Language Exam<sup>1</sup>,
- o) University: Niğde Ömer Halisdemir University
- p) Foreign language preparatory program: Foreign language preparatory program executed by the School of Foreign Languages,
- q) (Amendment: Official Gazette-8/8/2015-29439) YDS: Foreign Language Placement Test<sup>1</sup>,
- r) School: Niğde Ömer Halisdemir University School of Foreign Languages<sup>1</sup>,
- s) Directorate of School: Directorate of Niğde Ömer Halisdemir University School of Foreign Languages<sup>1</sup>,
- t) School of Foreign Languages Board: Niğde Ömer Halisdemir University School of Foreign Languages Board<sup>1</sup>,

## PART TWO

### Exemption, Duration of the Preparatory Program and Attendance

#### Exemption

**ARTICLE 5- (1)** Students who are subject to the foreign language preparatory program shall be considered as exempted from this program and have the right to start their education in the undergraduate program they are registered for, meeting at least one of the requirements below:

a) To be successful in the foreign language proficiency exam held by the School of Foreign Languages at the date announced on the academic calendar at the beginning of the academic year,

b) (Amendment: Official Gazette-8/8/2015-29439) Getting a score of at least 60 from Foreign Language Exam taken within the last 3 years or demonstrate proof at least the same score from nationally or internationally recognized equivalent proficiency exams approved by the Turkish Measuring, Selection and Placement Center,

c) To attend the preparatory program of another university and complete that program successfully in accordance with the provisions of that university in no more than three years, provided that the equivalence is approved by the School of Foreign Languages Board,

d) To be successful in the foreign language preparatory program proficiency exam given by another university which was attended before in accordance with the academic achievement level of that university in the last three years, provided that the equivalence is approved by the School of Foreign Languages Board,

e) To present proof of completion of secondary education at a secondary education institution which was attended by the native citizens in a country where English is the native language.

f) To graduate from an education program of a domestic or international university where the medium of instruction is English.

(2) Students who want exemption from foreign language program are required to submit the true copy or a certified copy stamped by the university of their certificate of equivalence, alongside a petition to the Directorate of School at least one week before the exemption exam date. The exemption decisions of the applicants are given by the School of Foreign Languages Board.

### **Duration of the Preparatory Program**

**ARTICLE 6-** (1) Foreign language preparatory program can be offered either compulsory or optional.

(2) The number of students to be accepted into the optional foreign language program is determined by the School of Foreign Languages Board.

(3) (**Amendment: Official Gazette-8/8/2015-29439**) The foreign language preparatory program consists of successive semesters. Each semester has at least 14 weeks excluding the periods of registration, renewal, general exams and official holidays and the minimum number of classes in a week is 20. The period of study for the foreign language preparatory program shall not be counted as part of the period of vocational/undergraduate study. Students may be permitted to attend the compulsory foreign language preparatory program for a period of maximum two years and the optional program for only one year.

### **Attendance**

**ARTICLE 7-(1)** In the foreign language preparatory program, students must attend at least 80% of the courses.

(2) Medical excuses of students are never taken into account in the calculation of attendance.

(3) (**Amendment: Official Gazette-8/8/2015-29439**) The attendance of students is regularly checked by the Head of Department and announced twice a semester. Students who cannot meet the attendance requirements are considered unsuccessful and shall not be admitted to the Final or Make-up Exam. These students shall have the right to take the foreign language proficiency exam at the beginning of the next academic year.

(4) Attendance of the students, having taken the preparatory program due to absence or failure, to classes is compulsory.

(5) Guest students shall not be admitted into the foreign language program.

## **PART THREE**

### **Exams, Excuses and Objection to Exam Results**

#### **Exams**

**ARTICLE 8 – (1) (Amendment: Official Gazette -8/8/2015-29439)** In foreign language preparation program; proficiency exam, placement test, midterm exams, final exam, make up exam for midterm exams, make- up exam for the final exam, quiz and student monitoring file are applied.

(2) The guidelines for examinations are:

**a ) (Amendment: Official Gazette -8/8/2015-29439)** Proficiency Exam is a two-stage exam carried out at the beginning of fall and spring semesters, on a predetermined date in the academic calendar. The first stage of the exam includes grammar and reading skills; the second stage includes writing and listening skills. The student who does not get 50 out of 100 points in the grammar and reading skills exams cannot take the following second-stage examination. Proficiency exam grade: This grade is calculated according to the average grades that students get from the grammar, reading, writing, and listening skills exam they take. These average grades are determined by the Head of Department at the beginning of each academic year and announced to the students. In the proficiency exam, the grade of success is at least 60 out of 100. Proficiency test at the beginning of the fall semester; newly enrolled students who wish to be exempted from the foreign language preparation program and students who have to repeat the preparatory program for any reason may participate. Proficiency test at the beginning of spring semester; students who are attending the preparatory program and have a fall semester score of 80 or over can take the exam. Students whose proficiency score is less than 60 points have to continue their foreign language preparation program.

**b)** The placement test is an exam to determine the language level of the students who are required to attend the preparatory program. Students are placed in one of the intermediate (B1 or B2) or beginner (A1 or A2) programs according to the results of the placement test. The score intervals of these levels are determined by the Head of the Department. Students have to take the placement test. There is no make-up exam for students who do not take this exam and these students have to attend the beginner level (A1) program.

**c)** Midterm exams consist of grammar and reading skills, writing skills, speaking skills and comprehension skills. The date and frequency of the midterm exams and the information and skills they cover will be announced to the students by the Department at the beginning of the academic year.

**d)** Quizzes are examinations that are held in class hours without prior notice in order to increase students' interest in the classes, to measure their learning shortly and to make up for their shortcomings. Only students who are present at the class can take the quiz. These exams have no excuse. Students who do not take the quiz are considered to have received zero.

**e)** The Student Monitoring File is a file in which students submit their homework and projects in writing, at least twenty, within the specified period and is used in order to test their foreign language knowledge and / or use of this knowledge. Grades they will receive from monitoring files are calculated by taking the average scores from homework and projects in the file content.

**f)** The final examination is held once a year, at the end of the academic year, on the date specified in the academic calendar of the foreign language preparatory program. In order to obtain the right to take the final examination, the attendance obligation specified in Article 7 of this Regulation must be fulfilled and the end-of-the year score must be at least 33 points. In order to be able to calculate the achievement score of the students, it is mandatory that they take at least 50 points out of 100 in the final examination. Students who have an achievement score of 75 and above and fulfill attendance requirements are considered successful in the foreign language preparation program and do not need to enter the final examination. The achievement score of all students taking the final examination is calculated according to the second sub clause (d) of article 11 of this regulation.

**g) (Amendment: Official Gazette -8/8/2015-29439)** Make-up exam for midterm exams are for students who cannot take midterm exams because of their just and valid excuses, these exams are held on the dates determined by the School Directorate. Students who cannot attend these exams are not entitled to a second make up exam for midterm exams.

**h) (Amendment: Official Gazette -8/8/2015-29439)** Make-up exam for final exam is applied to students who have the right to take the final examination but fail the final examination. The success conditions applied in the final examination are exactly applied in the make-up examination. The effect

ratio of the make-up exam grade to the achievement grade is the same as that of the final exam grade. Make-up exam grades are used instead of final exam grades. Students who wish to increase the achievement score in final exam may also take the make-up exam. In this case, however, the score of the last taken exam is valid.

### **Excuses**

**ARTICLE 9 – (1) (Amendment: Official Gazette -8/8/2015-29439)** It is up to the School of Foreign Languages Board to make the students excused for the midterm exams.

(2) Any application related to excuses will be made to the Directorate of School with a petition within 7 days following the date of completion of the excuse together with proving documentation. Applications made after that time are not put in procedure.

(3) In order for the medical report to be valid for the make-up examination for final exam, it is necessary to fulfill the conditions set for in the Article 38 of Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education and Examination Regulations published in the Official Gazette dated 4/9/2005 and numbered 25926.

### **Objection to exam results**

**ARTICLE 10 – (1)** Students may object to the examination results within 7 days from the day following the announcement date of the exam results due to grading error. The objection is made to the Directorate of the School by a petition. The objection is investigated by the leading of the assistant director together with the head of the department and the relevant course instructor. If any grading error is found as a result of the investigation made, the error will be corrected with the decision of the School Board and the result will be announced.

## **PART FOUR**

### **Achievement Score, Successful Students and Unsuccessful Students**

#### **Achievement Score**

**ARTICLE 11 – (1)** In the foreign language preparation program, all kinds of assessment and evaluation are done out of 100.

(2) The achievement score of the student is determined according to the semester, during the course of the year and final examination scores as follows;

a) Semester achievement score, 50% of midterm average, 25% of quiz average and 25% of the student monitoring file score.

b) The achievement score is the arithmetic average of the semester achievement scores calculated for each semester.

c) Final examination score, the score taken in the final examination.

d) End of year achievement score, 60% of the achievement score taken during the course of the year and 40% of the taken from the final examination score.

#### **Successful Students**

**ARTICLE 12 – (1)** In order for the student to be successful in the foreign language preparation program, the end of the year achievement score must be at least 60 out of 100 points.

(2) Those who have an achievement score of 75 and above and who fulfill the attendance requirement are considered successful in the foreign language preparation program. In this case, students' achievement scores during the course of the year are evaluated as achievement points at the end of the year.

(3) Students who are successful in the foreign language preparation program start their education program they are enrolled in.

### **Unsuccessful Students**

**ARTICLE 13 - (1)** Students who are registered to programs where the medium of instruction is a foreign language or at least 30% is foreign language cannot start their program without being successful in the proficiency exam or in the preparatory program.

(2) (**Amendment: Official Gazette -8/8/2015-29439**) Students who fail to fulfill the required conditions at the end of the first year in the preparatory program in which the instructional language is in fully or at least 30% foreign language, need to attend the next proficiency exam and / or repeat the preparatory program for a maximum of one year.

(3) Students who are registered in programs where the medium of instruction is Turkish but have optional English preparatory programs, even if they are unsuccessful at the end of the year in the English preparatory program they have attended, they can continue their undergraduate or graduate programs they are enrolled in and they cannot take the courses given in foreign language.

(4) (**Amendment: Official Gazette -8/8/2015-29439**) In the programs where the medium of instruction is a foreign language or at least 30% foreign language and students of those programs who cannot successfully complete the compulsory foreign language preparation class within two years will be dismissed from the program. The dismissal process of the students is carried out and finalized by the unit in which the student is registered. Students in this situation if they demand can be placed for once centrally by the presidency of the assessment, selection and placement center to a different University's programs where the medium of instruction is Turkish on condition that the entry score by the year of registration is not lower than the required base score for the program the student will be placed. The students follow the application and placement process by their own responsibility.

## **PART FIVE**

### **Miscellaneous and Final Provisions**

#### **In the cases where there are no provisions in the regulation**

**ARTICLE 14 - (1)** In the cases where there are no provisions in this Regulation, Niğde Ömer Halisdemir University Associate Degree and Undergraduate Education-Training and Examination Regulations and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 4/12/2008 and numbered 27074 and the provisions of the Regulation on Principles to be followed in Foreign Language Teaching are applied.

#### **Repealed Regulations**

**ARTICLE 15 - (1)** Niğde Ömer Halisdemir University Foreign Language Preparatory Program Education-Training and Examination Regulation published in the Official Gazette dated 20/4/2006 and numbered 26145 have been repealed.

### **Students who have been unsuccessful in the foreign language preparation program**

**PROVISIONAL CLAUSE 1 - (1)** Students who have failed in the foreign language preparatory program in the previous academic year and who wish to continue in the preparatory class are subject to the provisions of this Regulation.

#### **Enforcement**

**ARTICLE 16 - (1)** This Regulation shall be effective on the date after its publication as of 26/9/2011.

#### **Implementation**

**ARTICLE 17 - (1)** The provisions of this regulation are implemented by the Rector of Niğde Ömer Halisdemir University.

<sup>1</sup> A regulation to make amendment on the regulation of Niğde Ömer Halisdemir University Foreign Language School Preparatory Program Education-Training and Examination Regulation, published in the Official Gazette dated 8/8/2015 and numbered 29439 and by this Regulation a (n) has been added to come after the first paragraph (m) of this article and the other paragraphs have been continued.

	<b>The Official Gazette publication of the regulation</b>	
	<b>Date</b>	<b>Number</b>
	3/10/2011	28073
	<b>Official Gazette publications of the regulations amending the Regulation</b>	
	<b>Date</b>	<b>Number</b>
<b>1</b>	8/8/2015	29439
<b>2</b>		
<b>3</b>		