

REPUBLIC OF TURKEY
NİĞDE ÖMER HALİSDEMİR UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
THE DIRECTIVE FOR THE APPLICATION BASIS OF OPTIONAL FOREIGN LANGUAGE
PREPARATORY PROGRAM

PART ONE

Aim, Scope, Legal Basis and Definitions

Aim

ARTICLE 1- (1) The aim of this directive regulates the procedures and principles to be applied in the Optional Foreign Language Preparatory Program which will be carried out at foreign languages school of Niğde Ömer Halisdemir University.

Scope

ARTICLE 2- (1) This directive covers the provisions related to the execution of the Optional Foreign Language Preparatory Program applied by the relevant units of Foreign Language School in accordance with the 6th article of the educational and examination regulation of Foreign Language School Preparatory Program of Niğde Ömer Halisdemir University dated 03/10/2011 and numbered 28073 published in the official journal.

Legal Basis

ARTICLE 3- (1) This directive has been prepared;

a) With the provisions of the regulation, published in official journal dated 04/12/2008 and numbered 27074, on the principles to be obeyed in the practice of teaching in foreign language and foreign language teaching in Higher Education Institutions,

b) On the basis of Niğde Ömer Halisdemir University's foreign language school preparatory program's article 6 of education and examination regulation published in the official journal dated 03/10/2011 and numbered 28073.

Definitions and Abbreviation

ARTICLE 4- (1) In this directive;

a) **ALES:** Academic personnel and post-graduate education entrance examination,

b) **Optional foreign language preparatory program:** Optional foreign language preparatory program of Niğde Ömer Halisdemir University,

c) **Common Compulsory Foreign Language Courses:** YDL 1013 and YDL 1014 coded foreign language I and foreign language II courses in the education and training curriculums of associate degree and undergraduate programs,

d) **Student:** The students of Niğde Ömer Halisdemir University,

e) **Rector:** The rector of Niğde Ömer Halisdemir University,

f) **Senate:** The senate of Niğde Ömer Halisdemir University,

g) **University:** Niğde Ömer Halisdemir University,

h) **High School:** School of foreign languages of Niğde Ömer Halisdemir University,

i) **Directorate of High School:** The directorate of the School of Foreign Languages of Niğde Ömer Halisdemir University.

PART TWO
Quota, Application and Registration

Quota

ARTICLE 5- (1) Optional Foreign Language Preparatory Program are determined for each academic year by the senate upon the proposal of the school directorate by taking into account the physical infrastructure facilities of the school, the number of teaching staff and the numbers of students to be admitted to the preparation classes for associate degree, undergraduate and graduate programs to be applied.

(2) If applications to the Optional Foreign Language Preparatory Program exceed the predetermined quota for the undergraduate, graduate and undergraduate programs, students are admitted to the preparatory program within quotas according to the university placement score in Turkey for associate degree and undergraduate students, and ALES score for graduate students.

(3) The principal students for the quota determined for all associate degree, undergraduate and graduate programs to be applied in Optional Foreign Language Preparatory Program and the substitute students whose numbers are the same as the principal students are determined.

(4) In the event that the allocated quota is not filled, including the substitute students for any programs, empty quotas can be transferred to other programs needed by the directorate of the school of foreign languages.

Application and Registration

ARTICLE 6- (1) The applications for the Optional Foreign Language Preparatory Program are made through the application form prepared by the school of foreign languages during enrolment to the University.

(2) The relevant faculties, institutes, high school or vocational schools to which the students have been enrolled notify the directorates of high schools to the list of principle and substitute students who wish to attend the Optional Foreign Language Preparatory Program.

(3) The student, registered to the Optional Foreign Language Preparatory Program, can leave the preparatory class by petitioning the Faculty / Institute / Higher School that the student is registered only in the add-delete week in the fall semester specified in the academic calendar. Students who do not apply within this period have to attend the preparatory program and in no way can students, who want to leave, start undergraduate, graduate or undergraduate program that they are registered before the next school year.

(4) The application petitions of the students who wish to leave the Optional Foreign Language Preparatory Program are evaluated by the board of the faculties, the institutes, the high schools or vocational schools where the students are registered, and the list of students to be left will be notified to the directorate of the school of foreign languages within the week following the end of the add-delete week of the fall semester.

(5) The students who are on the substitute list for the relevant program, instead of the students who left from the Optional Foreign Language Preparatory Program, give their petitions that they wish to attend the program to the departments where they register. Application petitions are evaluated by the board of directors of the units and the substitute list of the students to attend the program is notified to the School Directorate within the week following the end of the add-delete week of the fall semester.

PART THREE

The Program and Duration of Education and Training, Attendance Obligation, Success and Failure Status, Exemption of Common Compulsory Foreign Language Courses

The Program and Duration of Education and Training

ARTICLE 7- (1) About the training program and examinations to be carried out in the Optional Foreign Language Preparatory Program, the provisions, related to the compulsory preparatory class of the regulation of educational and the examination of foreign language school preparatory program of Niğde Ömer Halisdemir University, are applied.

(2) The Optional Foreign Language Preparatory Program consists of two successive semesters. Except for registration, registration renewal, general exam periods and official holidays, each semester is at least 14 weeks and classes are at least 20 hours per week.

(3) The time spent in the optional Foreign Language Preparatory Program is not included in the maximum learning period.

(4) The optional Foreign Language Preparatory Program is attended for a maximum one year and cannot be repeated.

Compulsory Attendance

ARTICLE 8- (1) Students are required to attend 80% of the courses in the Optional Foreign Language Preparatory Program.

(2) Students who fail to fulfil the attendance requirement in the Optional Foreign Language Preparatory Program can not participate in the makeup examination and general examination of preparatory program.

(3) Students who fail to fulfil the attendance requirement in the Optional Foreign Language Preparatory Program are deemed to give up the preparatory program, and their registrations are deleted at the end of the program. Students whose registration has been deleted from the preparatory program can start their undergraduate, graduate or undergraduate program only in the next academic year.

Success and failure status

ARTICLE 9 - (1) The provisions related to the education and examination regulations of the Foreign Language School Preparatory Program of Niğde Ömer Halisdemir University are applied to determine the success score and the status of the students who attend the Preparatory English Program.

(2) The student to be successful in the Optional Foreign Language Preparatory Program must have at least 60 out of 100 of the end of the year's achievement points.

(3) Students, who have attended to Optional Foreign Language Preparation Program for a year and successfully completed or failed or have not fulfilled the attendance obligation, attend the undergraduate, graduate or undergraduate programs they are enrolled in.

(4) Students who have failed or not fulfilled the attendance obligation in Optional Foreign Language Preparatory Program cannot take courses in foreign language offered by the program they enrolled in.

(5) Students who are successful in the Optional Foreign Language Preparatory Program are given a certificate by the high school showing that they have participated in the foreign language

preparatory class and are successful. Achievement grade and foreign language proficiency level are specified on it.

(6) Students who fulfil the attendance requirement but fail to be successful in the Preparatory Program are given a certificate of attendance.

Exemption of common compulsory foreign language courses

ARTICLE 10 - (1) Associate and undergraduate students who are successful in the Optional Foreign Language Preparatory Program are exempted from the common compulsory foreign language courses which are included in the education plans of the programs where they have enrolled in.

(2) Associate and undergraduate students who have failed to fulfil the attendance requirement or fulfil the attendance requirement but been unsuccessful in the Optional Foreign Language Preparatory Program have to take Common Compulsory Foreign Language Courses which are included in the education plan of the programs they have enrolled in.

PART FOUR

Contingencies in the directive, Enforcement and Execution

Contingencies in the directive

ARTICLE 11 – (1) In the cases where there is no provision in this directive, the regulations, which are related to principles to be followed in the practice of teaching in foreign language and in foreign language teaching, and the education and examination regulations of Foreign Language School Preparatory Program of Niğde Ömer Halisdemir University are applied in Higher Education Institutions.

Enforcement

ARTICLE 12 – (1) The provisions of this directive come into force at the date when the Senate accept.

Execution

ARTICLE 13 – (1) This directive is executed by the Rector.