

TURKISH REPUBLIC
NİĞDE ÖMER HALİSDEMİR UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES

DIRECTIVE ON APPLICATION PRINCIPLES OF OPTIONAL PREPARATORY PROGRAM

SECTION ONE

Aim, Scope, Basis and Definition of Terms

Aim

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

Scope

ARTICLE 2 - (1) This Directive comprises the provisions concerning the procedures and principles to be applied in the foreign language optional preparatory program and exams in the School of Foreign Languages at Niğde Ömer Halisdemir University in accordance with Article 6 of the Education and Examination Regulation of the School of Foreign Languages published in the Official Gazette dated 03/10/2011 and numbered 28073.

Basis

ARTICLE 3 - (1) This Directive has been prepared on the basis of

- a) The Regulation on Foreign Language Teaching and the Principles to be Followed in Teaching via a Foreign Language in Higher Education Institution published in the Official Gazette dated 04/12/2008 and numbered 27074.
- b) Article 6 of the Regulation on the Niğde Ömer Halisdemir University School of Foreign Languages Education and Examination published in the Official Gazette dated 03/10/2011 and numbered 28073.

Definitions and Abbreviations

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

- a) ALES: Academic Personnel and Graduate Education Entrance Exam,
- b) Optional Foreign Language Preparatory Program: Niğde Ömer Halisdemir University Optional Foreign Language Preparatory Program,
- c) Common Compulsory Foreign Language Courses: Foreign Language I and Foreign Language II courses coded as YDL 1013 and YDL 1014 and taught in associate and undergraduate programs,
- ç) Student: Students of Niğde Ömer Halisdemir University,
- d) Rector: The Rector of Niğde Ömer Halisdemir University,

e) Senate: Niğde Ömer Halisdemir University Senate,

f) University: Ömer Halisdemir University,

g) School: Ömer Halisdemir University School of Foreign Languages,

ğ) Directorate of School: Directorate of Ömer Halisdemir University School of Foreign Languages.

SECTION TWO

Quota

ARTICLE 5 - (1) The number of students to be admitted to the preparatory classes of associate, undergraduate and graduate degree programs to take the Optional Foreign Language Preparatory Program is determined by the Senate upon the proposal of the School Directorate for each academic year, taking into account the physical infrastructure facilities and the number of teaching staff of the School.

(2) If the applications for the Optional Foreign Language Preparatory Program exceed the quota determined for the relevant associate, undergraduate and graduate degree programs, associate and undergraduate degree students will be accepted based on their placement score and the graduate degree students will be accepted based on ALES score.

(3) The determined number of students to be admitted to the Optional Foreign Language Preparatory Program is the same for permanent and substitute students.

(4) If the quota allocated for any program, including substitute students is not filled, the remaining quotas can be transferred to other programs in need by the School Directorate.

Application and Registration

ARTICLE 6 - (1) Applications to the Optional Foreign Language Preparatory Program is done through the application form prepared by the School during the registration process.

(2) Related faculty, graduate school, school or vocational school shall report to the School Directorate their student lists showing the ones who wish to take the Optional Foreign Language Preparatory Program.

(3) Students who enrol in the Optional Foreign Language Preparatory Program can only leave the preparatory class by submitting a petition to the Faculty/Graduate School/Vocational School they are registered within the fall semester add-drop week specified in the academic calendar. The ones who do not apply during this period must continue to the preparatory program and the ones who wish to leave cannot start to the associate, undergraduate and graduate degree programs they are enrolled before the next academic year.

(4) Related faculty, graduate school, school or vocational school shall evaluate and report to the School Directorate their student lists showing the ones who wish to leave the Optional Foreign Language Preparatory Program within the week following the fall semester add-drop week at the latest.

(5) Instead of students leaving the Optional Foreign Language Preparatory Program, the students in the substitute list prepared for the program submit their petition stating that they wish to have Optional Foreign Language Preparatory Program to the unit they are registered. The application petitions are evaluated and the list of alternate students to continue the program shall be reported to the School Directorate within the week following the fall semester add-drop week at the latest by the Administrative Board of the units.

SECTION THREE

Education Program and Duration, Compulsory Attendance, Success and Failure, Common Compulsory Foreign Language Courses Exemption

Education Program and Duration

ARTICLE 7- (1) Education program and exams are carried out in the Optional Foreign Language Preparatory Program in accordance with the provisions regarding the compulsory preparation program of the Regulation on Education and Examination of Niğde Ömer Halisdemir University School of Foreign Languages.

(2) The Optional Foreign Language Preparatory Program consists of two consecutive semesters. Every semester is least 14 weeks, excluding registration, registration renewal and general examination periods and public holidays. At least 20 hours of class is conducted per week.

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

(4) The Optional Foreign Language Preparatory Program continues for a maximum of one year and cannot be repeated.

Attendance

ARTICLE 8 - (1) In the optional foreign language preparatory program, students must attend at least 80% of the courses.

(2) In the Optional Foreign Language Preparatory Program, the ones who do not attend at least 80% of the courses cannot take general exams and make-up exams.

(3) In the Optional Foreign Language Preparatory Program, the ones who do not attend at least 80% of the courses are deemed to have given up and their registrations are deleted at the end of the academic year. They can start to the associate, undergraduate and graduate degree programs they are enrolled in the next academic year.

Success and Failure

ARTICLE 9 - (1) The success score and status are carried out in the Optional Foreign Language Preparatory Program in accordance with the relevant provisions of the Regulation on Education and Examination of Niğde Ömer Halisdemir University School of Foreign Languages.

(2) 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.

(3) Students who fail at the end of the academic year or who have not fulfilled the attendance requirement Optional Foreign Language Preparatory Program can continue associate, undergraduate or graduate programs they enrolled.

(4) Students who fail at the end of the academic year or who have not fulfilled the attendance requirement Optional Foreign Language Preparatory Program cannot take the courses delivered in a foreign language in their departments.

(5) Students who are successful in the Optional Foreign Language Preparatory Program are granted with a document showing that they attended the foreign language preparatory class and were successful. The grade and the foreign language proficiency level are stated in the document.

(6) Fulfilling the attendance requirement in the Optional Foreign Language Preparatory Program, the students who fail are given an attendance certificate.

Common Compulsory Foreign Language Courses Exemption

ARTICLE 10 - (1) The associate and undergraduate degree students who are successful at Optional Foreign Language Preparatory Program are exempted from Common Compulsory Foreign Language Courses included in the education plans of the programs they are enrolled in.

(2) The associate and undergraduate degree students who fail at the end of the academic year or who have not fulfilled the attendance requirement of Optional Foreign Language Preparatory Program shall take Common Compulsory Foreign Language Courses included in the education plans of the programs they are enrolled in. Students who do not want to take these courses can take the exemption exam for the relevant courses.

SECTION FOUR

Miscellaneous and Final Provisions

In the cases where there are no provisions in the regulation

ARTICLE 11 - (1) In the cases where there are no provisions in this Directive, the provisions of The Regulation on Foreign Language Teaching and the Principles to be Followed in Teaching via a Foreign Language in Higher Education Institution and Ömer Halisdemir University Education and Examination Regulations are applied.

Enforcement

ARTICLE 12 - (1) This Regulation shall be effective on the date after its acceptance by the Senate.

Implementation

ARTICLE 13 - (1) The provisions of this regulation are implemented by the Rector of Niğde Ömer Halisdemir University.