

OSTİM TECHNICAL UNIVERSITY ENGLISH PREPARATORY SCHOOL REGULATION

SECTION ONE

Aim, Scope, Basis, and Definitions

Aim

ARTICLE 1 - (1) This Regulation aims to regulate the principles related to education, practice, exams, and evaluation to be given in the English Preparatory School of OSTİM Technical University.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding education, training, and English language proficiency carried out by the Department of Foreign Languages for all departments and programs of OSTİM Technical University that provide education in English.

Basis

ARTICLE 3 - (1) This Regulation has been prepared based on Articles 14 and 49 of the Higher Education Act 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) Wherever the following terms appear in this document, they shall be taken to refer to:

- a) Academic year: Two semesters determined by the Senate according to the principles in the OSTİM Technical University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette No.30845 dated 28/7/2019.
- b) Placement Exam: The examination that determines the language levels of students who will study in the English Preparatory School of OSTİM Technical University,
- c) Preparatory School: OSTİM Technical University English Preparatory School
- ç) Bachelor's Degree: A higher education program of at least eight semesters, excluding the Preparatory School
- d) Postgraduate: Master's and Doctoral programs,
- e) Associate degree: A higher education program of at least four semesters, excluding the Preparatory School,
- f) Rector: The President of OSTİM Technical University,
- g) Senate: The Senate of OSTİM Technical University,
- j) TOEFL: Test of English as a Foreign Language Exam
- h) University: OSTİM Technical University,
- ı) Department of Foreign Languages: Department of Foreign Languages of the OSTİM Technical University
- i) Proficiency Exam: The exam that determines the exemption of the students who will study at OSTİM Technical University from the Preparatory School and/or gives the right to continue the program they are registered in.

SECTION TWO

Principles Regarding Preparatory School Education

Period of Education

ARTICLE 5 - (1) The normal period of education in the Preparatory School is one academic year and the maximum duration of the education period is two academic years. Students who cannot successfully complete the Preparatory School within two years are dismissed from the program.

(2) An academic year consists of two semesters of at least fourteen weeks each. The first semester is called fall and the second semester is called spring. The academic calendar is determined by the Senate. The Senate may extend the semester periods or open summer education when it deemed necessary. The principles related to summer education are determined by the Senate.

(3) Preparatory education is conducted annually. Even if the students complete the preparatory education at the end of the fall semester, they cannot proceed to their department. In this situation, students can participate in advanced courses or other courses to be offered by the Department of Foreign Languages. If the department where the student is enrolled opens a fall semester course in the spring semester, the student can take these courses.

(4) If the end of the course falls in the middle of the semester, the student may participate in advanced courses or other courses to be opened by the Department of Foreign Languages until the first proficiency exam.

(5) As per this article, the fee required in accordance with the OSTİM Technical University Associate and Undergraduate Education and Examination Regulation shall not be requested.

English proficiency and placement exam and exemption

ARTICLE 6 - (1) New students admitted to associate, undergraduate and graduate programs are subjected to a Proficiency Exam at the beginning of the academic year to determine whether their English language knowledge is at the level required by the educational programs they are enrolled in. For students who are not successful in the Proficiency Exam, a placement exam is held to determine the level of their courses.

(2) The evaluation of the English Proficiency exam and placement exam is conducted by the Department of Foreign Languages of the University.

(3) Students who do not take the proficiency and placement exams do not have a make-up exam; these students are required to continue the preparatory class program starting from course A1.

(4) During an academic year, the proficiency exam is held three times; the first at the beginning of the fall semester, the second at the end of the fall semester and the third at the end of the spring semester. The dates and times of the English proficiency exams are also announced on the University's website.

(5) The principles of the proficiency exam are as follows:

a) The success grade in the proficiency exam must be at least 50 for associate degree students, at least 60 for undergraduate students, and at least 60 for master's and doctoral students. The Senate is authorized to increase the language score proficiency of graduate and doctoral students.

b) The Department of Foreign Languages examines the applications of students who have TOEFL and similar international exam result certificates and the results of the exams whose equivalence and scores are determined by the Department of Foreign Languages. The results are announced to the students whose documented exams and scores are deemed sufficient and these students are given the right to continue directly to the programs they are enrolled in.

c) Students who have been educated in secondary education institutions attended by the citizens of a country where English is spoken as the mother tongue for at least the last three years, and who have completed their secondary education in these institutions are given the right to continue the programs they are enrolled in.

d) Students who have successfully completed English preparatory education at the University in previous years are given the right to continue directly to the programs they are enrolled in, if they enroll in the programs of the University within 3 years.

e) Students who have completed their secondary education in IB or A level programs of secondary education institutions in Turkey or abroad are entitled to continue the programs they are enrolled in.

(6) Students who fail to obtain the scores specified in subparagraph (a) of the fifth paragraph in the English Proficiency Exam are subjected to a placement exam to determine the courses they will take in preparatory education. The principles regarding the placement exam are as follows:

a) The courses in which the students will study are determined according to the results of the placement exam.

b) There is no make-up exam for students who do not take the placement exam for any reason. These students start their education at A1 level.

Levels

ARTICLE 7 - (1) The exemption status of students from the English preparatory class program and the level at which they will start their education in the preparatory school are determined by proficiency and placement exams. As a result of these exams, the students who will study in the Preparatory School are placed in four different modules: Beginner (A1), Elementary (A2), Pre-intermediate (B1), and Intermediate (B2). Students who have completed the Intermediate (B2) course are eligible to continue the advanced (C1) Upper-Intermediate. The weekly course hours in the Preparatory School are determined by the Department of Foreign Languages, not less than twenty-one hours according to the language levels of the students. Students who do not take the exam are placed in the starting course.

Preparatory school program and levels

ARTICLE 8 - (1) In the Preparatory School, courses are conducted in five different courses of 8 weeks each:

- a) Beginner (A1): The duration of the level is 8 weeks, 24 hours a week.
- b) Elementary (A2): The duration of the level is 8 weeks, 23 hours a week.
- c) Pre-Intermediate (B1): The duration of the level is 8 weeks, 22 hours a week.
- d) Intermediate (B2): The duration of the level is 8 weeks, 21 hours a week.
- e) Upper-Intermediate (C1): The duration of the level is 8 weeks, 21 hours a week.

(2) The Department of Foreign Languages may change the weekly course hours and may add additional courses when deemed necessary.

Evaluation and Level Success Grade

ARTICLE 9 - (1) The level of success of the students is evaluated within the framework of midterm exams, final exams, class participation, homework assignments, and project files. The principles regarding the evaluation and level success grades and the weights of these grades are as follows:

- a) Midterm exam is an exam that is held once in each level, which tests the subjects learned and has a weight of 25% in the level success grade.
- b) The final exam is a single exam at the end of the level, which tests the subjects learned during that level and has a weight of 30% in the level success grade.
- c) Class participation grade is a grade that evaluates the students' work in the lessons, their homework, their discipline, their possession of the course materials, and their language development as a result of these studies. It has a weight of 15% in the level success grade.
- d) Assignments; Students do the assignments given online within the project file every week. It has a weight of 30% in the level success grade.
- e) The level success grade: For students to pass the level, the weighted grade average of the points obtained from the points listed in paragraphs a, b, c and d must be at least 60 points out of 100.

Repetition of the Level

ARTICLE 10 - (1) As specified in Article 8, students who are not successful in the relevant levels shall repeat the levels they have failed. The duration of the repeated course period is 8 weeks each. The duration of the courses may be reduced or increased by one week upon the proposal of the head of the Foreign Languages Department of the university and the decision of the Senate.

Preparatory school overall success grade

ARTICLE 11 - (1) Students studying in the preparatory class must have successfully completed at least the intermediate level course (B1) in order to take the English proficiency exams. Students who have successfully completed the intermediate level course (B1) must have a course grade of at least 70 in order to take the proficiency exam.

(2) The overall success grade in the preparatory class is calculated by adding 40% of the average success grade of all courses and 60% of the English proficiency exam grade. Students with an overall grade of 60 and above at the end of the preparatory class are entitled to continue their education program.

(3) At the end of the second semester, with the decision of the Head of the Department of Foreign Languages, the achievement performances of all students may be taken into consideration in the evaluation of the overall success grade of the preparatory class.

(4) Students who attend the English preparatory class of the University for one academic year and are not successful, students who are considered to be on leave for one or two semesters during the preparatory education and graduate students can take the proficiency exam to be opened at the beginning of the fall semester, regardless of their course level, provided that they pay the fee. The overall grade of the students in this situation is determined only on the basis of the proficiency exam they take. The exam entrance fees of the students in this situation are determined by the decision of the University Executive Board.

Attendance

ARTICLE 12 - (1) For each level, 85% attendance is required in the courses. Students who do not meet the attendance requirement must retake the course.

Make-up exam and health reports

ARTICLE 13 - (1) A student who does not take the midterm exam for a reason specified in the OSTİM Technical University Associate and Undergraduate Education and Examination Regulations and accepted by the Department of Foreign Languages is taken to the make-up exam if the student applies within seven days after the end of the exam with the document showing this status. There is no repetition of the make-up exam.

Leaves of absence

ARTICLE 14 - (1) English Preparatory School students may request leave of absence for one or two semesters for a justified and valid reason stated in the OSTİM Technical University Associate and Undergraduate Education and Examination Regulations. The rules specified in the OSTİM Technical University Associate and Undergraduate Education and Examination Regulations and determined by the Senate are applied regarding the leave of absence.

SECTION THREE

Miscellaneous and Final Provisions

Conditions without Provisions

ARTICLE 15- (1) In cases where there are no provisions in this Regulation; The Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be Complied with in Teaching in Foreign Languages published in the Official Gazette dated 23/3/2016 and numbered 29662, OSTİM Technical University Associate and Undergraduate Education and Examination Regulation and other relevant legislation provisions are applied.

Effectiveness

ARTICLE 16 – (1) This Regulation enters into force as of the date of publication.

Execution

ARTICLE 17 - (1) The provisions of this regulation are executed by the Rector of OSTİM Technical University.