



# İSTANBUL KÜLTÜR UNIVERSITY

## DEPARTMENT OF FOREIGN LANGUAGES EDUCATION REGULATIONS

*(Promulgated within the issue No. 30225, dated 30/10/2017 of the Official Gazette)*

### PART ONE

#### **Objective, Scope, Legal Basis and Definitions**

##### **Objective**

ARTICLE 1— (1) The objective of these regulations is to set forth the objectives, implementation and exams of the education programs carried out at the compulsory and optional foreign language preparatory classes of Istanbul Kultur University as well as the principles and procedures that are applicable for the education and the exams of the common compulsory foreign language courses.

##### **Scope**

ARTICLE 2— (1) The scope of these regulations is comprised of the provisions regarding the objectives, implementation and exams of the education programs carried out at the compulsory and optional foreign language preparatory classes of Istanbul Kultur University and as well as the principles and procedures that are applicable for the preparatory class education, which the students, who are enrolled to the associate degree, undergraduate and graduate programs at the vocational schools of higher education, faculties and institutes that are affiliated to Istanbul Kultur University, and for the education and exams of the compulsory and optional foreign language courses, to which such students are obliged to attend.

##### **Legal Basis**

ARTICLE 3— (1) These Regulations have been issued on the basis of the provisions of Articles 14 and 49 of the Code No. 2547, dated 4/11/1981.

##### **Definitions**

ARTICLE 4— (1) The following terms in these Regulations shall have the following meanings;

- a) Department: Department of Foreign Languages of the University,
- b) Academic Committee of the Department: The committee, which convenes under the chair of the Head of the Department, and which is composed of the Deputy Heads of the Department, the Preparatory Class level coordinators as well as a representative of the faculty members, who lecture foreign language courses as a part of the associate degree and undergraduate programs, appointed by the Head of the Department for a term of office of one year,
- c) Head of Department: The Head of the Department of Foreign Languages,
- d) CAE: The international exam, titled Cambridge English Advanced Exam,
- e) CEFR: Common Framework for Reference,
- f) External exam: Any national or international exam, which the students take in order to be held exempt from the preparatory class,

g) Education Attendance Grade (EAG): The grade, which is given to the students, who fulfill their obligations of attendance to the preparatory class education, and the ratio of effect of which to the student's preparatory class final grade is determined by the Academic Committee of the Department,

h) FCE: The international exam, titled First Certificate in English,

i) Preparatory Class: The compulsory and optional foreign language preparatory class,

j) Preparatory Class Final Grade: The grade that is yielded through the proportional sum of the Performance Assessment Grade (PAG) of the student and the score performed by the student at the FLPE (Foreign Language Proficiency Exam), which is conducted at the end of the academic year or the summer education term,

k) Faculty member: The faculty members, who lecture on full time basis or are compensated on lesson basis, at the department of foreign languages,

l) OSYM: The Student Selection and Placement Center,

m) Partial Pass System (PPS): The status of exemption from the subsequent FLPEs for a period of two years in respect of each skill (listening, reading, writing, speaking), which is successfully passed at an FLPE,

n) Performance Assessment Grade (PAG): The grade scored by the student at the instruments of assessment throughout an academic year and the summer education term, being quizzes, exams, presentation assignments, homework assignments, project assignments and similar other assignments,

o) PTE (Academic): The international exam, titled Pearson Test of English,

p) President: The President of Istanbul Kultur University,

q) Senate: The Senate of Istanbul Kultur University,

r) Level coordinator: The faculty member, who is responsible for the coordination of the education activities at each level throughout the Preparatory Class,

s) TOEFL IBT: The international exam, titled Test of English as a Foreign Language Internet Based Test,

t) TOEFL PBT: The international exam, titled Test of English as a Foreign Language Paper Based Test,

u) University: Istanbul Kultur University,

v) Foreign language exemption exam: The foreign language exemption exam, which applied in order for the students of the programs, the medium of instruction of which is Turkish, to be exempted from the courses, titled Foreign Language I and Foreign Language II, which are lectured to such students compulsorily,

w) Foreign Language Proficiency Exam (FLPE): The English Foreign Language Proficiency Exam, which is applied by the department of foreign languages to the students, who desire to be exempted from the preparatory class, and which measures four skills in total, being reading and comprehension, listening and comprehension, speaking, and writing,

x) YDS: The Foreign Language Knowledge Level Determination Exam, held by OSYM,

y) FLLDE: The Foreign Language Level Determination Exam, held by the Department of Foreign Languages in order to determine the levels of the students, who are to attend the preparatory class,

z) YOK: The Higher Education Council,

aa) YOKDIL: The Foreign Education Exam for Institutions of Higher Educations.

## **PART TWO**

### **Foreign Language Education**

#### **Principles of education**

ARTICLE 5— (1) The educational activities at the department of foreign languages shall be carried out and the exams thereat shall be held in accordance with the academic calendar approved by the Senate.

(2) The principles regarding the summer education activities shall be set forth by the Senate.

(3) The contents of Foreign Language I and Foreign Language II, which are to be lectured as a part of the academic packages of the associate degree and undergraduate programs of the University, as well as the academic and vocational foreign language courses shall be developed, implemented, and the faculty members, who are to lecture the said courses, shall be appointed by the Office of the Head of the Department.

#### **The period of study and achievement at the preparatory class**

ARTICLE 6— (1) The period of study at the preparatory class of the University shall be determined by the Senate. The detailed academic calendar, which indicates the course of the academic year for the preparatory class, shall be developed by the Department, and be brought into force upon the President's approval. The period of education at the preparatory class shall be equal to the period of education, comprised of fall and spring semesters, as set forth within the relevant articles of the Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University, promulgated within the issue No. 28458, dated 5/11/2012, of the Official Gazette.

(2) The students, who fail to meet the achievement requirements at the end of the academic year, may attend the summer education term at their option. The achievement requirements for the summer education term shall be announced at the beginning of each summer education term, and shall consist of minimum one mid-term exam and one summer education term final exam.

(3) The students, who fail to meet the achievement requirements at the end of the academic year and/or at the end of the summer education term and/or do not attend the summer education, may take the FLPE, which is held by the Department at the beginning of the subsequent academic year. Furthermore; the students, who attended the preparatory class and failed to pass during the precedent academic year, and who do not actively continue their education in the then current academic year and have not exceeded the preparatory education period of two years granted thereby under the Regulation on the Principles to be Followed in Respect of Foreign Language Instruction and Instruction Through a Foreign Language, which was promulgated within the issue No. 29662, dated 23/3/2016, of the Official Gazette, may also take the FLPE, which is held by the Department. Following the said exam, the students shall begin their instructions at the department of English language and literature and foreign languages education (being exempt from the preparatory class upon scoring 80/100 for the English teaching program and scoring 60/100 for the other programs, in which the medium of instruction is a foreign language).

(4) In respect of the students, who fail to meet the applicable achievement requirements within the periods provided herein; the status of preparatory class student shall continue until the end of the second year pursuant to the Regulation on the Principles to be Followed in Respect of Foreign Language Instruction and Instruction Through a Foreign Language. Such students may either continue their education at the preparatory class in the second year or abstain from attending the courses, instead of which they may take the exams specified within these Regulations and demonstrate that they meet the applicable achievement requirements for the preparatory class.

(5) The EAG shall be added to the preparatory class final grades of the students, who have fulfilled their obligations of attendance to the preparatory class education, by the ratio to be determined by the Academic Committee of the Department. Such ratio shall be determined at the beginning of each academic year, and be so announced to the students.

(6) The PAG is applied to the grade scored by the student at the FLPE, which is held at the end of each semester and at the end of the summer education term, by the ratio determined by the Academic Committee of the Department, whereby the preparatory class final grade shall be determined.

(7) In respect of the PPS; the grade, which shall be required to be scored by a student in order for them to be exempted in respect of each skill, shall be determined and announced by the Academic Committee of the Department at the beginning of each academic year. The said right granted enables the preparatory class students to pass various skills provided within sub-paragraph (w) of the first paragraph of Article 4 at different times.

### **Attendance obligation**

ARTICLE 7— (1) The students, who undergo education at the preparatory class, are obliged to attend the courses. The level of attendance to the courses shall affect the preparatory class final grade by such ratio that is determined and announced by the Academic Committee of the Department.

(2) The faculty members of the preparatory class shall submit the attendance of the students to the Office of the Head of the Department on a daily basis.

(3) The students, who cannot attend the courses on account of just excuse, shall be considered to be on leave in the event they apply, producing a documentary proof that proves their excuse, within a period of three working days as of the date of cessation of their excuse, and in the event the Academic Committee of the Department deems such excuse and such documentary proof appropriate in accordance with the provisions of Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University.

(4) The students, who cannot attend the exam sessions and applications on account of just excuse, may take a make-up exam in the event they apply, producing a documentary proof that proves their excuse, within a period of three working days as of the date of cessation of their excuse, and in the event the Academic Committee of the Department deems such excuse and such documentary proof appropriate in accordance with the provisions of Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University.

(5) The students, who are visually impaired and hearing impaired, shall be provided by a suitable exam setting for their condition provided that the reports that demonstrate the relevant special condition thereof are approved by the Health, Culture and Sports Department of the University.

(6) The provisions set forth herein shall apply in exact also for the summer education terms.

### **Education plan**

ARTICLE 8— (1) The preparatory class shall be comprised of a series of levels, determined according to CEFR. The levels are referred to as Beginner, Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and Advanced. The levels and the number of lessons at each level shall be determined by the Academic Committee of the Department.

(2) The exam schedule and class schedule announced by the Department shall be implemented during the fall and spring semesters and the summer education term. The calculation of the PAG shall be based on the assessment instruments announced by the Academic Committee of the Department at the beginning of each academic year and the ratio of effect of such instruments to the PAG of the student.

### **Foreign language proficiency exam**

ARTICLE 9— (1) The students, who have enrolled to the associate degree, undergraduate and graduate programs of the University, the medium of instruction of which is a foreign language, shall be applied the FLLDE by the Department at the beginning of each academic year. The students, who meet the minimum achievement requirement set by the Academic Committee of the Department at the FLLDE, shall be entitled to take the FLPE. The FLPE may also be taken by the students, who have failed at the preparatory education given during the academic year and at the summer education term.

(2) Following the FLPE, held by the Department at the beginning of the academic year; the students shall begin their instructions at the department of English language and literature and foreign languages education (being exempt from the preparatory class upon scoring 80/100 for the English teaching program and scoring 60/100 for the other programs, in which the medium of instruction is a foreign language).

(3) The students, who fail to pass the FLPE held at the beginning of the academic year, shall attend the foreign language preparatory education class.

(4) The levels, at which the students, who shall attend the preparatory class, receive education, shall be determined by the Academic Committee of the Department with respect to the respective FLLDE achievement grades thereof.

(5) The students, who are assessed not to be suitable for the level, to which they may have been placed, may be replaced to an upper or lower level in accordance with the decision of the Academic Committee of the Department in the event such students file a written and reasoned request and/or in line with the proposal of the faculty member, who is in charge of such students.

(6) The students, who do not take the FLPE or the FLLDE, shall not be allowed to take excuse exams. Any student, who does not take the FLLDE despite such exam's being compulsory, shall be placed by the Office of the Head of Department to the lowest level of the preparatory class.

(7) The FLPE shall be held at the beginning of each academic year and at the end of each fall and spring semester and at the end of the summer education term. Also, in line with the written and reasoned requests from the President's Office and in accordance with the YOK's calendar, the students, who enroll to such departments of the University, in which the medium of instruction is English, may sign up for taking the FLPE.

(8) The following students may take the FLPE, which shall be held at the end of the fall semester;

a) The students, who begin their education at the preparatory class at Pre-Intermediate or a higher level, and

b) The students, who have failed to pass the preparatory class at the precedent academic year, and who have filed their request to take the exam with the Student Affairs Department of the University not later than twenty (20) working days in advance of the scheduled date of the exam.

(9) The students, who pass the exam successfully and are, thus, exempted from the preparatory class education, shall be subject to the Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University.

(10) Only the additional placement and vertical transfer students shall be admitted to the FLPE held for such students, and the students, who are admitted to and take such exam and fail to meet the relevant achievement requirement, shall be placed to the appropriate level of the preparatory class in line with the decision of the Academic Committee of the Department.

(11) The preparatory class education shall be optional for the students, who have enrolled to such faculties and vocational schools, the medium of instruction of which is Turkish.

## **Preparatory class exemption requirements and exams of equivalence**

ARTICLE 10— (1) The requirement for consideration as successful in respect of the external exams, the equivalence of which is admitted, shall be applicable as provided below:

<b>External Exams Equivalence Table</b>								
<b>Faculty/ Department</b>	<b>FLPE (IKU)</b>	<b>YDS</b>	<b>TOEFL PBT</b>	<b>ROEFL IBT</b>	<b>CAE</b>	<b>FCE</b>	<b>PTE (Academic)</b>	<b>YOKDIL</b>
<b>English Language and Literature, Foreign Languages Education – English Teaching Program Students</b>	80	75	550	80	B	B2	62	75
<b>Other associate degree and undergraduate programs, the medium of instruction of which is English</b>	60	55	517	66	C	B1	44	55

(2) The students, who take the equivalent exams, which are held at such other exam centers than the University, and score the required grades, shall file their request to be exempted from the preparatory class education with the Student Affairs Department through their letters of petition, to which the respective exam result certificates thereof shall be attached.

(3) In respect of the students, who have taken TOEFL IBT and who request to be exempted from the preparatory class education; only such result certificates of the TOEFL exams, which have been taken at the premises of state universities, shall be admitted for equivalence.

(4) In respect of the determination of the periods of validity of the equivalence certificates for external exams; due consideration shall be given to the applicable provisions of Regulation on the Principles to be Followed in Respect of Foreign Language Instruction and Instruction Through a Foreign Language, which was promulgated within the issue No. 29662, dated 23/3/2016, of the Official Gazette.

(5) The students, who have already completed an English preparatory class program successfully at another university, shall deliver the respective documents thereof to the Student Affairs Department on the condition that the period between the Preparatory Class Exemption Exam date and the date of application is no longer than three years.

(6) The students, who are provided within the Regulation on the Principles to be Followed in Respect of Foreign Language Instruction and Instruction Through a Foreign Language, and who satisfy the following requirements, shall be exempt from the preparatory class education:

a) The students, who have received education and completed their secondary education minimum within the last three years in a country, where the foreign language, which is determined to be the medium of instruction, is spoken as the native language, at the secondary education institutions, to which the nationals of such country attend.

b) The students, who have scored the grades of achievement as determined by the Senate at the central foreign language exams recognized by YOK and the international language exams, the equivalence of which is recognized.

(7) The students, who undergo the preparatory class education and meet the applicable achievement requirements, shall be issued relevant English Language Proficiency Certificates that indicate the level completed.

## **Principles regarding compulsory foreign language education**

ARTICLE 11— (1) The compulsory foreign language courses are the foreign language courses, which the students, who have newly enrolled to the University, at the first and the second semester pursuant to the provisions of sub-paragraph (1) of the first paragraph of Article 5 of the Code No. 2547.

(2) The relevant provisions of Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University shall apply for the compulsory foreign language courses.

### **Foreign language exemption exam for the programs, the medium of instruction in which is Turkish**

ARTICLE 12— (1) The students, who have enrolled to the associate degree and undergraduate programs of the University, the medium of instruction of which is Turkish, shall be obliged to take the foreign language exemption exam, which is held at the beginning of each academic year.

(2) The exemption exam shall be held at the beginning of each academic year. Each student may take the said exam for once only. The exemption exam shall be applied to the students, who may have enrolled initially or through additional placement or through other types of enrollment, for once only at the beginning of the semester, being the initial semester of entitlement to education at the University, and on such date that is announced.

(3) The students, who do not take the foreign language exemption exam despite such exam's being compulsory, shall be obliged to take Foreign Language I and Foreign Language II.

(4) The students, who score between 60/100 and 69/100 at the exemption exam, shall be exempted from Foreign Language I only with the grade A; and the students, who score 70/100 or more at the same, shall be exempted from Foreign Language I and Foreign Language II with the grade A. The students, who fail to score the required grades at the foreign language exemption exam, shall be obliged to take Foreign Language I and Foreign Language II courses.

(5) The students, who are strictly obliged to take the exemption exam and who produce documentary proof demonstrating that they have received education at English preparatory class at another higher education institution or University and have completed the same successfully, and the students, who have scored the relevant adequate grade at the External Exams Equivalence Table set forth within the first paragraph of Article 10, shall be exempted from Foreign Language I and Foreign Language II with the grade A.

## **PART THREE**

### **Miscellaneous and Final Provisions**

#### **Legal clauses**

ARTICLE 13— (1) Any cases or matters, for which any provisions are not set forth within these Regulations, shall be governed by the relevant provisions of the Regulation on Associate and Undergraduate Degree Education at Istanbul Kultur University, the Education and Exam Regulations for Graduate Programs of Istanbul Kultur University, which was promulgated within the issue No. 29930, dated 26/12/2016, of the Official Gazette, and the Regulation on Associate and Undergraduate Degree Education for Summer Term at Istanbul Kultur University, which was promulgated within the issue No. 29991, dated 26/02/2017 as well as the resolutions of Senate.

#### **Repealed regulation**

ARTICLE 14— (1) The Foreign Language Education and Exam Regulations of Istanbul Kultur University, which was promulgated in the Official Gazette numbered 29467, dated 6/9/2015, is hereby repealed.

**Effectiveness**

ARTICLE 15— (1) These Regulations shall become effective as of the date of promulgation hereof.

**Enforcement**

ARTICLE 16— (1) The provisions of these Regulations shall be enforced by the President of Istanbul Kultur University.