1. **ÜUFLD RULES AND REGULATIONS**

**USKUDAR UNIVERSITY**

**Coordinatorship of Foreign Languages**

**Instructions of Preparatory School and Foreign Languages**

**SECTION ONE**

**Purpose, Definitions, Scope, and Basis**

**PURPOSE**

**ARTICLE 1 -** This instruction aims to regulate the preparatory school education and the principles related to the undergraduate/associate degree and foreign language courses for students who enroll in Associate and Undergraduate Programs at Üsküdar University.

**DEFINITIONS**

**ARTICLE 2- Mentioned in this instruction:**

a) University: Üsküdar University,

b) Rector: Rector of Üsküdar University,

c) Rectorship: Rectorate of Üsküdar University,

ç) Senate: Üsküdar University Senate,

d) YDK: Üsküdar University Foreign Languages ​​Coordinatorship,

e) YDHO: Üsküdar University Foreign Languages ​​Department Preparatory School,

f) YDYS: Üsküdar University Foreign Languages ​​Proficiency Exam,

g) STS: Üsküdar University Foreign Languages ​​Placement Test,

h) CAE: Cambridge Advanced Exam,

i) CPE: Cambridge Proficiency Exam,

j) PTE: Pearson Test of English,

k) YDS, Yökdil: Foreign Language Knowledge Placement Test,

l) TOEFL IBT: Test of English as a Foreign Language Exam,

m) ÖSYM: refers to the Student Selection and Placement Center.

**SCOPE**

**ARTICLE 3 -** This Instruction covers the procedures and principles regarding foreign language teaching of all types to be carried out by the Coordinatorship of Foreign Languages of Üsküdar University.

**BASIS**

**ARTICLE 4 -** This Instruction is prepared based on "Higher Education Law No. 2547", "Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be followed in Teaching Foreign Languages" and Üsküdar University Associate and Undergraduate Education and Exam Regulations.

**SECTION TWO**

**Foreign Language Placement Exams, Exemption Principles**

**Foreign Language Placement Exams**

**ARTICLE 5 -**

a) Students who register for the first time at the university are taken to the Foreign Language Proficiency and English Placement Test held by the Preparatory School at the beginning of the year of enrollment. Students who are admitted to the departments and programs with compulsory Preparatory Class condition sit in these exams. Students who enroll in departments that provide education in Turkish, Vocational School programs or who want to study on demand have the right to attend these exams. The normal education period in YDHO is two semesters. Students who fail at the end of this period can continue to YDHO program for one or two more semesters or apply to equivalent Turkish programs through ÖSYM. YDHO's training calendar and criteria for success are approved by the Senate every year and are included in the academic calendar.

b) Students whose departments are %100 English, except English Translation and Interpretation Department, are qualified by getting 60/100 or above in YDYS and they can start the first semester of the faculty or vocational school they are enrolled in. Students of English Translation and Interpretation Department are qualified by getting 70/100 or above in YDYS and they can start the first semester of the faculty they are enrolled in. YDYS is held at the beginning of each academic year, after additional quota and registration dates of DGS students and international students, at the end of the first and second semesters in case of need, and after the Summer School education if it is available.

c) YDYS can be done in one or two stages. The principles regarding the proficiency exam are determined by the Coordinatorship of Foreign Languages and announced before the YDYS to be held at the beginning of the academic year.

d) Students who failed at any time in the previous years and students who have recently registered at the University can enter the YDYS at the beginning of the academic year.

e) Students who fail in YDYS at the beginning of the academic year are determined according to the grades they get from STS and they are divided into levels in the preparatory school to start from the most suitable module for them.

f) STS is an exam applied to measure the English levels of our students who start the Preparatory School and to be placed in classes appropriate to their levels. All students starting YDHO are required to take this exam.

**Exemption Principles**

**ARTICLE 6 -** Students enrolled in programs that teach in a foreign language are exempt from YDHO on condition that they get 60/100 or above grades from YDYS.

Students who meet the following conditions are also exempt from YDHO:

a) Those who have completed their secondary education in English in a country where English is spoken as a mother tongue in the last three years.

b) Those who are successful in the foreign language exams conducted by ÖSYM and accepted by the Higher Education Executive Board with the score determined by the University Senate (provided that the exams are within the validity period determined by the relevant institutions and the original documents are submitted).

c) Students whose equivalence from the international exams determined by the university are accepted by the Senate (TOEFL IBT, CPE, CAE, PTE) and the students who have the exam result certificate accepted by YÖK (YDS, Yökdil and similar) and the equivalence is accepted by YÖK. Students who cannot meet these conditions must attend the Preparatory School. It is required to have the exams within the validity period determined by the relevant institutions and to submit the original documents.

d) Students who have previously studied at the English Preparatory School of another university and have succeeded with a score that is accepted by the Senate are exempted from the Preparatory School, provided that they document their success, which does not exceed three years. These documents must be submitted before YDYS, and the document must be at B2 level according to European Common Language Framework Criteria.

e) It is determined by an exemption exam (optional) to be exempted from the English I - II courses, which are compulsory for the students of the program whose language of instruction is Turkish (in the first year). Students who score 70/100 or above from the Exemption Exam are exempted from the compulsory English-I course, and students who score 80/100 or above are also exempt from the compulsory English-II course.

f) Vertical Transfer students are exempt from the English I and II courses they have taken in their associate degree programs provided that the document that the course hours, credits and course contents are the same. These documents must be submitted before the end of the add/drop week of the related semester.

g) Vertical / Horizontal Transfer students who apply for exemption from the English I and/or II courses they have successfully taken in the associate degree / undergraduate programs of the universities they have studied before can apply again to read these courses if they wish. However, it is compulsory to attend repeated courses and the final grades in these courses are valid.

**SECTION THREE**

**Education in the Preparatory School - Duration of Education, Operation, Success Evaluation, Summer School, Private Student**

**Education Period in Preparatory School**

**ARTICLE 7 -**

a) YDHO education period is normally one academic year. The level at which the students start their English education at the Preparatory School is determined by STS. As a result of this exam, students receive a total of four levels of education. Weekly course loads in YDHO are determined between 20 and 25 hours according to students' language proficiency.

b) YDHO students' weekly foreign language course hour load cannot be less than 20 and course hour load of one academic year cannot be less than 520 hours.

**OPERATION**

**ARTICLE 8 - English Preparatory School:**

a) YDHO consists of four levels: Elementary, Pre-Intermediate, Intermediate, and Upper-Intermediate. In the preparatory program, English education is carried out at A1, A2, B1 and B2 levels according to the STS result. Students start their education at A1, A2, B1 and B2 levels according to STS results.

b) There are a total of four modules in two semesters, seven / eight weekly modules in each semester. Each semester consists of two modules, and those who fulfill the requirements for module success begin with the modules that follow the next module. The first two modules in the Fall semester and the last two in the Spring semester are considered combined. There is no pass-fail in the transition from the first module to the second and the transition from the third module to the fourth. Students who fail at the end of the second module and the end of the fourth module repeat the module they failed (second or fourth module). Students who fail will receive seven weeks of Summer School on demand, as they will not be able to complete their education in four modules. At the end of the Summer School, they enter YDYS. However, if the Summer School is not opened, the Summer School YDYS is not held. Students in this situation are taken to the proficiency exam with the new enrollment students at the beginning of the new academic year. Graduation evaluation in YDHO is done by taking into account the in-module exams, pop quizzes held at that level, the end-of-module exam to be held at the end of that module and the teacher assessment grade.

c) Students are required to attend classes at least 80% throughout each module. Students who exceed the 20% absenteeism limit cannot take the end-of-module exam held within the eighth week of the module they are absent from. Students who successfully complete the B2 level can optionally continue to C1 or C1 + levels. To obtain a certificate at this level, they must complete the module with a 60/100 success score.

d) Students are required to get at least 60/100 from YDYS in order to pass YDHO. According to STS, those who start the preparatory education at B1 or B2 level, at the end of the first semester, if they successfully complete the B1 and B2 levels or B2 and C1 levels, they are entitled to attend the undergraduate programs at the beginning of the second semester. In order to gain this right, the second module is required to enter the YDYS to be held at the end of the 1st semester and to score at least 60 points or more, including the semester averages.

e) Students at B1 and B2 level with a grade point average of at least 85/100 are entitled to move to their departments without entering YDYS at the end of the academic year or at the end of the first semester provided that they do not fail at any module and level.

f) Students of A1 and A2 levels with a grade point average of at least 90/100 have the right to pass their levels to a higher level, provided that they do not fail in any module or level.

g) Students who fail to fulfill the attendance requirements or fail a module by staying below 60/100 average repeat the same level in the following module. Students can study the same module up to two times in an academic year.

h) The Coordinatorship of Foreign Languages may make changes in the number of levels to be opened if necessary and the transition rules to be applied between the level groups.

**Evaluation and Academic Year Success**

**ARTICLE 9 – English Preparatory School**

1. In YDHO, there are four levels: A1, A2, B1, B2. The students must pass all the levels successfully in order to pass.
2. The success of the students is assessed in terms of quizzes, in module assessments, portfolios, end of module assessments and teacher assessment. These are:
3. In module assessments are held four times, on the fifth week of each module. Also, at the end of each module, an end of module assessment is given. End of year score is calculated as the average of four module GPA’s. Each module has its own weight. The contribution to the academic year achievement grade of the modules is 30%, for IMA, 10% for Pop Quizzes, 10% for the Teacher Assessment, and 50% for EMA which is held at the end of the module. Students, who cannot take the exams due to an excuse, reports the case with a valid report. Those documents and the reports must be submitted within the first three days following the exam date. With the condition of Coordinatorship approval, the student can have a make-up exam. The quizzes and end of module exams are excluded from this excuses.
4. Student portfolios and teacher assessment grades are given each module. The aim of the portfolios is to direct the students to study alone, to conduct research, review their own learning process and take the responsibility of their own learning. This grade contributes to the success grade of the academic year.
5. The overall GPA of the students is calculated as follows: 20% of the first module, 25% of the second module, 25 % of the third module and 30% of the forth module. The final grade of the preparatory school students is calculated by 60% of the GPA and 40% of the proficiency exam. At the end of the preparatory school training, the students whose grade is above 60% can start their departments and start taking their English lessons within their degree. The students who pass the proficiency test start their department on the first grade. The B1 and B2 level students, whose GPA is 85/100 by the end of the semester and/or the year, can start their department without taking the proficiency exam; as long as they have never failed in any one of the modules.

**Process**

1. The score percentage of exams, presentations, assignments, group work, participation and general exams are announced by the Coordinator to the students by the start of every academic year. The passing score is 60/100; yet the 1st and and 2nd modules, and the 3rd and the 4th modules are joined. As a result, the passing score is calculated by the end of the second and the forth modules. The students, who fail the module with an average below 60/100 by the end of the joined module; must repeat the module that they have failed. The B1 and B2 students who have 60/100 GPA by the end of the Fall and Spring semesters can take the proficiency exam. It is B1 students’ responsibility to apply to the YDK within the 3 week prior to the exam about their chances of taking the proficiency exam. The students who haven’t applied are not accepted to the exam. The students who get below 60/100 in the proficiency exam, fail the exam. The proficiency exams has no makeup options. The B1 students, who fail the proficiency exam can re-take the proficiency exam after studying the B2 module. The students who fail the proficiency exam at the end of the academic year can study during the summer school in case it is deemed to be opened that year. Summer school is not mandatory. As the minimum number of students request it, the summer school is opened every year. Unless the minimum number of students request summer school, the summer school proficiency exam is not prepared. In this case, the failed students take the proficiency exam by the start of the next academic year. The students who fail by the end of an academic year start the new academic year with one level above in which they passed successfully in the previous academic year.
2. The students who cannot complete the preparatory school and/ or fail the proficiency exam can start studying their department in the condition that:
3. They pass the summer school, which is opened for the students that have reached the language level that their department deems necessary but failed the preparatory school,
4. They improve their language levels with self-study and take the next proficiency exam,
5. They complete the preparatory school after studying for one or two more semesters.
6. The students whose department’s instruction language is fully or partly English are dismissed in the case that they cannot complete the preparatory school within two years. The students who are dismissed due to the fact that their department’s instruction language is fully or partly English can enrol to another equivalent department whose instruction language is Turkish. Also, if the university doesn’t have the equivalent program with Turkish instruction language, these students can apply OSYM with their University entrance exam score and request for enrolment to another department whose minimum score is below the student’s score.
7. The students whose department’s instruction language is Turkish can start studying their department even if they fail the preparatory school, as it is not mandatory for them to pass the preparatory school training.

**Summer School**

**ARTICLE 10**

1. For the students who cannot complete the preparatory school and reach the necessary B2 level; the summer school is opened.
2. The aim of the summer school is to improve the language level and give a chance of starting their departments by the end of the summer school, to the students who finish A1-A2-B1 levels, and start B2 level by the end of spring semester and those who fail the B2 level by the end of the spring semester.

**Special Students**

**ARTICLE 11-** The students who are not enrolled or graduated from an undergraduate or graduate program of the university and wish to improve their foreign language by their own means can be accepted as special students on the condition that they hold a high school diploma. The terms of application are determined and announced by the authorized committee. The special students cannot take advantage of the rights of being a student. The special students are certified by demand by the Rectorship on the condition that they perform all the responsibilities, such as attendance, exams, and assignments, which are also conditions for normal students.

**SECTION FOUR**

**Foreign Language Courses For Undergraduate/ Associate Degree Programs**

**ARTICLE 12-**

1. The Mandatory English Classes for undergraduate Programs:
* The Mandatory English Classes for undergraduate/ Associate Programs;
1. Semester: English I
2. Semester: English II.
* The students who fail English- I courses, cannot take English- II courses unless they pass English-I. The mandatory English courses can be available in both semesters.
1. The Elective English Courses for Undergraduate Programs:
2. The Elective English courses for undergraduate programs can be available in both semesters. YDYK determines and announces the conditions of the Elective English Courses for Undergraduate Programs with the request of the undergraduate/associate programs.
3. Regarding the mandatory, Elective, and other English courses for the undergraduate/ associate programs; the credits and the success of the students are determined in line with the University’s Teaching- Learning Regulations.

**SECTION FIVE**

**Attendance and Valid Excuses in Preparatory School**

**Attendance and Excuses**

**ARTICLE 13-**

1. It is mandatory to attend the lessons at Preparatory School. The students must attend 80% of their courses of each module.
2. The students who exceed the 20% limit of absence within the course of their training cannot take the end of module exam and fail the related module. The absence is calculated for each 8 week separately. The students who exceed the absence limit cannot take the exams and repeat the module even though they are academically successful. The health reports for the absence hours are not subtracted.
3. The attendance is taken by the instructor and entered on the student information system. The instructors are not authorized to give permission to the students in case of absenteeism.
4. The quizzes and end of module exams have no makeup exams.
5. At YDHO, the makeup exams are done in the light of YDK decision.
6. There is no makeup for the makeup exams.

**SECTION SIX**

**Deactivation – Leave of Absence – The Situations with No Clear Legislation, Execution, or Judgement**

**Deactivation – Leave of Absence**

**ARTICLE 14-** The related articles in “ Üsküdar University Associate and Undergraduate Education- Exam Regulation” applies.

**The Situations With No Clear Judgement**

**ARTICLE 15-** For the situations with no clear judgement in this regulation, the Language Teaching in Higher Education Instutitions Regulations and The Legislation for Teaching by a Foreign Language within the Official Gazette dated 04/12/2008 and numbered 27074; and the Üsküdar University Associate and Undergraduate Education and Exam Regulations within the Official Gazette dated 25/12/2012 and numbered 28508 are applied.

 **Legislation**

**ARTICLE 16-** The legislation of “Üsküdar University Foreign Languages Coordinatorship Preparatory School and Foreign Language Lessons Regulation” which was composed in academic year of 2015-2016 will be diminished as this regulation is approved. This regulation applies within the date of its approval by the Senate.

**Execution**

**ARTICLE 17-** The Rector of Üsküdar University executes the judgements of this Regulation.