

DIRECTIVES
SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY CLASS EDUCATION, INSTRUCTION AND EXAMINATION DIRECTIVE

Senate Meeting Date and Number	09.01.2025 / 01
Decision No	2025.SEN.09

KÜTAHYA DUMLUPINAR UNIVERSITY

DIRECTIVE ON ENGLISH PREPARATORY CLASS EDUCATION, INSTRUCTION, AND EXAMINATIONS

SCHOOL OF FOREIGN LANGUAGES

PART ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to regulate the principles governing the implementation of education, instruction, and examinations related to the English Preparatory Class conducted by the School of Foreign Languages at Kütahya Dumlupınar University.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding education, instruction, assessment, and evaluation conducted in the preparatory class at Kütahya Dumlupınar University.

Legal Basis

ARTICLE 3- (1) This Directive has been prepared pursuant to Articles 14, 44, and 49 of the Higher Education Law No. 2547 dated 4 November 1981, the Regulation on the Principles to Be Observed in Foreign Language Teaching and Instruction in a Foreign Language in Higher Education Institutions published in the Official Gazette dated 23 March 2016 and numbered 29662, and the Regulation on Foreign Language Preparatory Class Education, Instruction, and Examinations at Kütahya Dumlupınar University.

Definitions

ARTICLE 4- (1) For the purposes of this Directive:

a) **Common European Framework of Reference for Languages (CEFR):** the framework developed by the Council of Europe defining language proficiency levels for all languages in Europe,

b) **Unit Board:** the Board of the School of Foreign Languages,

c) **Unit Administrative Board:** the Administrative Board of the School of Foreign Languages,

ç) **Quarter Term:** the period referring to one half of an academic semester,

d) **Academic Year:** the two semesters consisting of fall and spring terms,

e) **Preparatory Achievement Grade:** the weighted average score obtained by a student as a result of assessment and evaluation practices conducted throughout one academic year,

f) **Preparatory Class:** the Preparatory Class Program of the School of Foreign Languages at Kütahya Dumlupınar University,

g) **Optional Foreign Language Preparatory Class:** classes in which foreign language preparatory education is offered on an optional basis,

h) **Partially Foreign Language Instruction:** instruction in which at least 30% of the total credit load of courses in a program is delivered in a foreign language,

ı) **Assessment and Evaluation Commission:** the commission established by decision of the Unit Board to determine the processes and methods to be implemented in preparatory classes,

i) **Program and Materials Development Commission:** the commission established by decision of the Unit Board to determine the educational program and materials to be implemented,

j) **Rector:** the Rector of Kütahya Dumlupınar University,

k) **Rectorate:** the Rectorate of Kütahya Dumlupınar University,

l) **Senate:** the Senate of Kütahya Dumlupınar University,

m) **Level Achievement Grade:** the weighted average score obtained by a student from the Level Completion Examination administered at the end of a quarter term and from various assessment and evaluation processes and instruments conducted during the term (such as quizzes, assignments, projects, presentations, etc.),

n) **Level Completion Examination (SBS):** the level advancement examination administered at the end of quarter terms,

o) **Foreign Language-Medium Instruction:** instruction in which the entire curriculum of a program is delivered in a foreign language,

ö) **Foreign Language Placement Examination (YDBS):** the examination determining the language proficiency level of students who will study in the preparatory class,

p) **Foreign Language Proficiency Examination (YDYS):** a two-stage examination administered for students to be exempt from or deemed successful in the foreign language preparatory class, the first stage measuring grammar, reading and listening comprehension, and the second stage measuring writing and speaking skills,

r) **School of Foreign Languages (YDYO):** the School of Foreign Languages at Kütahya Dumlupınar University,

s) **Compulsory Preparatory Class:** the foreign language education that students are required to attend in programs where the language of instruction is wholly or partially a foreign language.

PART TWO

Principles Regarding English Preparatory Class Education, Instruction, and Examinations

Education and Instruction Program

ARTICLE 5- (1) The normal duration of foreign language preparatory education is one academic year for all departments. One academic year consists of four quarter terms. Education is conducted in each quarter term through level advancement or level repetition.

(2) **(Amended by Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)** Students in the compulsory foreign language preparatory class shall be deemed successful in the preparatory class only if they pass the Foreign Language Proficiency Examination administered at the **B1+ level**.

(3) **(Amended by Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)** Students in the optional foreign language preparatory class shall be deemed successful in the preparatory class only if they pass the Foreign Language Proficiency Examination administered at the **B1+ level**.

(4) **(Amended by Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)** The educational program to be implemented in the preparatory class, the materials to be used, and course hours shall be determined prior to the relevant academic year upon the proposal of the Program and Materials Development Commission, the favorable opinion of the departmental board, and the decision of the Unit Board.

(5) If a class cannot be conducted due to the absence of the instructor (for conferences, symposium assignments, etc.), the relevant instructor shall provide a make-up class. The make-up schedule must be completed before the Level Completion Examination to be administered at the end of the relevant quarter term.

Attendance Requirement

ARTICLE 6- (1) Students newly enrolled in programs where the language of instruction is partially or fully in a foreign language, students continuing in the preparatory class in their second year, and students who have failed examinations designated by the University Senate are required to attend the preparatory class.

Students are obliged to attend no less than **80%** of the courses at each level in which they are placed.

Except for the circumstances specified in **Article 21** of the Kütahya Dumlupınar University Associate and Undergraduate Education and Examination Regulation regarding class attendance, students who fail to fulfill the attendance requirement may not take the **Level Completion Examination**, shall be deemed unsuccessful, and shall repeat the relevant level.

Foreign Language Proficiency Examinations

ARTICLE 7- (1) The exemption and success status of preparatory class students shall be determined through the **Foreign Language Proficiency Examination (YDYS)** administered at the beginning and end of the academic year, and during the summer term.

A proficiency examination may additionally be administered by the **Unit Administrative Board** in cases such as the evaluation of double major and minor applications and additional quota placements.

(2) The Foreign Language Proficiency Examination consists of a Stage 1 Examination, which includes listening, reading, and grammar sections, and a Stage 2 Examination, which includes speaking and writing sections. Students who score below 65 out of 100 in the Stage 1 Examination of the YDYS are not eligible to participate in the Stage 2 Examination.

(3) The participation status and exemption conditions of preparatory class students in the Foreign Language Proficiency Examination are shown in the tables below.

**Proficiency Examination Participation Status for Preparatory Class
(Optional/Compulsory) Students**

Last Level Successfully Completed	End-of-Academic-Year Proficiency Exam	Summer Term Proficiency Exam	Beginning-of-Academic-Year Proficiency Exam
A1	Cannot take	Cannot take	May take
A2	Cannot take	Cannot take	May take
B1	Cannot take	May take	May take
B1+	May take	May take	May take
B2	Exempt (Successful)	Exempt (Successful)	Exempt (Successful)

Table 1. Proficiency Examination Participation Status for Preparatory Class Students

(Amendment: Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)

(4) The following students may take the Foreign Language Proficiency Examination administered at the beginning of the academic year:

- a) Compulsory preparatory class students who have enrolled in the preparatory class for the first time in the relevant academic year,
- b) Compulsory preparatory class students who were unsuccessful in the Foreign Language Proficiency Examination at the end of the previous academic year,
- c) Students who previously attended the optional preparatory class in earlier academic years and were unsuccessful, provided that they submit a written application by the deadline announced by the School of Foreign Languages.

(5) Compulsory preparatory class students who are successful in the Foreign Language Proficiency Examination shall continue their education in the department in which they are enrolled.

(6) All announcements regarding the Foreign Language Proficiency Examination shall be published on the website of the School of Foreign Languages.

Foreign Language Placement Examination

ARTICLE 8- (1) The level at which students enrolled in the preparatory class will begin their education shall be determined based on the results of the Foreign Language Placement Examination administered at the beginning of the academic year.

Attendance at this examination is compulsory. Students who do not take the examination shall not be assigned a class, level, or courses. Such students shall be classified in the Student

Information System (SIS/OBS) as inactive non-attending students, shall be deemed unsuccessful for each quarter term in which they do not continue their education, and shall not be entitled to student rights.

(2) All announcements regarding the Foreign Language Proficiency Examinations shall be published on the website of the School of Foreign Languages.

Level Advancement and Repetition

ARTICLE 9- (1) Preparatory class students are placed into level classes defined according to the Common European Framework of Reference for Languages based on the results of the Foreign Language Proficiency Examination or the Foreign Language Placement Examination.

(2) Students who do not fulfill the attendance requirement set out in Article 6 of this Directive shall not be eligible to take the Level Completion Examination.

The Level Completion Examination consists of listening, language use, reading, writing, and speaking skills. The principles regarding the administration of the Level Completion Examination shall be determined by the Unit Board.

(3) The student's achievement status at the relevant level is determined by the Level Achievement Grade.

(4) The principles regarding the Level Achievement Grade, as well as the condition that the Level Completion Examination must account for at least 60% of the overall evaluation, shall be determined by the Unit Board upon the proposal of the Assessment and Evaluation Commission and the favorable opinion of the Department Board, and shall be announced to students at the beginning of the academic year.

(5) Students whose Level Achievement Grade is below 65 shall repeat the level in which they are enrolled.

Make-Up Examinations

ARTICLE 10- (1) There are no make-up examinations other than the Level Completion Examination. Applications regarding excuses must be submitted in writing to the Directorate of the School of Foreign Languages with supporting documents during the excuse period or no later than three working days following the end of the excuse period.

Academic Success Status

ARTICLE 11- (1) In order for a student to be deemed successful in the preparatory class:

- a) The student must obtain at least 65 out of 100 in both stages of the Foreign Language Proficiency Examination,
- b) The student must successfully complete at least one level above the entry level of the preparatory class during the academic year.

Calculation of Academic Achievement Grade

ARTICLE 12- (1) The Academic Achievement Grade shall be determined according to the following principles:

The Academic Achievement Grade of a student who obtains 65 or above in both Stage 1 and Stage 2 of the Foreign Language Proficiency Examination shall be calculated with a weighting of 50% for Stage 1 and 50% for Stage 2.

a) For a student who obtains 65 or above in Stage 1 of the Foreign Language Proficiency Examination and is therefore eligible to take Stage 2, but obtains 64 or below in Stage 2, the Stage 2 score shall be considered as 0, and 50% of the Stage 1 score shall determine the Academic Achievement Grade.

b) A student who obtains 64 or below in Stage 1 of the Foreign Language Proficiency Examination shall not be allowed to take Stage 2, and 50% of the Stage 1 score shall be used in the calculation of the Academic Achievement Grade.

c) For students who do not take the Foreign Language Proficiency Examination and/or do not meet the eligibility requirements for taking the examination, the Academic Achievement Grade shall be determined as 0.

Stage 1 Score	Stage 2 Score	Achievement Status	Academic Achievement Grade
65	65	Successful	$32.5 + 32.5 = 65$
65	64	Unsuccessful	$32.5 + 0 = 32.5$
64	Not eligible to take Stage 2	Unsuccessful	$32 + 0 = 32$
Not eligible to take Stage 1 (pursuant to Article 7/3)	Not eligible to take Stage 2 (pursuant to Article 7/3)	Unsuccessful	0

Table 2. Sample Table for the Calculation of Academic Achievement Grade
(Amendment: Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)

(2) Students who successfully complete at least one level above their entry level during the academic year and are deemed successful by exemption from the Foreign Language Proficiency Examination shall have their academic achievement grade determined as the level achievement grade of the last quarter level they successfully completed.

Certificate of Achievement and Student Certificate

ARTICLE 13- (1) Students who successfully complete the preparatory class shall be issued a certificate indicating their level of achievement. Students who are unsuccessful shall be issued a student certificate indicating their level.

Repetition of the Preparatory Class

ARTICLE 14- (1) Students repeating the compulsory preparatory class are obliged to meet attendance and success requirements. However, students who fail at the end of the relevant academic year and wish to improve their foreign language skills independently during the second year may be exempted from the attendance requirement upon approval of the School Administrative Board, provided that they pass the examinations determined by the University Senate.

Such students must submit a written application to the School administration at least one week prior to the course commencement date specified in the academic calendar.

Students who fail the preparatory class again at the end of the second academic year may take the Foreign Language Proficiency Examination administered at the beginning of the third academic year; if they fail, their registration with the program shall be terminated.

(2) Compulsory preparatory class students who are required to repeat the academic year must take the Foreign Language Placement Examination administered at the beginning of the second academic year.

(3) Students enrolled in the optional preparatory class are not allowed to repeat the class in the second academic year.

Second Foreign Language Courses in the Preparatory Class

ARTICLE 15- (1) Preparatory class students of the School of Foreign Languages may take one of the foreign languages announced by the School as an elective second foreign language course. The passing grade for these elective second foreign language courses is 65 out of 100.

The assessment methods for second foreign language courses (such as quizzes, assignments, projects, presentations, etc.) and their weighting shall be determined by the Unit Board.

Performance and attendance in second foreign language courses do not affect the student's preparatory class success or attendance status. Failure in the second foreign language course does not prevent students from continuing their degree programs.

PART THREE

Miscellaneous and Final Provisions

Cases Where No Provision Exists

ARTICLE 16- (1) In cases where no provision exists in this Directive, the provisions of other relevant legislation, as well as decisions of the University Administrative Board and the Senate, shall apply.

Entry into Force

ARTICLE 17- (1) This Directive shall enter into force on the date it is adopted by the Senate of Kütahya Dumlupınar University.

Temporary Article 1

(Amendment: Decision No. 264 adopted at Senate Meeting No. 25 dated 18.09.2025)

The minimum B1+ level requirement specified in Article 5(2) and Article 7(3) of this Directive shall not apply to compulsory foreign language preparatory class students who enrolled before the 2024–2025 academic year.

In order to be deemed successful in the preparatory class, such students must pass the Foreign Language Proficiency Examination administered at a minimum B1+ level.

Execution

ARTICLE 18- (1) The provisions of this Directive shall be executed by the Rector of Kütahya Dumlupınar University.