

REGULATIONS
KUTAHYA DUMLUPINAR UNIVERSITY REGULATION ON FOREIGN LANGUAGE PREPARATORY EDUCATION, INSTRUCTION, AND EXAMINATION

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REGULATION

From Kütahya Dumlupınar University:

**REGULATION ON FOREIGN LANGUAGE PREPARATORY CLASS EDUCATION,
INSTRUCTION, AND EXAMINATIONS AT KÜTAHYA DUMLUPINAR
UNIVERSITY**

PART ONE

Introductory Provisions

Purpose

ARTICLE 1- (1) The purpose of this Regulation is to regulate the procedures and principles to be applied in the foreign language preparatory education conducted by the School of Foreign Languages at Kütahya Dumlupınar University.

Scope

ARTICLE 2- (1) This Regulation covers the procedures and principles to be applied in the foreign language preparatory education conducted by the School of Foreign Languages at Kütahya Dumlupınar University.

Legal Basis

ARTICLE 3- (1) This Regulation has been prepared pursuant to Articles 14, 44, and 49 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

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

- a) **Common European Framework of Reference for Languages (CEFR):** the framework developed by the Council of Europe that defines 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) **Optional Foreign Language Preparatory Class:** classes in which foreign language preparatory education is offered on an optional basis,
- f) **Rector:** the Rector of Kütahya Dumlupınar University,
- g) **Rectorate:** the Rectorate of Kütahya Dumlupınar University,
- ğ) **Senate:** the Senate of Kütahya Dumlupınar University,
- h) **Level Completion Examination:** the assessment examination administered at the end of each quarter term,
- ı) **University:** Kütahya Dumlupınar University,
- i) **Foreign Language Placement Examination (YDBS):** the examination determining the language proficiency level of students who will study in the preparatory class,
- j) **School:** the School of Foreign Languages at Kütahya Dumlupınar University,
- k) **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,
- l) **Compulsory Foreign Language 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 Education and Instruction

Purpose of Education and Instruction

ARTICLE 5- (1) The purpose of foreign language instruction is to enable students to learn the fundamental rules of the foreign language studied, establish communication necessary in daily life, comprehend what they read and hear in the foreign language, and express themselves orally or in writing.

Education and Instruction Program

ARTICLE 6- (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 and instruction are conducted in each quarter term through level advancement or level repetition. The academic calendar for the relevant academic year is determined by the Senate upon the proposal of the Unit Board.

(2) The levels at which instruction will be conducted in the foreign language preparatory class, the courses to be offered, the curriculum, and course contents shall be prepared in accordance with the Common European Framework of Reference for Languages and determined upon the proposal of the Unit Board and approval of the Senate.

(3) Students enrolled in foreign language preparatory class programs are required to attend at least 80% of classes. Principles regarding absenteeism and its distribution across the academic year, semesters, and levels shall be determined by the Unit Board.

Registration

ARTICLE 7- (1) Registration of students enrolled in departments requiring foreign language preparatory education shall be carried out by the University Registrar's Office and the relevant department during the registration week specified in the academic calendar.

(2) Students enrolled in departments requiring compulsory foreign language preparatory education shall be directly placed in the compulsory foreign language preparatory class quota during registration.

(3) Students enrolled in departments offering optional foreign language preparatory education shall indicate during registration whether they wish to attend the foreign language preparatory class. If the number of applicants exceeds the quota specified for that year, student admissions shall be made in accordance with the principles determined by the Senate.

Exemption

ARTICLE 8- (1) All students enrolled in departments with a compulsory preparatory program who wish to be exempt from the preparatory class may take the Foreign Language Proficiency Examination (YDYS) administered at the beginning of the academic year. Students who successfully pass the examination shall be deemed exempt from the preparatory class.

(2) The cases of students seeking exemption from the compulsory foreign language preparatory class under exemption conditions other than the YDYS administered at the beginning of the academic year shall be evaluated by the Unit Administrative Board in accordance with the principles determined by the Senate.

Foreign Language Proficiency and Placement Examinations

ARTICLE 9- (1) The level at which students will begin their preparatory education, as well as their success or exemption status, shall be determined through the Foreign Language Placement Examination (YDBS) and/or the Foreign Language Proficiency Examination

(YDYS) administered by the School in line with the Common European Framework of Reference for Languages. Students who pass the YDYS shall be deemed successful in the preparatory class.

(2) Procedures and principles regarding participation requirements for YDYS and YDBS, as well as assessment, evaluation, implementation, and success criteria, shall be determined with Senate approval upon the proposal of the Unit Board in accordance with relevant legislation.

(3) A proficiency examination may be administered by the Unit Administrative Board for the evaluation of double major and minor applications and additional quota placements.

(4) No make-up examination shall be administered for YDYS or YDBS.

Compulsory Foreign Language Preparatory Class

ARTICLE 10- (1) The compulsory foreign language preparatory class lasts one academic year, with a maximum duration of two academic years. A student who fails to pass the YDYS administered during the first academic year of the preparatory class may continue in the preparatory class for one additional academic year or improve their foreign language proficiency independently and may continue in the associate, undergraduate, or graduate program in which instruction is delivered in the relevant foreign language if they:

a) successfully pass the foreign language examination administered at the end of the academic year, or

b) document that they have obtained a score at the level determined by the Senate in central foreign language examinations accepted by the Council of Higher Education or internationally recognized foreign language examinations deemed equivalent.

(2) Students enrolled in programs where the language of instruction is partially or fully in a foreign language and who fail to complete the preparatory class successfully within two academic years shall be dismissed from their program. Associate and undergraduate students dismissed due to failure in the preparatory class may enroll in an equivalent Turkish-medium program at the University.

However, upon request, such students may be centrally placed, one time only, by the Assessment, Selection and Placement Center (ÖSYM), in a Turkish-medium program, provided that the student's university entrance score in the year of enrollment is not lower than the minimum score required for the relevant program.

(3) Students dismissed from their program pursuant to paragraph two shall be granted three examination rights to be used within three years under Article 44(c) of Law No. 2547. To benefit from these examinations, students must have fulfilled the attendance requirement of the preparatory class.

The period during which the student takes these examinations shall not be counted toward the maximum period of study, and such students may not benefit from student rights. Students who pass shall be re-enrolled in the program from which their registration was terminated.

Optional Foreign Language Preparatory Class

ARTICLE 11- (1) The optional foreign language preparatory education program lasts one academic year. Students who successfully complete the optional preparatory class shall be exempt from compulsory foreign language courses included in associate or undergraduate programs pursuant to Article 5(1)(i) of Law No. 2547, and, upon request, shall be issued a certificate of achievement by the School.

(2) Students enrolled in associate, undergraduate, or graduate programs where the language of instruction is Turkish, including programs offering professional foreign language courses, may continue in their programs even if they fail the foreign language examination administered at the end of the second semester in the optional preparatory class.

However, students who fail YDYS or YDBS shall attend compulsory foreign language courses required under Article 5(1)(i) of Law No. 2547.

Students who fail at the end of one year may not repeat the optional preparatory class in a second year; they must continue in their enrolled department and successfully complete the compulsory common foreign language courses until graduation.

(3) Students who fail the optional preparatory class may register for courses in their department. Such students may take all proficiency examinations administered during their education period until dismissal from their department, provided they submit a written application on the dates announced by the Unit.

Make-Up Examinations

ARTICLE 12- (1) If students are unable to take in-year examinations due to valid excuses, their excuses shall be evaluated by the Unit Administrative Board in accordance with the principles determined by the Senate.

Applications regarding excuses must be submitted in writing to the School, together with supporting documentation, during the excuse period or no later than three working days following the end of the excuse.

(2) In other matters concerning make-up examinations, the provisions of the Kütahya Dumlupınar University Associate and Undergraduate Education and Examination Regulation published in the Official Gazette dated 16/10/2017 and numbered 30212 shall apply.

Objection to Examination Results

ARTICLE 13- (1) Students may object to examination results by submitting a written application to the School's Student Affairs Office within five working days following the announcement of the examination results.

Objections shall be evaluated by the Department of Foreign Languages, and action shall be taken in accordance with the decision of the Unit Administrative Board.

PART THREE

Miscellaneous and Final Provisions

Disciplinary Procedures

ARTICLE 14- (1) The provisions of Article 54 of Law No. 2547 shall apply to students' disciplinary matters and procedures.

Cases Where No Provision Exists

ARTICLE 15- (1) In cases where no provision exists in this Regulation, the provisions of other relevant legislation, as well as the decisions of the University Administrative Board and the Senate, shall apply.

Repealed Regulation

ARTICLE 16- (1) The Regulation on Foreign Language Preparatory Class Education, Instruction, and Examinations at Kütahya Dumlupınar University published in the Official Gazette dated 15 September 2019 and numbered 30889 has been repealed.

Transitional Provisions

PROVISIONAL ARTICLE 1- (1) Students enrolled in the 2023–2024 academic year and earlier shall be exempt from the level completion examinations administered at the end of quarter terms.

Entry into Force

ARTICLE 17- (1) This Regulation shall enter into force on the date of its publication, effective from the beginning of the 2024–2025 academic year.

Execution

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