

KÜTAHYA DUMLUPINAR UNIVERSITY
FOREIGN LANGUAGE PREPARATORY EDUCATION, EDUCATION TRAINING
AND EXAMINATION REGULATIONS

FIRST PART

Aim, Scope, Basis, and Definitions

Aim and Scope

ARTICLE 1 – (1) The purpose of this regulation is to set out the general rules regarding the education activities and examinations of students in compulsory or voluntary English preparatory programs and second foreign language programs at Kütahya Dumlupınar University.

(2) This regulation includes procedures, principles and general rules regarding education activities and examinations of students in compulsory or voluntary English preparatory programs and second foreign language programs at Kütahya Dumlupınar University.

Basis

ARTICLE 2 – (1) This regulation has been prepared in accordance with first sub-article of Article 5, Article 14, Article 44 and Article 49 of Higher Education Law No: 2547 and dated November 4, 1981.

Definitions

ARTICLE 3 – (1) The references in this regulation are as follows;

- a) Academic Unit: School of Foreign Languages Academic Board,
- b) Education-Training year: Two-semester academic year consisting of Fall and Spring semesters
- c) Voluntary English Preparatory Class: The classes that have foreign language preparatory education voluntarily
- ç) Rector: The Rector of Kütahya Dumlupınar University,
- d) Rectorate: The Rectorate of Kütahya Dumlupınar University,
- e) Senate: The Senate of Kütahya Dumlupınar University,
- f) University: Kütahya Dumlupınar University,
- g) Foreign Language Leveling and/or Proficiency Exam (YDBS): The exam to measure language level of students who will have foreign language preparatory education,
- ğ) School of Foreign Languages (YDYO): Kütahya Dumlupınar University School of Foreign Languages,
- h) Language Proficiency Exam (YDYS): two-phase exam carried out to exempt students from preparatory class and which is measuring grammar, reading, and listening skills in the first phase and speaking, writing skills in the second phase,

1) Compulsory preparatory foreign language class: The foreign language education in which students of programs with partly or completely foreign language education have to enroll

SECOND PART

Regulations Related to Education and Training

The aim of education and training

ARTICLE 4 – (1) The aim of education and training in foreign language preparatory class is to qualify students in reading, listening skills in foreign language, to equip students with the ability to express themselves verbally and in writing, translate texts, communicate in daily and professional life, monitor international broadcasts, attend related discussions

Benefiting from student rights

ARTICLE 5 – (1) To benefit from student rights tuition fee has to be paid, if there is such a fee. The ones who didn't pay the fee in time, and whose excuse is not accepted by the board of management can not be admitted to preparatory class and benefit from student rights.

(2) The students who violated attendance limit mentioned in fourth sub-article of article six of this regulation can not benefit from student rights after the date they violated the attendance limit.

The foreign language preparatory education and training

ARTICLE 6 – (1) Normal duration of foreign language preparatory education is one year for all departments. Related academic calendar of education and training year is decided according to the proposal of academic board of the unit and approval of the senate.

(2) Curriculum and course content of students who will attend foreign language, preparatory classes are decided according to the proposal of academic board of the unit and approval of the Senate.

(3) The students who have been enrolled to compulsory or voluntary English preparatory classes take the given main foreign language. In addition to this, students may take one of the widespread world languages, declared by the school of foreign languages, as an elective course.

(4) Students enrolled in foreign language preparatory class programs are required to attend at least 85% of the classes. The principles regarding the distribution of absenteeism to the academic year and educational activities and its implementation are determined by the Unit Board. Students whose absenteeism exceeds 15% cannot take the YDYS (English Proficiency Exam) at the end of the year and are deemed unsuccessful in the preparatory class. However, they can participate in the YDYS applied at the beginning of the new academic year. Students whose absenteeism exceeds 15% can submit their excuses to School of Foreign Languages (SFL). These excuses are evaluated by the Unit Board within the framework of the principles determined by the Senate, and if deemed appropriate, they are entitled to enter the YDYS held at the end of the year. Acceptance of excuses evaluated within this scope is limited to a maximum of 5 course days in total.

(5) It is written in the diploma annexes and general transcript of the students who have successfully completed the foreign language preparatory class that they have successfully completed the foreign language preparatory education.

(6) Students enrolled in the foreign language preparatory class cannot take courses from the education and training programs they are registered in during this period.

(7) The education period of the foreign language preparatory education is not included in the education period stipulated by the education-training programs in which the students are enrolled.

Registration

ARTICLE 7 – (1) The registration of the students of the departments where foreign language preparatory education is foreseen is made by the Student Affairs Office of the university and the relevant department during the registration week specified in the academic calendar.

(2) Students of departments where compulsory foreign language preparatory education is foreseen are directly included in the compulsory foreign language preparatory class quota during registration.

(3) The students of the departments where optional foreign language preparatory education is foreseen notify that they want to attend the foreign language preparatory class during registration. If the number of students who want to attend the foreign language preparatory class is above the quota specified for that year, students are admitted according to the principles determined by the Senate.

Exemption

ARTICLE 8 – (1) The status of students who want to be exempted from the compulsory foreign language preparatory class is evaluated by the Unit Board within the framework of the principles determined by the Senate.

Foreign language placement and foreign language proficiency exam

ARTICLE 9 – (1) At the beginning and end of each academic year, at the times announced by the SFL, a two-stage YDYS is held for students to be deemed exempt or successful from the preparatory class. Grammar, reading and listening comprehension are measured in the first stage of this exam, and writing and speaking skills are measured in the second stage.

(2) At the beginning of each academic year, YDBS (Placement Exam), which determines the language levels of the students who will study in the preparatory class that year, is applied. The principles regarding the application and evaluation of the placement test are determined by the SFL. Students who take YDBS are placed in foreign language preparatory classes based on the score they get from this exam. Students who do not take this exam start their education from the lowest level.

Assessment and evaluation

ARTICLE 10 - (1) In order for a student who is educated in a compulsory or optional foreign language preparatory class to be considered successful in the preparatory class; it is required to fulfill the attendance obligation in the fourth paragraph of Article 6 of this regulation, to have at least 65 points out of 100 during the year, and to get at least 65 points out of 100 in both stages of the two-stage YDYS. Students who cannot meet the attendance requirement or the year-round success grade cannot take the YDYS. Students who cannot get at least 65 points out of 100 from the first stage of YDYS cannot enter the second stage of YDYS.

(2) In the evaluation of the students' success grade during the year; homework, written and oral exams, and grades from performance evaluations are used. Evaluation principles regarding these are determined by SFL and students are informed at the beginning of the academic year.

(3) The student's foreign language preparatory class success grade is formed by calculating 20% of the annual success grade, 40% of the YDYS first stage grade, and 40% of the YDYS second stage grade, each of which is at least 65 points. This grade is included in the student's overall transcript. In-year success grade of the student's education year is used only in calculating the preparatory class success grade for the relevant year. Preparatory class success grade for the exams that unsuccessful students will attend in the following academic years is created by calculating 50% of the YDYS first stage grade and 50% of the YDYS second stage grade.

(4) The success grade of the second foreign language courses given as an elective course within the scope of the foreign language preparatory class is 65 out of 100. Failure to succeed in the second foreign language course does not prevent students from continuing their studies.

(5) If the students enrolled in the foreign language preparatory class fail at the end of the year:

a) For compulsory or optional preparatory class students who have entered the YDYS and failed, a two-stage make-up exam is held on the date determined by the Senate upon the recommendation of the Unit Board. The grades to be taken from the stages of this exam replace the grades taken from the stages of the YDYS held at the end of the year. Students who are successful in the first stage of the YDYS held at the end of the year and fail in the second stage can only enter the second stage of the make-up exam.

b) Optional foreign language preparatory class students can enroll in departmental courses. These students can take the YDYS, which is held at the beginning and end of each academic year, until they are dismissed from the department they are studying. These students are required to apply to SFL within the periods specified in the relevant academic year calendar.

c) Among the compulsory foreign language preparatory class students, those who could not obtain the right to take the make-up exam in accordance with the provisions of subparagraph (a) of this paragraph or who failed to take this exam; they participate in the two-stage YDYS to be held at the beginning of the following academic year. Those who get at least 65 points from both stages of this exam are considered successful in the foreign language preparatory class; otherwise, they can repeat the preparatory class or apply to SFL with a petition to improve their foreign language with their own means, provided that they have fulfilled their attendance obligation in the previous academic year.

d) Compulsory foreign language preparatory class students are dismissed from the program they are registered in if they fail at the end of the second year. Students who have been dismissed for this reason can enroll in an equivalent program at the university where the language of instruction is Turkish, or they can apply to the Assessment, Selection and Placement Center Presidency to be placed centrally in Turkish-medium programs at another university.

e) Students who have been dismissed pursuant to subparagraph (d) of this paragraph are given the right to take three exams within three years within the scope of subparagraph (c) of the first paragraph of Article 44 of the Law No. 2547. For a student to take these exams, he/she must fulfill the preparatory class attendance obligation. In this case, the time that the student takes the exams is not counted as the period of study. This student cannot benefit from student

rights. The successful student is re-registered to the program in which his/her registration was deleted.

Make-up exams

ARTICLE 11 – (1) In case the students cannot attend the midterm exams due to their excuses, their excuses are evaluated by the SFL Board of Directors within the framework of the principles determined by the Senate. The application regarding the excuse is made to the SFL Directorate within three working days from the start of the excuse. There is no make-up exam for YDYS, YDBS and make-up exams.

(2) The provisions of the Kütahya Dumlupınar University Associate Degree and Undergraduate Education Regulations published in the Official Newspaper dated 16/10/2017 and numbered 30212 are applied in other procedures regarding make-up exams.

Objection to exam results

ARTICLE 12 – (1) The student can object to the exam results by applying in writing to the SFL student affairs within 5 (five) business days following the announcement of the exam results. Objections are evaluated by the Department of Foreign Languages and action is taken in line with the decision to be taken by the SFL Board of Directors.

Disciplinary action

ARTICLE 13 – (1) Disciplinary procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Newspaper dated 18/8/2012 and numbered 28388, with Article 54 of the Law No. 2547.

THIRD PART

Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 14 – (1) In cases where there is no provision in this regulation, the provisions of other relevant legislation and the decisions of the Unit Board, University Administrative Board and Senate are applied.

Repealed regulation

ARTICLE 15 – (1) Kütahya Dumlupınar University Foreign Language Preparatory Education and Examination Regulation published in the Official Newspaper dated 7/10/2012 and numbered 28434 has been repealed.

Adaptation

PROVISIONAL ARTICLE 1 – (1) The students enrolled in the foreign language preparatory class in the years before the 2019-2020 academic year must score at least 65 points out of 100 in order to be exempt from or successful in the YDYS, which will be held in a single phase at the beginning and end of each academic year. Students enrolled in the preparatory class in the relevant year, who have fulfilled their attendance obligation and who have a grade of at least 65 out of 100 during the year, can enter the YDYS held at the end of the year. Foreign language preparatory class success grade of these students is formed by calculating 20% of the success grade and 80% of the YDYS grade during the year.

Enforcement

ARTICLE 16 – (1) This Regulation enters into force on the date of its publication, to be effective from the beginning of the 2019-2020 academic year.

Executive

ARTICLE 17 – (1) The provisions of this regulation are executed by the Rector of Kütahya Dumlupınar University.