

**BEYKOZ UNIVERSITY**  
**TURKISH PREPARATORY PROGRAM EDUCATIONAL DIRECTIVE**

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**SECTION ONE**

**Purpose, Scope and Basis**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to determine the principles regarding education, assessment and evaluation processes in Beykoz University School of Foreign Languages Turkish Preparatory Program.

**Scope**

**ARTICLE 2-** (1) This Directive covers the provisions regarding the teaching, assessment and evaluation processes in the Beykoz University School of Foreign Languages Turkish Preparatory Program.

**Basis**

**ARTICLE 3-** (1) This Directive has been prepared in accordance with Article 49 of the Higher Education Law No. 2547, Beykoz University Undergraduate and Associate Degree Education Regulation and Beykoz University Postgraduate Education Regulation.

**SECTION TWO**

**Principles Regarding Turkish Preparatory Program Exemption**

**Being Successful (Exempt) from the Turkish Preparatory Program**

**ARTICLE 4-** (1) In order for students enrolled in programs whose medium of instruction is Turkish to be exempt from the Turkish Preparatory Program, a Turkish Proficiency Exam (Beykoz University Turkish Proficiency Test: Beykoz-TBS) is held. Students who score 60 and above out of 100 in this exam are deemed to be exempt from the Turkish Preparatory Program and continue to the first year of the program they enrolled in or to the classes accepted by the University senate according to the type of their university enrollment.

(2) In the Turkish Achievement Exam, students' grammar, vocabulary, reading-comprehension, writing, listening and speaking skills are measured.

**External Language Proficiency Documents Accepted for Exemption**

**ARTICLE 5-** (1) International students who have the right to enroll in a program whose medium of instruction is Turkish must meet the following requirements for Turkish proficiency in order to start their education in that program:

a) To have a document received within the last two years from the centres providing Turkish education and proving that the candidate knows Turkish. For students with unaccepted documents, the University may deem it necessary for the Turkish Achievement Exam defined in Article 4 to be taken.

b) Students who will transfer to Beykoz University from other institutions have the right to be exempt from the Turkish Preparatory Program if they submit the success score accepted by the university, they come from for students whose program language is 100% Turkish and a document showing that they are exempt from the Turkish Preparatory Program and that they have been attending the department courses in the last two years.

c) If a student who transfers to programs whose language of instruction is Turkish does not meet the exemption conditions defined in subparagraphs a and b, he/she takes the Turkish Achievement Exam.

d) **(Additional: Senate-29/08/2023-18)** Graduates of high schools whose medium of instruction is 100% Turkish are entitled to be exempt from the Turkish Preparatory Program.

### **Turkish Achievement Exam (Beykoz-TBS) and Entrance Requirements**

**ARTICLE 6-** (1) The entrance requirements for the Turkish Achievement Exam given by the Turkish Preparatory Program are given below.

a) Beykoz University Turkish Placement Test, which consists of questions measuring grammar, vocabulary, reading-comprehension and writing skills, in order for newly enrolled students to gain the right to take the Turkish Achievement Exam, which they must pass before starting their undergraduate, associate and graduate programs in Turkish. They are required to take the Turkish Proficiency Exam (SBS) and get at least B1 level results from this exam. Students who score B1 and above are eligible to take the Turkish Proficiency Exam (Turkish Success Exam/TBS).

b) Students attending the Turkish Preparatory Program courses must complete the B2 level with a score of 60 and above in order to take the Turkish Achievement Exam given at the end of the module.

c) All Turkish Preparatory Program students who are unable to take the Turkish Achievement Exam given at the end of the module because they do not fulfil the necessary conditions, or who have taken the exam(s) but failed, may take the Turkish Achievement Exam given at the beginning of the next academic year, provided that they are in "attendance" status for one academic year.

d) For students who have frozen their enrollment for the Spring Semester or for one academic year, the entry requirements for the Turkish Achievement Exam are the same as those stated above.

e) Students who will reopen their frozen registration at the end of the fall semester are entitled to take the Turkish Achievement Exam given at the end of the fall semester if they are successful in the Turkish Placement Exam (SBS) to be taken on the date specified in the Turkish Preparatory Program Academic Calendar.

### **Achieving Exemption from the Turkish Preparatory Program While Attending the Program [Irregular Students]**

**ARTICLE 7-** (1) Students at all levels who continue the compulsory Turkish preparatory program and are deemed successful at the end of the fall semester are entitled to take the spring semester courses.

(2) Students whose program language is English and who are enrolled in the optional Turkish preparatory program may also register for the courses offered in the spring semester of the program they will study if they wish.

(3) At the end of the Turkish preparatory program academic year, students studying in the optional Turkish preparatory program are enrolled in department courses regardless of their success status of the Turkish preparatory program.

(4) Students who have successfully completed the compulsory Turkish preparatory program and students participating in the optional Turkish preparatory program may, if they wish, take courses from the first-year courses offered in the graduate, undergraduate, and associate degree education program they are enrolled in during the summer education at the end of the preparatory program.

### **Validity Period of the Right for Being Exempt from the Turkish Preparatory Program**

**ARTICLE 8-** (1) Students who have successfully completed the Turkish preparatory program but interrupted their education for any reason can use the certificates they have previously received from the Turkish preparatory program for two academic years in order to be exempt from the compulsory Turkish preparatory program if they gain the right to be placed in a program at our University again.

## **SECTION THREE Principles of Education**

### **Turkish Preparatory Program Education Duration**

**ARTICLE 9-** (1) The normal education period in the Turkish Preparatory Program is one academic year and the maximum education period is two academic years. If they are **not successful** in the Turkish preparatory program at the end of the first year, they study the Turkish preparatory program in the following academic year. For students who fail in this period, the provisions stipulated for the compulsory English preparatory program in Article 44 of the Higher Education Law No. 2547 are applied.

(2) The registration suspension period in the Turkish Preparatory Program is two semesters. The periods of suspension of enrollment are not included in their education period.

### **Teaching Plans and Courses**

**ARTICLE 10-** (1) In the Turkish preparatory program, the courses in each level class, their weekly course hours and the academic calendar of the Turkish preparatory program are determined by the University Senate upon the proposal of the School of Foreign Languages Directorate.

(2) The academic calendar of the Turkish preparatory program may differ from the academic calendar of graduate, undergraduate and associate degree programs.

(3) The Turkish preparatory program consists of four modules. The total duration of the program is approximately 32 weeks. Summer Education is planned for approximately eight weeks, and the student's participation is optional and paid.

(4) Although the module weeks and the number of modules may vary according to the needs of the following academic year, the planned duration is eight weeks for each module.

(5) According to the results of the Placement Examination, students will be assessed by the School of Foreign Languages Directorate according to the *Common European Framework of Reference for Languages* (CEFR) standards and are placed in classes at A1/A2/B1/B2 level.

(6) Students who have failed the Turkish achievement exam at the end of the B2 level continue to study in classes created for exam preparation in the following module.

### **Exams Given During the Module**

**ARTICLE 11-** (1) The following exams and assessments are held during the program. These exams are announced to the students in detail in the Turkish Preparatory Program Academic Calendar besides the in-module exam calendar.

- Quiz: Exams that test students' vocabulary and structure knowledge, reading and listening skills at the relevant level. The duration of the quiz does not exceed one class hour. There may be more than one in a module.
- Midterm: In addition to listening, reading and writing skills, these exams measure the vocabulary and structure knowledge of the relevant level and last approximately two hours. It is administered only once in each module.
- Final Exam /End of Module Exam (EOM): It is the end of module exam given in two sessions. While listening, reading and writing skills are measured in the first session, speaking is measured in the second session. It takes at least 2 hours in total. It is administered only once in the module.
- Project Task / Presentation: It is an assessment that allows students to experience presentation techniques while assessing acquired language skills. The number, content and duration vary according to the language proficiency level.

### **Module Success Grade and Passing to the Next Module**

**ARTICLE 12-** (1) Students who have completed a module with an average of at least 65 (sixty-five) points are deemed "successful" in the relevant module and have the right to continue their courses at the next level while students whose module average has remained below 65 are considered unsuccessful in the relevant module and have to repeat the level courses in the following module.

(2) Students taking courses at B2 level are considered to have successfully completed the program directly without taking the Turkish Achievement Examination (TBS) if they complete the module with an average of 85 (eighty-five) and above at the end of the module.

### **Objection to Exam Grades**

**ARTICLE 13-** (1)- The process of objection to the exam grade is carried out and finalized in accordance with the relevant Regulations of our University. This period is five working days after the announcement of the exam result.

### **Course Materials**

**ARTICLE 14-** (1) At the beginning of each module, students are informed about the source books and materials for the relevant level during the student orientation. This information is also posted on the classroom bulletin boards in addition to the OnlineBeykoz accounts. It is the students' primary responsibility to attend class with the course materials.

### **Obligation of Attendance and Acceptance of Excuses for Absence**

**ARTICLE 15-** (1) Attendance is compulsory in the Turkish Preparatory Program. A student's absenteeism during a module cannot exceed 20% of the total course hours of the relevant

module. Students whose absences exceed this rate cannot take the End-of-Module Exam at the end of the module unless they submit a valid document for their absences.

(2) According to the principles identified by the Senate, the periods for which the students have submitted a valid medical and the periods during which students who are officially allowed to participate in domestic and international sportive, cultural, scientific and artistic activities to represent the University are not recorded as absence when they take part in these aforementioned events. However, such periods cannot exceed 50% of the total course hours.

(3) Students who have submitted health reports amounting to a rate of above 30% of the total module hours must then submit a medical committee report issued by a full-fledged "public" hospital in order to be allowed to take the End-of-Module Exam.

(4) Students who do not attend more than 40% of the total module hours and do not submit any official document as an excuse for absenteeism lose their right to attend classes and fail the relevant module.

(5) When students enrolled in the Turkish Preparatory Program apply for freezing their registration, they are obliged to attend their courses in the Turkish Preparatory Program until the freezing process of registration has been completed and made official. The University is not responsible for the academic losses incurred due to absences of students who fail to attend the courses during this process, if their application for freezing their registration gets "rejected".

(6) The period of absence in one module does not transfer to the periods of absence in other modules.

(7) Students are obliged to follow their attendance information from the Student Information System (OIS) within the Education and Training Information System.

### **Period for Submission of Excuse Documents and Conditions for Taking the Make-Up Exam**

**ARTICLE 16-** (1) Students are required to submit their medical reports or official excuse documents to the School of Foreign Languages Secretariat within 5 (five) working days after the end of the report.

Students who submit their excuses within the deadline and whose excuses are based on justified and valid grounds may be granted a make-up exam for the relevant course.

(2) Students who do not submit any valid documents and students who have documents but have exceeded the document submission period lose the right to take the make-up exam.

a) If the document has not been submitted before the make-up exam, the student cannot take it.

b) A new make-up exam is not given for a make-up exam missed by the student.

c) A make-up exam is not given for the Turkish Achievement Exam. Students who cannot take this exam may, if they wish, submit a valid external language proficiency certificate within the period appropriate to the academic calendar.

d) Students who will take make-up exams are obliged to follow the information and updated announced about the date and place of the exam.

## **SECTION FOUR General Provisions**

**Cases Not Addressed by This Directive**

**ARTICLE 17-** (1) In matters not covered by this Directive, the provisions of the Higher Education Law No. 2547; Beykoz University Graduate, Undergraduate and Associate Degree Programs Education Regulations besides the decisions taken by the Senate and the University Executive Board shall apply.