

BEYKOZ UNIVERSITY
**DIRECTIVE ON TURKISH PREPARATORY PROGRAM EDUCATION-
TEACHING**

Approving Body, Date, and Number : Senate, 15.09.2022 / 20

Additions and Amendments : Senate, / ...

Additions and Amendments Control Date :/...../.....

CHAPTER ONE

Purpose, Scope and Basis

Purpose

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

Scope

ARTICLE 2- (1) This Directive covers the provisions related to the teaching, assessment, and evaluation processes within the Turkish Preparatory Program of the Beykoz University School of Foreign Languages (SFL).

Basis

ARTICLE 3- (1) This Directive has been prepared in accordance with Articles 49 of the Higher Education Law No. 2547, and the Beykoz University Undergraduate and Associate Degree Education and Training Regulation, as well as the Beykoz University Graduate Education and Training Regulation.

CHAPTER TWO

Principles Regarding Exemption from the Turkish Preparatory Program

Exemption from the Turkish Preparatory Program

ARTICLE 4- (1) A Turkish Proficiency Test (Beykoz University Turkish Proficiency Test: Beykoz-TBS) is administered to students enrolled in programs where the language of instruction is Turkish, in order to determine exemption from the Turkish Preparatory Program. Students who achieve a score of 60 or above out of 100 in this exam are considered exempt from the Turkish Preparatory Program and continue with the first year of their registered program or the level determined by the University Senate, depending on their registration type. (2) The Turkish Proficiency Test measures students' grammar, vocabulary, reading comprehension, writing, listening, and speaking skills.

External Language Proficiency Documents Accepted for Exemption

ARTICLE 5- (1) International students who have been granted the right to enroll in a program in which the medium of instruction is Turkish must meet one of the following conditions demonstrating their level of Turkish proficiency to begin their studies in that program:

- a) **(Amended: STK-05/08/2025-09)** Possession of a valid document obtained within the last two years from a Turkish language education center (such as TÖMER or university Turkish preparatory programs) certifying the candidate's proficiency in Turkish. Candidates whose documents are not accepted by the University may be required to take the Turkish Proficiency Test defined in Article 4.
- b) **(Amended: STK-05/08/2025-09)** Students transferring to Beykoz University from other institutions may be exempt from the Turkish Preparatory Program if they meet any of the following conditions:
- the program at their previous university was 100% Turkish-medium,
 - providing an official document proving exemption from the Turkish Preparatory Program
 - documenting that they have been attending departmental courses within the last two years.
- c) Students transferring laterally to Turkish-medium programs who do not meet the exemption criteria specified in items (a) and (b) are required to take the Turkish Proficiency Test.
- d) **(Added: Senate-29/08/2023-18)** Students who graduated from high schools where the medium of instruction is 100% Turkish are exempt from the Turkish Preparatory Program.

Turkish Proficiency Test (Beykoz-TBS) and Examination Entry Requirements

ARTICLE 6- (1) The entry requirements for the Turkish Proficiency Test administered by the Turkish Preparatory Program are as follows.

- a) Newly registered students must take the Beykoz University Turkish Placement Test (SBS), which measures grammar, vocabulary, reading comprehension, and writing skills, before beginning their undergraduate, associate, or graduate Turkish-medium programs. Students must achieve at least a B1 level in this test to qualify for the Turkish Proficiency Test (TBS).
- b) **(Amended: STK-05/08/2025-09)** Students attending the Turkish Preparatory Program must complete the B2 level with a score of 65 or above to be eligible to take the Turkish Proficiency Test administered at the end of the module.
- c) **(Amended: STK-05/08/2025-09)** Students who fail to meet the necessary conditions to take the Turkish Proficiency Test or who have taken but failed the test may retake the Turkish Proficiency Test administered at the beginning of the following academic year.
- d) Students who freeze their registration for the Spring semester or one academic year are subject to the same entry conditions for the Turkish Proficiency Test as stated above.
- e) Students who reopen their registration at the end of the Fall semester must pass the Turkish Placement Test (SBS) administered on the date specified in the Turkish Preparatory Program Academic Calendar to qualify for the Turkish Proficiency Test given at the end of the Fall semester.

Exemption While Attending the Turkish Preparatory Program (Irregular Students)

ARTICLE 7- (1) (Amended: STK-05/08/2025-09) Students attending the compulsory Turkish Preparatory Program who succeed at the end of the Fall semester are eligible to take courses in the Spring semester.

- (2) Students attending the Turkish Preparatory Program voluntarily (in English-medium programs) may register for departmental courses offered in the Spring semester of their respective programs if they wish.
- (3) At the end of the academic year, students enrolled voluntarily in the Turkish Preparatory Program are permitted to register for departmental courses regardless of their achievement status.
- (4) Students who successfully complete the compulsory Turkish Preparatory Program and those who voluntarily attend it may, if they wish, take first-year courses offered in their respective undergraduate, associate, or graduate programs during the summer term at the end of the preparatory year.

Validity Period of the Turkish Preparatory Program Exemption

ARTICLE 8- (1) Students who successfully complete the Turkish Preparatory Program but interrupt their studies for any reason may use their previously earned certificates for exemption from the compulsory Turkish Preparatory Program for up to two academic years if they are re-admitted to a program at the University

CHAPTER THREE

Principles of Education and Training

Duration of Education in the Turkish Preparatory Program

ARTICLE 9- (1) The standard duration of the Turkish Preparatory Program is one academic year, and the maximum duration is two academic years. Students who fail to succeed at the end of the first year continue in the program during the following academic year. For students who fail again, the provisions of Article 44 of the Higher Education Law No. 2547, which apply to compulsory English preparatory programs, shall be enforced.

(2) The maximum period for freezing registration in the Turkish Preparatory Program is two semesters. These periods are not included in the duration of study.

Curriculum and Courses

ARTICLE 10- (1) The courses, weekly hours, and academic calendar of the Turkish Preparatory Program at each level are determined by the University Senate upon the recommendation of the School of Foreign Languages Directorate.

(2) The academic calendar of the Turkish Preparatory Program may differ from that of undergraduate, associate, and graduate programs.

- (3) The Turkish Preparatory Program consists of four modules, totaling approximately 32 weeks of instruction. The Summer Term is planned for approximately eight weeks, is optional, and subject to a tuition fee.
- (4) The duration of each module is planned as eight weeks, although the number of modules and weeks may vary depending on the needs of the following academic year.
- (5) Based on the results of the Placement Test, students are placed in A1/A2/B1/B2 level classes determined by the SFL Directorate, in accordance with the Common European Framework of Reference for Languages (CEFR).
- (6) **(Amended: STK-05/08/2025-09)** Students who fail the Turkish Proficiency Test (TBS) at the end of the B2 level may continue studying at the B2 level in the following module if they wish.

Examinations Administered During Modules

ARTICLE 11- (1) The following exams and evaluations are administered during the program and announced in detail to students through the academic and module exam calendars:

- Quiz: Tests measuring vocabulary, structure, reading, and listening skills at the relevant level. Duration does not exceed one lesson hour. Multiple quizzes may be given per module.
- Midterm Exam: Tests evaluating listening, reading, writing, vocabulary, and structures of the relevant level, lasting approximately two hours. Administered once per module.
- End of Module/Final Exam: Administered in two sessions; the first measures listening, reading, and writing skills, and the second assesses speaking. The total duration is at least two hours. Administered once per module.
- Project/Project Task-Presentations: An assessment allowing students to demonstrate acquired language skills and practice presentation techniques. The number, content, and duration vary according to the proficiency level.

Module Success Grade and Progression to the Next Module

ARTICLE 12- (1) Students who complete a module with an average score of at least 65 (sixty-five) are considered “successful” and are entitled to proceed to the next level. Those with an average below 65 are deemed “unsuccessful” and must repeat the same level in the following module.

(2) Students at the B2 level who complete the module with an average of 85 (eighty-five) or above are considered to have successfully completed the program without taking the Turkish Proficiency Test (TBS).

Appeals Regarding Exam Grades

ARTICLE 13- (1)- The process for appealing exam grades is conducted and finalized in accordance with the relevant University Regulations. The period for appeal is five (5) working days following the announcement of the exam results.

Course Materials

ARTICLE 14- (1) During the student orientation at the beginning of each module, students are informed of the textbooks and materials for their respective levels. This information is also announced on classroom boards and through online Beykoz accounts. It is the students' responsibility to procure and bring the required course materials to class.

Attendance Requirement and Acceptance of Absence Excuses

ARTICLE 15- (1) **(Amended: STK-05/08/2025-09)** Attendance is mandatory for 80% of classes in the Turkish Preparatory Program. The provisions of Article 26(2) of the Undergraduate and Associate Degree Education and Training Regulation apply to cases that are not counted as absences.

Submission Period of Excuse Documents and Conditions for Taking Make-up Exams

ARTICLE 16- (1) Students must submit medical reports or official excuse documents to the Secretariat of the School of Foreign Languages within five (5) working days following the end date of the report. Students who notify their valid and justified excuses within this period may be granted the right to take a make-up exam for the relevant course.

(2) Students who fail to submit valid documentation or miss the submission deadline lose their right to take a make-up exam.

- a) Students who fail to submit valid documentation before the make-up exam cannot take the make-up exam.
- b) No additional make-up exams are given for missed make-up exams.
- c) There is no make-up exam for the Turkish Proficiency Test. Students who miss this exam may submit a valid external language proficiency certificate within the period specified in the academic calendar if they wish.
- d) Students who will take make-up exams are responsible for following the announcements regarding exam dates and venues.

CHAPTER FOUR

General Provisions

Cases Not Covered by the Directive

ARTICLE 17- (1) In matters not covered by this Directive, the provisions of the Higher Education Law No. 2547, the Beykoz University Graduate, Undergraduate, and Associate Degree Education and Training Regulations, as well as decisions of the University Senate and Administrative Board, shall apply.