

BEYKOZ UNIVERSITY

ENGLISH PREPARATORY PROGRAM EDUCATION AND TRAINING DIRECTIVE

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CHAPTER ONE

Purpose, Scope and Basis

Purpose

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

Scope

ARTICLE 2- (1) This Directive covers the provisions concerning instruction, assessment, and evaluation processes in the English Preparatory Program of Beykoz University School of Foreign Languages.

Basis

ARTICLE 3- (1) This Directive has been prepared in accordance with Articles 44 and 49 of the Higher Education Law No. 2547, the Regulation on the Principles to be Followed in Foreign Language Teaching and Teaching in a Foreign Language at Higher Education Institutions issued by the Council of Higher Education, and the provisions of Beykoz University's Graduate, Undergraduate, and Associate Degree Education and Training Regulations.

Purpose of the English Preparatory Program

ARTICLE 4- (1) The purpose of the education and training provided in the English Preparatory Program of Beykoz University is to equip students with the proficiency and competence required to pursue studies in English in the University's graduate, undergraduate, and associate degree programs.

CHAPTER TWO

Principles Regarding Exemption from the English Preparatory Program

Success (Exemption) from the English Preparatory Program, English Proficiency Exam (Beykoz-PROF), and Exam Entry Requirements

ARTICLE 5- (1) An English Proficiency Exam (*Beykoz University Proficiency Test: Beykoz-PROF*) is administered for students enrolled in programs where the medium of instruction is English to determine whether they are exempt from the English Preparatory Program. Students who score 60 or above out of 100 on this exam are considered exempt from the English Preparatory Program and proceed to the first year of their registered program or to the class levels approved by the University Senate according to their registration type.

(2) The Beykoz-PROF exam measures students' grammar, vocabulary, reading comprehension, writing, listening, and speaking skills.

(3) The conditions for taking the Beykoz-PROF Exam, administered by the School of Foreign Languages Preparatory Program, are as follows:

a) Newly enrolled students must take the Beykoz University Placement Test (Beykoz-PLET)—which assesses grammar, vocabulary, reading comprehension, and writing skills—and obtain at least a B1 level result to qualify for the compulsory Beykoz-PROF Exam before starting their English-taught programs. Students who achieve B1 or above are eligible to take the Beykoz-PROF Exam.

b) **(Amended: STK-01/08/2024-12)** In addition to the Beykoz-PROF Exam offered at the beginning of the academic year for students at levels B1 and B2, those who successfully complete their level at the end of Module 4 are also entitled to take the Beykoz-PROF Exam. Thus, B1-level students are granted two opportunities—one at the beginning and one at the end of the academic year—to take the exam. The aim is to maintain students' motivation during Module 4.

c) Students who fail to meet the requirements to take the Beykoz-PROF Exam at the end of modules or who take but fail the exam(s) may, provided they maintain “attendance” status throughout the academic year, retake the Beykoz-PROF Exam at the beginning of the following academic year.

d) The exam entry conditions for students who have frozen registration for the Spring Semester or for one academic year are the same as those specified in the first, second, and third paragraphs of this Article for newly enrolled students.

e) **(Amended: STK-01/08/2024-12)** Students who resume their frozen registration in the Spring Semester are placed in a class based on their level after assessment. Those at B1 level or above, upon request, may take the Beykoz-PROF Exam.

(4) For students transferring from Turkish-medium programs to an English-medium program at the University, the following procedures apply:

a) Students applying for inter-institutional or intra-institutional transfers in the second year or above, as well as those applying for minor/double major programs from Turkish-medium programs, take the Beykoz-PROF Exam directly without taking the Beykoz-PLET Exam. Students who fail this exam are not admitted to the program.

b) Students applying for inter-institutional transfer during the preparatory year or first year who fail the Beykoz-PROF Exam begin their education in the English Preparatory Program after their transfer is approved. Their class placement is determined according to their Beykoz-PLET results.

c) Students who change programs via intra-institutional transfer while studying in the English Preparatory Program are not eligible to take the Beykoz-PROF Exam designated for transfer students; they continue their education in the English Preparatory Program.

(5) The conditions for being considered successful (exempt) from the English Preparatory Program are the same for all students, whether their program language is English or Turkish.

Externally Accepted (Institutional) English Proficiency Certificates for Exemption

ARTICLE 6- (1) Students may apply for exemption from the English Preparatory Program with English proficiency certificates issued by the Student Selection and Placement Centre (ÖSYM) showing scores determined by the University Senate. A score of 60 or higher in YDS / e-YDS / YÖKDİL is sufficient for exemption.

(2) **(Amended: STK-01/08/2024-12)** Students may also be exempt from the English Preparatory Program by submitting a certificate from an internationally recognized exam accepted by the University Senate, taken within the last two years. The accepted exams and minimum required scores are as follows:

- TOEFL IBT (Internet-based Test of English as a Foreign Language): 72,
- CAE (Cambridge Advanced Certificate in English): C
- PTE Academic (Pearson Test of English): 55
- CPE (Cambridge Certificate of Proficiency in English): C
- **(Repealed: STK-05/08/2025-09)**

(3) Students transferring to Beykoz University from other institutions who present an official document showing that they have been exempted from their previous university's 100% English-medium program with the institutionally accepted passing score, and who can prove that they attended departmental courses within the last two years, may be granted exemption. If the transferring institution is abroad, documentation proving that it is recognized by YÖK must be submitted. Documents issued in languages other than Turkish or English must be accompanied by a notarized translation.

(4) Students who document that they have studied for at least the last three years in an educational institution in a country where English is both the official and native language, and where the local citizens receive education, are exempt from the English Preparatory Program.

(5) Before submitting external proficiency certificates mentioned in the first, second, and third paragraphs of this article, students must obtain "eligibility approval" from the Directorate of the School of Foreign Languages. Those whose certificates are not approved must follow the Beykoz-PLET and Beykoz-PROF exam procedures specified in Article 5.

Exemption While Attending the English Preparatory Program (Irregular Students)

ARTICLE 7- (1) Students attending the compulsory English Preparatory Program who fulfil the English proficiency requirement or submit an external proficiency certificate (such as TOEFL, CAE) by the end of the Fall Semester may enrol in their Spring Semester departmental courses.

(2) Students from Turkish-medium programs who attend the English Preparatory Program voluntarily may also, if they wish, register for the courses offered in their departments during

the Spring Semester. Success in the Preparatory Program is not required; however, they must submit a written petition to both the Directorate of the School of Foreign Languages and the Student Affairs Office expressing their intent to continue their departmental program.

(3) At the end of the academic year, voluntary preparatory students are registered for departmental courses regardless of success. Those who fail may participate in the following year's support classes upon submitting a petition to the Student Affairs Office.

(4) Students who successfully complete the compulsory or voluntary English Preparatory Program may, if they wish, take first-year courses from their registered programs during the summer term at the end of the preparatory program.

Validity Period of English Preparatory Program Exemption

ARTICLE 8- (1) For students in Turkish-medium programs, exemption from the English Preparatory Program, earned by completing B2 level with a score of 80 or above or achieving 60 or higher in the Beykoz-PROF Exam, remains valid for two academic years.

(2) Students enrolled in Turkish-medium graduate, undergraduate, or associate degree programs who have successfully passed the Beykoz-PROF Exam or have achieved the B2 level with a score of 80 (eighty) or above, thereby becoming successful (exempt) from the English Preparatory Program, shall have their English proficiency recognized as valid for two years following their exemption, in cases where they take the Student Selection and Placement Examination (ÖSYM) and re-enrol in an English-medium program of the University, apply for an internal transfer to an English-medium program, or apply to pursue a minor or double major in an English-medium program.

(3) For students who have been exempted from the English Preparatory Program and whose program of study is conducted in English, the validity of their exemption continues throughout the duration of their undergraduate, associate, or graduate studies. Students who complete their programs and are later admitted to another graduate, undergraduate, or associate degree program at the University within the same academic year shall retain the validity of their prior exemption.

Validity Period of Externally Earned Exemptions

ARTICLE 9- (1) For language proficiency certificates issued by ÖSYM, the validity period specified by ÖSYM is applied.

(2) Internationally recognized certificates (TOEFL, PTE Academic, CAE) accepted by the University Senate are valid for a maximum of two year.

(3) Students who have successfully completed a 100% English-medium preparatory program at another university maintain their exemption for two years.

CHAPTER THREE

Principles of Education and Training

Duration of the English Preparatory Program

ARTICLE 10- (1) For the compulsory and optional durations of study in the English Preparatory Program, the provisions of Article 44 of the Higher Education Law No. 2547 and the provisions specified in the Beykoz University Undergraduate and Associate Degree Education and Training Regulation shall apply.

https://www.beykoz.edu.tr/content/editor/5acb4f3881768_beykoz-universitesi-lisans-veonlisans-egitim-ogretim-yonetmeligi.pdf

- (2) **(Amended: STK-01/08/2024-12)** The normal duration of study in the English Preparatory Program is 1 (one) academic year, and the maximum duration of study is 2 (two) academic years. Students of programs where the language of instruction is English who fail to successfully complete the English Preparatory Program at the end of the first academic year shall attend the English Preparatory Program in the following academic year as well.
- (3) Students who also fail in their second academic year shall be dismissed from the program. Students whose relationship with the program is terminated lose the right to attend classes. However, if within 3 (three) academic years following their dismissal they take and pass the Beykoz-PROF Exams offered in the Preparatory Program and/or submit a valid external institutional language proficiency document, their registration shall be reactivated and they may continue taking their courses in their program.
- (4) The duration of freezing registration in the English Preparatory Program shall be a maximum of 2 (two) academic semesters. Periods during which registration is frozen shall not be counted towards the duration of study.

Duration of the English Preparatory Program for Students Transferring or Re-Enrolling in the University

ARTICLE 11- (1) For students transferring internally while continuing the English Preparatory Program and for students who, while continuing the English Preparatory Program in their previous institution, transfer to the University through inter-institutional lateral transfer into a program with English as the medium of instruction, the durations of the English Preparatory Program they have already completed in their previous programs shall be added to the duration of the English Preparatory Program they will continue in the program they enrol in.

(2) Students who, while continuing the English Preparatory Program, re-enrol in an English program through the Student Selection and Placement Examination shall have their English Preparatory Program duration reset if they re-register at the University.

Curricula and Courses

ARTICLE 12- (1) In the English Preparatory Program, the courses in each level class, their weekly lesson hours, and the Academic Calendar of the English Preparatory Program shall be determined by the University Senate upon the proposal of the Directorate of the School of Foreign Languages.

- (2) The Academic Calendar of the English Preparatory Program may differ from the Graduate, Undergraduate, and Associate Degree Academic Calendars.
- (3) **(Amended: STK-05/08/2025-09)** Instruction in the English Preparatory Program shall consist of 4 modules. Modules 1 and 2 (Fall Semester) and Modules 3 and 4 (Spring Semester) each last approximately 16 (sixteen) weeks. Module 5 (Summer Term) lasts 5 weeks, is optional, and is paid.
- (4) The number of weeks per module and the number of modules may change depending on the needs of the following academic year, but the planned duration for each module is 8 (eight) weeks.
- (5) Based on the results of the Beykoz-PLET Exam, students shall be placed by the Directorate of the School of Foreign Languages into classes at A1/A2/B1/B2 levels, whose level equivalents are determined according to the Common European Framework of Reference for Languages (CEFR).
- (6) **(Amended: STK-05/08/2025-09)** Students who **fail** the Beykoz-PROF Exam at the end of a module may, if they wish, continue in a B2 class in the following module and benefit from study hours and clubs. In addition, there is no obstacle to taking the Beykoz-PROF exam at the end of the ongoing module. In this case, class attendance is not mandatory.

Module Exams

ARTICLE 13- (1) During the teaching period of the English Foreign Language Preparatory Program, the exams and evaluations specified below shall be conducted in accordance with the exam schedule determined by the Directorate of the School of Foreign Languages. Excused and unexcused module exams are explained in subparagraphs a and b below.

a) **(Repealed: STK-05/08/2025-09)**

b) **Excused Exams: (Amended: STK-05/08/2025-09)** Excuse exams shall be offered for writing and speaking skills exams, midterm exams assessing grammar, vocabulary, reading, and listening skills, end-of-module exams, and short tests (AcT – Achievement Test). The dates and grade weights of these exams shall be announced to students in orientations during the first week of the relevant module, on classroom notice boards, and in the student handbook.

Module Success Grade and Progression to the Next Level

ARTICLE 14- (1) Students who complete the module they attend with an average score of at least 65 (sixty-five) shall be considered “successful” in the relevant module and shall have the right to continue to the next level course; students with a module average of 64 or below shall be considered unsuccessful in the relevant module and shall repeat the courses at the same level in the following module.

(2) Students at the B2 level who complete the module with an average of 80 (eighty) or above shall be considered to have successfully completed the program without taking the Beykoz PROF exam.

(3) **(Additional clause: STK-05/08/2025-09)** t the end of Module 4 and Module 5 (summer module) in an academic year, if the student successfully completes the level they are studying, they shall continue their courses at the next level in the following academic year.

Objection Exam Grades

MADDE 15- (1)- The process for objection to exam grades shall be conducted and concluded in accordance with the provisions of Article 40 of the Beykoz University Undergraduate and Associate Degree Education and Examination Regulation. This period is 5 (five) working days from the announcement of the exam result. However, if the result of the appealed exam determines eligibility to enter another exam, the objection period may change.

Course Materials

ARTICLE 16- (1) At the beginning of each module, students shall be informed about the course materials to be used in the lessons. Students can access this information during orientation, on classroom notice boards, and on the university's website.

(2) Students of the English Preparatory Program are obliged to attend lessons with all course materials.

Class Attendance Requirement and Acceptance of Absence Excuses

ARTICLE 17– (1) Attendance is compulsory in the English Preparatory Program. A student's absence in a module cannot exceed 20% of the total lesson hours of the relevant module. Students whose absences exceed this rate shall not be allowed to take the end-of-module exam unless they provide a valid document for their absence.

(2) According to the principles determined by the Senate, the periods during which students have a health report or are permitted to participate in national and international sports, cultural, scientific, and artistic activities representing the University shall not be considered absences. However, these periods cannot exceed 50% of the total lesson hours.

(3) Students who have more than 30% absence in a module due to health reasons must submit a committee report from a fully equipped "state" hospital to be eligible to take the end-of-module exam.

(4) Students who attend less than 60% of the total lesson hours of a module and do not submit any official document as an excuse shall lose their right to attend classes and shall fail the relevant module. Such students may benefit from study hours or materials provided by the English Preparatory Program.

(5) Students who attend less than 70% of the total lesson hours of a module without submitting any official excuse document but have a module success average of at least 80% shall have their situation evaluated by the Directorate of the School of Foreign Languages to decide whether they can take the end-of-module exam without an excuse document.

(6) **(Repealed: STK-05/08/2025-09)**

- (7) Students registered in the English Preparatory Program who apply for freezing registration are obliged to attend their classes until the registration freeze process is completed and finalized. Students who do not attend classes during this period shall be responsible for any academic losses resulting from absenteeism in case their registration freeze request is rejected and the University has no responsibilities on any losses.
- (8) Absence in one module shall not be counted toward absences in another module.
- (9) Students are responsible for monitoring their absence information via the Student Information System (OIS) within the Education Information System.

Submission Deadline for Excuse Documents and Conditions for Excuse Exams

ARTICLE 18- (1) Students have to submit their medical reports along with a petition to the English Preparatory Program Student Affairs Office of the School of Foreign Languages within 5 (five) working days after the end date of the report.

The relevant board of directors may grant an excuse exam for the relevant course to students who notify their excuse within the period and whose excuse is based on valid reasons. Excuse exams shall be conducted on dates determined by the relevant board of directors. Excuses related to health have to be documented with a health report obtained from health institutions.

(2) Students who exceed the 20% absence limit without submitting any valid document, and students who have valid documents but exceed the submission period, shall lose the right to take the end-of-module exam.

(3) The submission of reports for students taking excuse exams shall be done as follows:

- a) If the reporting period covers the dates of the writing, speaking, midterm, and end-of-module exams for which the excuse exam is granted, the 5 (five) working days submission period shall not be awaited; report submission shall be made earlier than the excuse exam date (at the latest one day before).
- b) If the document is not submitted before the excuse exam, the student cannot take the excuse exam.
- c) No other excuse exam shall be granted for missed excuse exams.
- d) There is no excuse exam for the Beykoz-PROF Exam; students who cannot attend may submit a valid external institutional language proficiency certificate within the period specified in the academic calendar.
- e) Students who will take excuse exams are obliged to follow announcements from the English Preparatory Program Student Affairs Office regarding the exam date and place.

Attendance to Optional Summer Term (Module 5) Courses

ARTICLE 19- (1) Students who fail to successfully complete the English Preparatory Program at the end of the Spring Semester may participate in the planned Module 5 in summer. However, this is just for preparing to take the next Beykoz PROF exam.

- (2) Module 5 (Summer Term) lasts approximately 6–8 weeks and is paid.
- (3) A minimum of 10 (ten) students is required to open a class for Summer Term.

Preparatory Program Completion Certificate

ARTICLE 20- (1) (Amended: STK-01/08/2024-12) The Preparatory Certificate is prepared for students who complete the English Preparatory Program within the academic year and successfully pass the Beykoz-PROF exam at the end of the year. Students who are exempted at the beginning of the academic year through internal or external exams or documents shall not be given a “Preparatory Certificate.” This certificate is not a modular or level certificate but a certificate of successful completion of the program. Certificates shall be printed and delivered by the Student Affairs Directorate.

CHAPTER FOUR General Provisions

Matters Not Regulated

ARTICLE 21- (1) In matters not regulated in this Directive, the provisions of the Higher Education Law No. 2547, the Beykoz University Graduate, Undergraduate and Associate Degree Programs Education and Examination Regulation, as well as the decisions of the Senate and the University Executive Board shall apply.

Repealed Directive

ARTICLE 22- (1) Upon the publication of this Directive, the Beykoz University English Preparatory Program Education and Examination Directive dated September 6, 2018, and numbered 2018/8 is repealed.

Enforcement

ARTICLE 23- (1) (Amended: STK-01/08/2024-12) his Directive shall enter into force as of the beginning of the 2025–2026 Academic Year.

Execution

ARTICLE 24 (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.