

BEYKOZ UNIVERSITY
EXEMPTION IMPLEMENTATION PRINCIPLES FOR GENERAL ENGLISH
COURSES OFFERED IN UNDERGRADUATE AND ASSOCIATE DEGREE
PROGRAMS

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

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CHAPTER ONE
Purpose and Scope

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ARTICLE 1 – (1) (Amended: STK-05/08/2025-09) The purpose of these implementation principles is to regulate the exemption procedures for English and Academic English courses offered during the fall and spring semesters in undergraduate and associate degree programs conducted in Turkish, and for Advanced English and Academic English courses offered in undergraduate and associate degree programs conducted in English, all taught under the School of Foreign Languages at Beykoz University.

These exemption procedures are based on Article 7 of the Regulation on the Principles to be Followed in Foreign Language Teaching and Foreign Language-Medium Instruction in Higher Education Institutions (Official Gazette No. 29662), and the relevant articles of the Beykoz University Undergraduate and Associate Degree Education and Instruction Regulation.

CHAPTER TWO
Exemption Principles for General English Courses

Implementation Principles of the English Exemption Exam

ARTICLE 2 – (1) All newly registered and currently enrolled students at Beykoz University may apply to take the exemption exam in order to be exempted from General English courses.

(2) (Amended: STK-05/08/2025-09) Applications for the exemption exam are made via the Student Information System (OIS) on the dates announced in the academic calendar.

(3) Applications for the exemption exam are accepted only for the courses offered in the relevant academic year. Students may apply for the exemption exam for upper-level courses at the beginning of the academic year in which those courses are offered. Students who fail a course in the relevant academic year may take the exemption exam again at the beginning of the following academic year if they wish.

(4) The exemption granted based on the exam results applies only to the specific courses indicated in the student's application.

(5) (Amended: STK-05/08/2025-09) The exemption exam is administered to enrolled students at the beginning of the fall and spring semesters.

a) **(Repealed: STK-05/08/2025-09)**

- (6) Each student may take the exemption exam for a specific course only once per academic year.
- (7) There is no make-up exam for the exemption exam.
- (8) Exam schedules are announced after the application period for the exemption exam ends.
- (9) Students who have already passed a course through regular attendance and assessment are not eligible to take the exemption exam for that course.
- (10) **(Amended: STK-05/08/2025-09)** No exemption exam is administered for Use of English and Vocational English courses.
- (11) No exemption exam is administered for elective English courses.

Announcement of Exemption Exam Results and Objections

ARTICLE 3 – (1) (Amended: STK-05/08/2025-09) Exemption exam results are announced via the Student Information System (OIS) within three (3) working days following the completion of the exam by the Directorate of Student Affairs.

(2) Appeals regarding the exam results are submitted to the Directorate of the School of Foreign Languages.

Evaluation Principles for Exemption Exam Results

ARTICLE 4 – (1) (Amended: STK-05/08/2025-09) To qualify for exemption from the General English courses offered in undergraduate or associate degree programs, students have to obtain one of the minimum passing scores indicated in Table 1 or Table 2 below. Exemption exams are graded on a 100-point scale.

TABLE 1- EXEMPTION GRADING SCALE FOR GENERAL ENGLISH COURSES OFFERED IN UNDERGRADUATE AND ASSOCIATE DEGREE PROGRAMS CONDUCTED IN <u>TURKISH</u>					
ABSOLUTE GRADE		LETTER GRADE	GRADE POINT	MEANING	DESCRIPTION
ENGLISH	ACADEMIC ENGLISH				
85-100	90-100	AA	4	EXCELLENT	EXEMPT
71-84	80-89	BA	3,5	VERY GOOD	EXEMPT
60-70	70-79	BB	3	GOOD	EXEMPT
50-59	60-69	CB	2,5	FAIR	EXEMPT
40-49	50-59	CC	2	SATISFACTORY	EXEMPT
0-39	0-49	FF	0	FAIL	NOT EXEMPT

TABLE 2- EXEMPTION GRADING SCALE FOR GENERAL ENGLISH COURSES OFFERED IN UNDERGRADUATE AND ASSOCIATE DEGREE PROGRAMS CONDUCTED IN <u>ENGLISH</u>					
ABSOLUTE GRADE		LETTER GRADE	GRADE POINT	MEANING	DESCRIPTION
ADVANCED ENGLISH	ACADEMIC ENGLISH				
96-100	98-100	AA	4	EXCELLENT	EXEMPT
91-95	95-97	BA	3,5	VERY GOOD	EXEMPT
86-90	90-94	BB	3	GOOD	EXEMPT
80-85	86-89	CB	2,5	FAIR	EXEMPT
75-79	80-85	CC	2	SATISFACTORY	EXEMPT
0-74	0-79	FF	0	FAIL	EXEMPT

- a) Students who obtain any of the letter grades AA, BA, BB, CB, or CC are considered to have successfully passed the course.
- b) Students who have previously completed the English Preparatory Program and obtained passing grades as specified in Tables 1 and 2 above may have their exemption grades transferred to another program through horizontal transfer, provided that the course equivalence is verified.

Waiver of Exemption

ARTICLE 5 – (1) Students who have earned exemption rights may withdraw from these rights by submitting a written petition within five (5) working days following the announcement of the exam results, declaring that they take full responsibility for any academic consequences arising from their withdrawal. Once withdrawn, the exemption right cannot be reinstated. However, if a student who has waived exemption later fails the same course during the ongoing academic year, they may apply to retake the exemption exam in the following academic year.

(2) Requests for withdrawal from exemption apply only to the specific courses indicated in the student's petition.

(3) If a student freezes their registration in the same semester in which they earned an exemption, the exemption right for that semester becomes invalid.

Exemption Exam for International Students

ARTICLE 6 – (1) International students enrolled at the university are also eligible to apply for the General English Exemption Exam as announced in accordance with these principles.

(2) Documents presented at registration that indicate prior English instruction are evaluated only for exemption from the English Preparatory Program. They do not grant exemption from the General English courses in undergraduate or associate degree programs. International students have to submit a separate application for the exemption exam.

(3) Information regarding exemption procedures is provided to international students in written and oral form by the registration unit during the enrolment process.

Repealed Provisions

ARTICLE 7- (1) With the enforcement of these principles, the document titled “Exemption Principles for General English Courses Offered in Undergraduate and Associate Degree Programs at Beykoz University” dated September 6, 2018 and numbered 2018/08 has been repealed.

Enforcement

ARTICLE 8- (1) **(Amended: STK-05/08/2025-09)** These implementation principles shall enter into force at the beginning of the 2025–2026 Academic Year.