

BEYKOZ UNIVERSITY
DIRECTIVE ON EDUCATION AND INSTRUCTION IN THE ENGLISH
PREPARATORY PROGRAM

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CHAPTER ONE

Purpose, Scope and Legal Basis

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the principles regarding education and instruction, as well as measurement and evaluation processes, in the English Preparatory Program of the Beykoz University School of Foreign Languages.

Scope

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

Legal Basis

ARTICLE 3- (1) This Directive has been prepared in accordance with Articles 44 and 49 of Higher Education Law No. 2547; the Regulation on the Principles to Be Observed in Foreign Language Instruction and Instruction Conducted in a Foreign Language in Higher Education Institutions issued by the Council of Higher Education; the Beykoz University Graduate Education and Examination Regulation; and the Associate Degree and Undergraduate Education and Examination Regulation.

Purpose of the Foreign Language Preparatory Program

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

CHAPTER TWO

Principles Regarding Exemption from the English Preparatory Program

Successful Completion (Exemption) from the English Preparatory Program, the English Proficiency Examination (Beykoz-PROF), and Conditions for Taking the Examination

ARTICLE 5- (1) An English Proficiency Examination is administered for students enrolled in programs whose language of instruction is English in order for them to be exempt from the English Preparatory Program (*Beykoz University Proficiency Test: Beykoz-PROF*). Students

who score 60 or above out of 100 in this examination are deemed exempt from the English Preparatory Program and continue to the first year of the program in which they are enrolled, or to the classes approved by the University Senate according to their type of enrollment.

(2) In the Beykoz-PROF Examination, students' grammar, vocabulary, reading comprehension, writing, listening, and speaking skills are assessed.

(3) The conditions for taking the Beykoz-PROF Examination administered by the Preparatory Program of the University School of Foreign Languages are specified below:

a) In order for newly enrolled students to be eligible to take the compulsory Beykoz-PROF Examination, which they must pass before starting the English-medium graduate, undergraduate, or associate degree programs in which they have been placed, they are required to take the Beykoz University English Placement Test (Beykoz University Placement Test: Beykoz-PLET), consisting of questions measuring grammar, vocabulary, reading comprehension, and writing skills, and to obtain at least a B1-level result in this examination. Students who obtain a result at B1 level or above are entitled to take the English Proficiency Examination (Beykoz-PROF).

b) (**Amended: STK-01/08/2024-12**) In addition to the Beykoz-PROF examination right granted at the beginning of the academic year for students at B1 and B2 levels, students are also granted the right to take the Beykoz-PROF Examination at the end of Module 4, provided that they successfully complete the relevant level. In this case, B1-level students are granted the right to take the examination twice—once at the beginning of the academic year and once at the end of the academic year. The aim here is to ensure that students maintain their motivation while Module 4 is ongoing.

c) All English Preparatory Program students who are unable to take the Beykoz-PROF Examination administered at the end of modules due to failure to meet the required conditions, or who have taken but failed this/these examination(s), may take the Beykoz-PROF Examination administered at the beginning of the following academic year, provided that they are in “attendance” status for one academic year.

d) The conditions for students who have frozen their enrollment for the Spring Semester or for one (1) academic year to take the Beykoz-PROF Examination are the same as the conditions specified in the first, second, and third paragraphs of Article 5 for newly enrolled students.

e) (**Amended: STK-01/08/2024-12**) Students who will reactivate their frozen enrollment in the Spring Semester are assigned to classes after level determination. If they are at B1 level or above and request it, they are granted the right to take the Beykoz-PROF Examination.

(4) The following procedure is applied to students enrolled in programs with Turkish as the language of instruction who wish to transfer laterally to an English-medium program of the University:

a) Undergraduate and associate degree students in their second year or above who wish to make an inter-institutional or intra-institutional lateral transfer, as well as Turkish-medium program students applying for a minor or double major, take the Beykoz-PROF Examination without taking the Beykoz-PLET Examination. Students who fail this examination are not admitted to the programs to which they applied.

b) Students who apply to the University through inter-institutional lateral transfer while in the Preparatory Program or first year and who fail the Beykoz-PROF Examination begin

their studies in the English Preparatory Program after receiving approval for lateral transfer. Their classes are determined in accordance with the results of the Beykoz-PLET Examination they will take.

c) Students who change programs through intra-institutional lateral transfer while continuing their studies in the Beykoz University English Preparatory Program are not granted the right to take the Beykoz-PROF Examination provided for lateral transfer students; these students continue their education and instruction in the English Preparatory Program.

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

Accepted External (Off-Campus) Language Proficiency Certificates for Exemption from the English Preparatory Program

ARTICLE 6- (1) Students may apply for exemption from the English Preparatory Program by submitting language proficiency certificates issued by the Student Selection and Placement Center (ÖSYM) that indicate the scores determined by the University Senate. A score of 60 or above obtained from one of the YDS / e-YDS / YÖKDİL examinations is sufficient for exemption from the English Preparatory Program.

(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 examination accepted by the University Senate, obtained within the last two years. The accepted international examination certificates and minimum required scores are as follows:

a) TOEFL IBT (Internet-based Test of English as a Foreign Language): 72,

b) CAE (Cambridge Advanced Certificate in English): C

c) PTE Academic (Pearson Test of English): 55

d) CPE (Cambridge Certificate of Proficiency in English): C

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

f) (**Added: STK-08/01/2026-01**) OTE Advanced (Oxford Test of English Advanced): 111

(3) Students who will transfer to Beykoz University from other institutions are granted the right to be exempt from the English Preparatory Program provided that they submit a document certifying that they are exempt from the English Preparatory Program based on the achievement score accepted by their former university for students enrolled in programs with 100% English as the language of instruction, and that they document having attended departmental courses within the last two years. If the institution they are transferring from is a university abroad, documents demonstrating that the university is recognized by the Council of Higher Education (YÖK) must be submitted. If the submitted documents are in a language other than Turkish or English, notarized translations of the documents are required.

(4) (**Amended: STK-08/01/2026-01**) If a foreign applicant is a citizen of one of the countries or regions where English is used as a second official language (Annex-1), it may be deemed appropriate for such candidates to participate in the English Proficiency Examination only at the interview stage.

(5) Prior to submitting the external language proficiency certificates specified in the first, second, and third paragraphs of this article, an “eligibility” approval must be obtained from the Directorate of the School of Foreign Languages. Students who are unable to obtain eligibility

approval for external language proficiency certificates must follow the Beykoz-PLET Examination and Beykoz-PROF Examination procedures specified in Article 5, paragraphs (1) and (2), and paragraph (3), subparagraphs (a), (b), and (c), in order to be exempt from the English Preparatory Program as newly enrolled students.

Exemption from the Program While Continuing in the English Preparatory Program (Irregular Students)

ARTICLE 7- (1) Students who continue in the compulsory English Preparatory Program and meet the English language proficiency requirements at the end of the Fall Semester, as well as students who submit an external language proficiency certificate (such as TOEFL or CAE) by the end of the Fall Semester, register for the courses offered in the Spring Semester in the graduate, undergraduate, or associate degree programs in which they will study.

(2) Students whose program language is Turkish and who attend the English Preparatory Program on an optional basis may also, if they wish, register for the courses offered in the Spring Semester of the program in which they will study. For these students, successful completion of the Preparatory Program is not required; however, they must notify the Directorate of the School of Foreign Languages and the Beykoz University Student Affairs Directorate, by submitting a petition, that they wish to transfer to their departmental programs.

(3) At the end of the English Preparatory Program academic year, students enrolled in the optional English Preparatory Program are registered for departmental courses regardless of their success status. Students who have failed the program must submit a petition to the Student Affairs Directorate if they wish to attend English Preparatory Program support classes to be offered in the following academic year.

(4) Students who successfully complete the compulsory English Preparatory Program and students who attend the optional English Preparatory Program may, if they wish, enroll in first-year courses offered in their registered graduate, undergraduate, or associate degree education and instruction programs during the summer school held at the end of the Preparatory Program.

Validity Period of the English Preparatory Program Exemption Right

ARTICLE 8- (1) For graduate, undergraduate, and associate degree students whose program language is Turkish, the validity period of the exemption right from the English Preparatory Program, obtained by completing the B2 level with a score of 80 (eighty) or above while continuing in the English Preparatory Program or by obtaining a score of 60 or above in the Beykoz-PROF Examination, is two (2) academic years.

(2) Turkish-medium graduate, undergraduate, and associate degree students who are deemed successful (exempt) from the English Preparatory Program by passing the Beykoz-PROF Examination or by passing the B2 level with a score of 80 (eighty) or above are considered to have valid English proficiency achievements if, within two years following their exemption, they re-enroll in an English-medium program of the University by taking the Student Selection and Placement Examination, wish to be placed in an English-medium program through intra-institutional lateral transfer, or apply for a minor or double major in an English-medium program.

(3) The validity period of the exemption obtained by students who are exempt from the English Preparatory Program and placed in programs whose language of instruction is English remains

valid throughout the duration of their studies in undergraduate, associate degree, and graduate programs. Upon completion of their programs, if these students become entitled to enroll again in another graduate, undergraduate, or associate degree program at the University at the end of the academic year in which they graduate, they benefit from the validity of their exemption.

Validity Period of Exemptions Obtained Through External Language Proficiencies

ARTICLE 9- (1) For language proficiency certificates issued by the Student Selection and Placement Center (ÖSYM) that indicate the scores determined by the Senate, the validity periods specified by ÖSYM are taken into consideration.

(2) **(Amended: STK-08/01/2026-01)** The validity period of externally obtained, internationally recognized language proficiency certificates accepted by the University Senate (TOEFL, Pearson PTE Academic, CAE, OTE) is a maximum of two (2) years.

(3) The validity period of the English Preparatory Program exemption achievements of graduate, undergraduate, and associate degree students whose program language is Turkish and who have successfully completed the English Preparatory Program offered by other universities for students enrolled in 100% English-medium programs is two (2) years.

CHAPTER THREE

Education and Instruction Principles

Duration of Education and Instruction in the English Preparatory Program

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

(2) **(Amended: STK-01/08/2024-12)** The normal duration of education and instruction in the English Preparatory Program is one academic year, and the maximum duration is two academic years. Students enrolled in programs whose language of instruction is English and who cannot successfully complete the English Preparatory Program at the end of the first academic year shall continue attending the English Preparatory Program in the following academic year.

(3) Students who fail to demonstrate success in their second academic year shall be dismissed from their program. Dismissed students lose their right to attend classes. However, if within three academic years following their dismissal they take and pass the Beykoz-PROF Exams administered by the Preparatory Program and/or submit one of the valid external language proficiency certificates, their registration shall be reinstated and they may continue taking courses in their programs.

(4) The maximum duration of leave of absence in the English Preparatory Program is two academic semesters. Periods of leave of absence are not counted toward the duration of study.

Duration of Study in the English Preparatory Program for Students Making a Horizontal Transfer or Re-enrolling at the University

ARTICLE 11- (1) For students who make an internal horizontal transfer while continuing their studies in the English Preparatory Program, and for undergraduate / associate degree students whose program language is English and who enroll at the University through an inter-

institutional horizontal transfer while studying in the English Preparatory Program at their previous institution, the duration they spent in the English Preparatory Program in their former program shall be added to the duration of study in the English Preparatory Program of the program in which they are newly enrolled.

(2) If students who are continuing their studies in the English Preparatory Program are placed again in an English-medium program through the Student Selection and Placement Examination and complete a new registration at the University, the duration of their English Preparatory Program shall be restarted.

Curricula and Courses

ARTICLE 12- (1) In the English Preparatory Program, the courses offered at each level and their weekly course hours, as well as the Academic Calendar of the English Preparatory Program, are determined by the University Senate upon the proposal of the School of Foreign Languages Directorate.

(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 consists of four modules. The duration of Modules 1 and 2 (Fall Semester) and Modules 3 and 4 (Spring Semester) is approximately 16 (sixteen) weeks. Module 5 (Summer Instruction) lasts 5 weeks, is optional, and is fee-based.

(4) Although module weeks and the number of modules may vary according to the needs of the following academic year, the planned duration for each module is 8 (eight) weeks.

(5) Based on the results of the Beykoz-PLET Exam, students are placed by the School of Foreign Languages Directorate into classes at A1/A2/B1/B2 levels, whose level equivalencies are determined in accordance with the Common European Framework of Reference for Languages (CEFR).

(6) **(Amended: STK-05/08/2025-09)** Students who fail the Beykoz-PROF Exam taken at the end of a module may, if they wish, continue attending B2-level classes in the following module and benefit from study sessions and clubs. There is no obstacle to their taking the Beykoz-PROF Exam to be administered at the end of the ongoing module. In this case, attendance is not compulsory.

Module Examinations

ARTICLE 13- (1) During the period of instruction in the English Preparatory Program, the examinations and assessments listed below are conducted in accordance with the examination calendar determined by the School of Foreign Languages Directorate. Module examinations with and without excuse are explained in subparagraphs (a) and (b) below.

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

b) **Examinations with excuse: (Amended: STK-05/08/2025-09)** Make-up examinations are offered for writing and speaking skills exams, grammar, vocabulary, reading and listening skills midterm exams, end-of-module exams, and short quizzes (AcT – Achievement Test). The dates and grade weights of these examinations are announced to students within the first week of the relevant module through orientations, classroom notice boards, and the student handbook.

Module Achievement Grade and Advancement to the Next Level

ARTICLE 14- (1) Students who complete the module they attend with a minimum average score of 65 (sixty-five) are deemed successful in that module and earn the right to continue their courses at the next level. Students whose module average is 64 or below are deemed unsuccessful and must repeat the courses of the level they failed in the following module.

(2) Students taking courses at the B2 level who complete the module with an average score of 80 (eighty) or above are deemed to have successfully completed the program directly without taking the Beykoz-PROF Exam.

(3) **(Additional paragraph: STK-05/08/2025-09)** If a student successfully completes the relevant level at the end of Module 4 or Module 5 (summer module) within an academic year, the student continues their courses at the next level in the following academic year.

Objection to Examination Grades

ARTICLE 15- (1)- The process for objecting to examination grades is conducted and concluded in accordance with Article 41 of the Associate Degree and Undergraduate Education, Instruction, and Examination Regulation. The objection period is 5 (five) working days following the announcement of the examination results. However, if the result of the objected examination determines eligibility for another examination, the objection period may vary.

Course Materials

ARTICLE 16- (1) At the beginning of each module, students are informed of the course materials to be used in classes. Students may access this information during orientation sessions, on classroom notice boards, and on the university website.

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

Compulsory Attendance and Acceptance of Absence Excuses

ARTICLE 17- (1) Attendance is compulsory in the English Preparatory Program. A student's absenteeism during a module may not exceed 20% of the total course hours of that module. Students whose absenteeism exceeds this limit and who fail to submit a valid document for their absence may not take the end-of-module examination.

(2) In accordance with the principles determined by the Senate, periods during which students are on medical leave supported by a health report, as well as periods during which students are permitted to participate in national or international sports, cultural, scientific, or artistic activities representing the University, are not counted as absenteeism. However, these periods may not exceed 50% of the total course hours.

(3) Students who are absent for health reasons at a rate exceeding 30% of the total course hours of a module must submit a board report obtained from a fully equipped public hospital in order to be eligible to take the end-of-module examination.

(4) Students who fail to attend more than 40% of the total course hours of a module and who do not submit any official document as an excuse for their absenteeism lose their right to attend classes and fail the relevant module. These students may, however, benefit from the study courses or materials offered by the English Preparatory Program.

(5) The cases of students who fail to attend 30% of the total course hours of a module without submitting any official document as an excuse but who achieve a minimum end-of-module success average of 80% are evaluated by the Administrative Board of the School of Foreign Languages to decide whether the student may take the end-of-module examination without an excuse document.

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

(7) Students enrolled in the English Preparatory Program who apply for a leave of absence are obliged to continue attending their classes until the leave process is completed and officially finalized. If students do not attend classes during this process and their leave application is rejected, the University shall not be responsible for any academic losses arising from absenteeism.

(8) Absenteeism incurred in one module does not affect absenteeism incurred in another module.

(9) Students are obliged to monitor their absenteeism information through the Student Information System (OIS) within the Education and Instruction Information System.

Submission Period for Excuse Documents and Conditions for Taking Make-Up Examinations

ARTICLE 18- (1) Students must submit their medical reports, together with a petition, to the Student Affairs Office of the English Preparatory Program of the School of Foreign Languages no later than 5 (five) working days following the end date of the report.

The relevant administrative board may grant make-up examination rights for the relevant course to students who notify their excuse within the specified period and whose excuse is based on justified and valid reasons. Make-up examinations are held on dates determined by the relevant administrative board. Health-related excuses must be documented with a medical report obtained from a health institution.

(2) Students who exceed the 20% absenteeism limit without submitting any valid document, as well as students who have documents but exceed the document submission period, lose their right to take the end-of-module examination.

(3) Submission of reports for students who will take make-up examinations is carried out as follows:

- a) If the report submission period covers the dates of the writing, speaking, midterm, and end-of-module examinations for which a make-up examination is granted, the 5 (five) working day submission period is not required; instead, the report must be submitted in accordance with the make-up examination date, at an earlier time (no later than one day before the examination).
- b) If documentation is not submitted prior to the make-up examination, the student may not take the make-up examination.
- c) No additional make-up examination is granted for missed make-up examinations.
- d) There is no make-up examination for the Beykoz-PROF Exam; students who are unable to take this exam may submit a valid external language proficiency certificate within the period specified in the academic calendar.
- e) Students who will take make-up examinations are obliged to follow announcements

regarding examination dates and venues through the Student Affairs Office of the English Preparatory Program.

Attendance in Optional Summer Instruction (Module 5)

ARTICLE 19- (1) Students who fail to successfully complete the English Preparatory Program at the end of the Spring Semester may attend Module 5 planned for the summer. The purpose of this module is preparation for the next Beykoz-PROF Exam.

(2) Module 5 (Summer Instruction) lasts 5 weeks and is fee-based.

(3) In order to open a class in Summer Instruction, the minimum number of students required is 10 (ten).

Preparatory Program Completion Certificate

ARTICLE 20- (1) (**Amended: STK-01/08/2024-12**) The Preparatory Certificate is a certificate prepared for students who complete the English Preparatory Program by attending it during the academic year and who successfully pass the Beykoz-PROF Exam administered at the end of the year. Students who are granted exemption at the beginning of the academic year through external or internal examinations or documents are not issued a Preparatory Certificate. This certificate is not a modular or level-indicating certificate but a certificate of successful completion of the program. Certificates are printed and delivered by the Directorate of Student Affairs.

CHAPTER FOUR General Provisions

Cases Not Regulated

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

Repealed Directive

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

Entry into Force

ARTICLE 23- (1) (**Amended: STK-05/08/2025-09**) This Directive enters into force on the date it is approved by the Beykoz University Senate.

Execution

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