

**BEYKOZ DIRECTIVE
ON TURKISH PREPARATORY PROGRAM EDUCATION**

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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 Turkish Preparatory Program of the Beykoz University School of Foreign Languages.

Scope

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

Legal Basis

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

**CHAPTER TWO
Principles Regarding Exemption from the Turkish Preparatory Program**

Successful Completion (Exemption) from the Turkish Preparatory Program

ARTICLE 4- (1) In order for students enrolled in programs where the language of instruction is Turkish to be exempt from the Turkish Preparatory Program, a Turkish Proficiency Exam (Beykoz University Turkish Proficiency Test: Beykoz-TBS) is administered. Students who score 60 or above out of 100 in this exam are deemed exempt from the Turkish Preparatory Program and continue in the first year of the program in which they are enrolled, or in the classes approved by the University Senate according to their type of registration. (2) In the Turkish Proficiency Exam, students' grammar, vocabulary, reading comprehension, writing, listening, and speaking skills are assessed.

Externally Issued Language Proficiency Certificates Accepted for Exemption

ARTICLE 5- (1) In order for international students who have earned the right to enroll in a program where the language of instruction is Turkish to begin their education in that program, they must meet the conditions determining Turkish language proficiency levels specified below:

- a) (**Amended: STK-05/08/2025-09**) To possess a certificate obtained within the last two years from centers providing Turkish education (TÖMER and Turkish Preparatory Programs of universities) that proves the candidate's proficiency in Turkish. For candidate students who possess certificates that are not accepted, the University may administer the Turkish Proficiency Exam defined in Article 4.
- b) (**Amended: STK-05/08/2025-09**) Students transferring to Beykoz University from other institutions shall gain the right to be exempt from the Turkish Preparatory Program if they meet one of the following conditions:
- 1) The language of instruction of their previous university program is 100% Turkish,
 - 2) They submit a document indicating that they were exempt from the Turkish Preparatory Program,
 - 3) They document that they have been attending departmental courses within the last two years.
- c) If a student transferring horizontally to programs where the language of instruction is Turkish does not meet the exemption conditions defined in subparagraphs (a) and (b), they must take the Turkish Proficiency Exam.
- d) (**Added: Senato-29/08/2023-18**) Students who have graduated from high schools where the language of instruction is 100% Turkish gain the right to be exempt from the Turkish Preparatory Program.
- e) (**Added: Senato-08/01/2026-01**) If the applicant is a citizen of countries or regions where different dialects of Turkish are spoken (for example, Azerbaijan, northern Iran, etc.) or has received Turkish education in the secondary education institutions they attended, it may be deemed appropriate for such candidates to participate in the Turkish Proficiency Exam (TBS) only at the interview stage.

Turkish Proficiency Exam (Beykoz-TBS) and Conditions for Taking the Exam

ARTICLE 6- (1) The conditions for taking the Turkish Proficiency Exam administered by the Turkish Preparatory Program are specified below:

- a) In order for newly enrolled students to earn the right to take the mandatory Turkish Proficiency Exam, which they must pass before starting the Turkish undergraduate, associate degree, and graduate programs in which they have been placed, they must take the Beykoz University Turkish Placement Test (**SBS**), consisting of questions measuring grammar, vocabulary, reading comprehension, and writing skills, and obtain at least a B1 level result. Students who obtain a result at B1 level or above are entitled to take the Turkish Proficiency Exam (**TBS**).
- b) (**Amended: STK-05/08/2025-09**) In order for students attending the Turkish Preparatory Program courses to be eligible to take the Turkish Proficiency Exam administered at the end of the modules, they must complete the B2 level with a score of 65 or above.
- c) (**Amended: STK-05/08/2025-09**) All Turkish Preparatory Program students who cannot take the Turkish Proficiency Exam administered at the end of the modules due to failure to meet the required conditions, or who have taken such exam(s) but failed, may take the Turkish Proficiency Exam administered at the beginning of the following academic year.

d) The conditions for students who have frozen their enrollment for the Spring Semester or for an entire academic year to take the Turkish Proficiency Exam are the same as those specified above.

e) Students who will reactivate their frozen enrollment at the end of the Fall Semester shall earn the right to take the Turkish Proficiency Exam administered at the end of the fall semester, provided that they are successful in the Turkish Placement Test (SBS) they will take on the date specified in the Turkish Preparatory Program Academic Calendar.

Exemption from the Program 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 are successful at the end of the fall semester earn the right to take courses in the spring semester.

(2) Students whose program language is English and who attend the Turkish Preparatory Program on a voluntary basis may, if they wish, enroll in the courses offered in the spring semester of the program in which they will study.

(3) At the end of the academic year of the Turkish Preparatory Program, students studying in the voluntary Turkish Preparatory Program are enrolled in departmental courses regardless of their academic success status.

(4) Students who successfully complete the compulsory Turkish Preparatory Program and students who attend the voluntary Turkish Preparatory Program may, if they wish, take courses from the first-year courses offered in their registered graduate, undergraduate, and associate degree education programs during the summer term following the preparatory program.

Validity Period of the Turkish Preparatory Program Exemption Right

ARTICLE 8- (1) Students who have successfully completed the Turkish Preparatory Program but interrupt their education for any reason may use the certificates they previously obtained from the Turkish Preparatory Program for a period of two academic years in order to be exempt from the compulsory Turkish Preparatory Program, provided that they earn the right to enroll in a program at our University again.

CHAPTER THREE

Principles of Education and Instruction

Duration of Education and Instruction in the Turkish Preparatory Program

ARTICLE 9- (1) In the Turkish Preparatory Program, the normal duration of education is one academic year, and the maximum duration of education is two academic years. If students fail to successfully complete the Turkish Preparatory Program at the end of the first year, they shall continue to attend the Turkish Preparatory Program in the following academic year. For students who also fail within this period, the provisions stipulated in Article 44 of the Higher Education Law No. 2547 for the compulsory English preparatory program shall apply.

(2) The period for freezing enrollment in the Turkish Preparatory Program is two semesters. Periods during which enrollment is frozen are not counted toward the duration of education.

Curricula and Courses

ARTICLE 10- (1) In the Turkish Preparatory Program, the courses offered at each level and their weekly course hours, as well as the academic calendar of the Turkish 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 Turkish Preparatory Program may differ from the graduate, undergraduate, and associate degree academic calendars.

(3) Education in the Turkish Preparatory Program consists of four modules. The total duration of study is approximately 32 weeks. Summer School is planned for approximately eight weeks; student participation is optional and subject to a fee.

(4) Although 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) Based on the results of the Placement Test, students are placed into A1, A2, B1, and B2 level classes by the Directorate of the School of Foreign Languages, in accordance with the standards of the Common European Framework of Reference for Languages (CEFR).

(6) (**Amended: STK-05/08/2025-09**) Students who fail the Turkish Proficiency Exam (TBS) taken at the end of the B2 level may, if they wish, continue their education in the B2 class in the following module.

Examinations Administered Within the Module

ARTICLE 11- (1) During the program period, the examinations and assessments specified below are conducted. These examinations are announced to students in detail in the Turkish Preparatory Program academic calendar and the module examination schedule.

a) Quiz: Exams measuring students' vocabulary and structural knowledge, as well as their reading and listening skills at the relevant level. The duration of the exam does not exceed one class hour. There may be more than one such exam within a module.

b) Midterm: Exams measuring listening, reading, and writing skills, as well as the target vocabulary and structural knowledge of the relevant level, with a duration of approximately two hours. These are administered only once in each module.

c) End-of-Module / Final Exam: A module-end exam administered in two sessions. In the first session, listening, reading, and writing skills are assessed, while in the second session, speaking is assessed. The total duration is at least two hours. It is administered only once in each module.

ç) Project Task / Presentation: An assessment that evaluates acquired language skills while enabling students to gain experience in presentation techniques. The number, content, and duration vary according to language proficiency level.

Module Achievement Grade and Advancement to the Next Module

ARTICLE 12- (1) Students who complete the module they attend with an average score of at least 65 (sixty-five) are considered "successful" in that module and earn the right to continue to the next higher-level courses. Students whose module average is below 65 are considered unsuccessful in that module and repeat the courses of the same level in the following module.

(2) Students taking courses at the B2 level are deemed to have successfully completed the

program directly, without taking the Turkish Proficiency Exam (TBS), if they complete the module with an average of 85 (eighty-five) or above at the end of the module.

Objection to Exam Grades

ARTICLE 13- (1) The procedure for objecting to exam grades shall be conducted and concluded in accordance with the relevant Regulations of our University. This period is five business days following the announcement of the exam results.

Course Materials

ARTICLE 14- (1) At the student orientation held at the beginning of each module, students are informed about the source books and materials for the relevant level. This information is also announced on classroom boards and on onlinebeykoz accounts. Course materials and class attendance are among the primary responsibilities of students.

Compulsory Attendance and Acceptance of Excuses for Absenteeism

ARTICLE 15– (1) (**Amended: STK-05/08/2025-09**) In the Turkish Preparatory Program, 80% attendance is compulsory. With regard to which situations shall not be counted as absenteeism, the provisions of Article 26, paragraph 2 of the Undergraduate and Associate Degree Education and Instruction Regulation shall apply.

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

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

(2) Students who do not submit any valid document and students who, although having documents, exceed the document submission period lose their right to take a make-up exam.

a) If documents are not submitted before the make-up exam, the student may not take the make-up exam.

b) No additional make-up exam shall be granted for make-up exams that could not be taken.

c) There is no make-up exam for the Turkish Proficiency Exam. Students who cannot take this exam may, if they wish, submit a valid externally issued language proficiency certificate within the period specified in the academic calendar.

ç) Students who will take make-up exams are responsible for following the announcements regarding the exam date and location.

CHAPTER FOUR

General Provisions

Cases Not Covered

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 Programs Education and Instruction Regulation, as well as the decisions of the Senate and the University Executive Board shall apply.

Entry into Force

ARTICLE 18- (1) This Directive enters into force on the date it is approved by the Beykoz University Senate.

Execution

ARTICLE 19- (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.