

# Foreign Language Department Education and Examination Directives

BEZMIALEM VAKIF UNIVERSITY

DEPARTMENT OF FOREIGN LANGUAGES

EDUCATION-TEACHING AND EXAMINATION

FIRST PART

Purpose, Scope, Basis and Definitions

Goal

ARTICLE 1 - Purpose of this Directive; The compulsory foreign language preparation courses conducted by Bezmiâlem Vakif University Foreign Languages Department, the qualification and level determination exams and the principles related to compulsory and elective foreign language courses for undergraduate education.

Scope

ARTICLE 2 - This Directive Bezmiâlem Vakif University's provisions for teaching, English proficiency and level-setting exams conducted in the compulsory English preparatory class, teaching and examinations of foreign language courses.

Base

ARTICLE 3 - This Directive has been prepared on the basis of 14th and 49th articles of Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - In this Directive;

- a) CEFR: Common European Framework of Reference for Languages,
- b) CAE: Cambridge Advanced English Examination,
- c) CPE: Cambridge English Proficiency Examination,
- d) DBS: Level Determination Examination,
- d) Preparatory education: Compulsory English preparatory education,
- e) Preparatory class: Preparatory English preparatory class,
- f) CMS: English Proficiency Exam,

g) LYS: Undergraduate Placement Examination,

h) T OEFL - IBT: Test of English as a Foreign Language-Internet-Based Test,

i) ÜNİVERSİTE-BVU: Bezmîâlem Vakıf University,

i) YDB: Foreign Language Department of the University,

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## SECOND PART

### Principles Regarding Compulsory English Preparation

#### Purpose of Teaching

ARTICLE 5 - Purpose of the preparatory education; The students who are admitted to the undergraduate programs of the university with 30% of the English education are required to teach the basic rules of the foreign language they have taken as a student, to develop the foreign language vocabulary, to understand what they hear and read in foreign language and to be able to express themselves verbally and in written form in the Foreign Languages Department of Foreign Languages Department. at least for B2 level of CEFR in order to

to provide the defined and predicted language skills and to ensure that these students achieve English proficiency in line with the aims of the University.

#### Admission to the Preparatory School

ARTICLE 6 - Students who are not successful in the exemption exam mentioned in Article 9 of this Directive or who do not enter these exams shall be admitted to the preparatory class.

#### Period Registration

ARTICLE 7 - Students are required to pay at the beginning of each semester and within the periods announced in the academic calendar

after having paid the tuition fees for the term they are obliged to and the tuition fees of the University.

#### English Proficiency and Level Determination Exam

ARTICLE 8 - (1) For all students enrolled for the first time through the LYS; CMS and DBS are done by YDB at the beginning of the fall semester. These exams are administered on the date and time specified in the University's academic calendar. Examination halls and locations, rules to be followed in examinations, amendments made in previous informants and similar issues and all announcements related to examinations are posted on the YDB website

Announced.

(2) The CMS measures the level of English proficiency in terms of English proficiency in accordance with the objectives of the CEFR B2, which is determined as the educational

purpose of the preparatory class, and is conducted twice during the beginning of the fall semester and at the end of the spring semester.

(3) The aim of the CMS at the beginning of the fall semester, according to the points taken from this exam, is that the first enrolled students of the programs whose preparation program is mandatory, the preparatory education students who have already undergone preparatory education and failed in college,

programs are exempt from the preparatory class.

(4) The objective of the DBS is to determine at what level students will learn in the preparatory class. Students are divided into four levels by the Presidency of the Board of Directors in the preparatory class as A (beginning), B (premediate), C (middle) and D (upper middle). The LDS Presidency may change the number of levels when it deems necessary.

(5) YDB prepares a master's degree foreign language (English) proficiency examination at the beginning of the fall semester once a year for the acceptance of students to the undergraduate programs at the University. CMS foreign language proficiency exams are not used in place of each other.

#### Exemption from Prep Class

ARTICLE 9 - The TOEFL IBT examination entered in the last two years from the exams specified in the Foreign Language Exams Equivalence Tables which have been successful by taking scores of over 60 out of 100 in the CMS at the beginning of the fall semester or accepted by the ÖSYM will be given to the listening, speaking, reading and academic writing departments

each of which is at least 10 separately from each other in total of 75 out of 120 and above, CAE exam min. B and CPE exam min. Students who have received C are exempted from the preparatory class and begin their studies as undergraduates of the faculty they are enrolled in. The above conditions are also valid for students who prefer our University with Horizontal and Vertical Transition.

BEZMIALEM VAKIF UNIVERSITY Foreign Language Department Education and Examination Directive 3/5

#### Identification of English Proficiency and Level Determination Exams

ARTICLE 10 - In order for the new enrolled students to enter the examinations, they must have a picture document or identity card issued by the Directorate of Student Affairs during their first registration with their passport. Students who fail the preparatory class must have their student ID in order to enter the exams. Students who do not have the documents listed in this section are not tested and are considered unsuccessful.

#### Education System and Training

ARTICLE 11 - The compulsory foreign language preparatory class consists of 4 courses (quarters), each of which is 8 weeks. According to the DBS result at the beginning of the fall semester, the students who are placed in the A (start), B (premediate), C (middle) and D (upper middle) levels are obliged to finish all four courses. Weekly course hours are at least 20 hours.

A, B, C and D hours of the courses and the curriculum is determined by the Presidency of the Board of Education at the beginning of the academic year.

#### Continuation Obligation

ARTICLE 12 - (1) It is obligatory to attend the preparatory class. Students who exceed 15% of attendance without an excuse course / hour basis in the exchange can not take the final exam which is made at the end of every exchange. These exam grades are evaluated as 0.

(2) Students who do not attend more than 15% of the 8-week education period can not take the spring semester final examinations.

(3) The attendance status of the students who are admitted to the preparatory class with the additional quota will be calculated from the date they start preparatory education.

(4) Students who exceed the limit of absenteeism may be admitted to the CMS to be held in the following academic year.

#### Success Status and Evaluation

ARTICLE 13 - (1) The success status of the preparatory class students who fulfill the attendance obligation is determined by the midterm exams, quizzes, participation in classes and CMS at the end of spring semester. For a successful student to be successful, the grade point average must be at least 60.

(2) The success grade is calculated by taking 60% of the grade that is collected in each ward and 40% of the CYS grade in the course of the year. Students who are below 50 in the CMS grade are considered unsuccessful regardless of grade point average.

(3) The LDS Presidency may make changes in the classes of students within the framework of physical facilities, according to the average of the fall semester.

#### Excuse Basis

ARTICLE 15 - (1) Social, cultural, sportive, etc. the students who participate with the duties to be carried out by the Rectorate to all kinds of activities and organizations are considered to be excused from the courses and examinations on the days they are in charge.

(2) Those who have passed away from the first and second degree of relatives, with the date of their death and the date of the burial; documentation, social events, accidents, natural disasters and those with legitimate coercion shall have the right to make excuses for interim exams.

BEZMIALEM VAKIF UNIVERSITY Foreign Language Department Education and Examination Directive 4/5

(3) Students who wish to be excused for health reasons should submit a medical report issued by the Board of the State and / or University Hospitals, together with a petition explaining their allegations to the Faculty / Department Secretariat they are affiliated with.

(4) The students must notify the Faculty Secretariat, together with a petition, that they are affiliated with a petition within three working days at the latest from the date when the excuse begins. Applications made under the scope of the Faculty Administrative Board are evaluated and accepted or rejected within the scope of this directive and legal regulations.

(5) Health reports cover all courses and exams on the day or days on which they belong. Reported students can not take the exams made on the dates they are reported. Students who take the exam and report after the exam are not excused for the exams they have entered. As reported, an investigation is launched on the students who entered the examination.

(6) The days in which the student is excused under this article are not counted from the time of absenteeism. Make-up exams are only for mid-term exams. Students who do not make excuses do not make excuses anymore. There is no make-up examination for the makeup exam.

#### Learning Period, English Proficiency Exam Rights

ARTICLE 16 - Students who have completed the preparatory course at the end of the spring semester and who are absent from the preparatory course for the compulsory foreign language preparatory class may enter the CMS at the beginning of the fall semester of the next academic year.

(2) Students who are unable to take the foreign language examination at the end of the second semester of the Preparatory Course; two additional semesters can be continued to the preparatory class and if they succeed in the foreign language examination at the end of the spring semester, they can continue their pre-bachelor's, bachelor's or post-graduate education program which is entitled to enter.

#### Summer Teaching

ARTICLE 17 - Summer school may be opened in the academic year concerned in case of attendance of the preparatory education and the students who have failed or are absent from the absence.

(2) To prepare the CMS at the beginning of the fall semester following the summer education of the preparatory summer school. Summer education covers a minimum of six weeks.

#### Objection to Notes

ARTICLE 18 - Students may lodge an appeal with the Chairman of the Board of Directors with a petition within five working days following the announcement of the results of the examination on the grounds that there is a material error in their grades. The objections are examined and concluded by a board determined by the Presidency of the MoNE.

#### Compulsory and Elective Foreign Language Courses Following Undergraduate Education

ARTICLE 19 - Execution of compulsory and elective foreign language courses for students who have successfully completed the preparatory class and started to associate degree and

undergraduate education, Bezmiâlem Vakif University published in the Official Gazette dated 10/05/2012 and numbered 28288 Associate and Undergraduate Education and

It is made according to the provisions of the Instruction Regulation.

BEZMIALEM VAKIF UNIVERSITY Foreign Language Department Education and Examination Directive 5/5

### THIRD PART

Miscellaneous and Final Provisions

Non-Determined Courts

ARTICLE 20 - In cases where there is no provision in this Directive, the regulations of Bezmiâlem Vakif University Undergraduate and Undergraduate Education and Training Regulations and other related regulations shall apply.

Removed Directive

ARTICLE 21 - With the decision no. 11 dated 04/08/2011, the Foreign Language Department Education and Examination Directive, which was accepted by the Senate of Bezmiâlem Vakif University, has been abolished

Enforcement

ARTICLE 22 - This directive shall be adopted by all members of the Senate of the Bezmiâlem Vakif University on 04.05.2016 dated 09 and shall enter into Enforcement from the date of its acceptance.

Executive

ARTICLE 23 - The provisions of this Directive shall be executed by the Rector of the Bezmiâlem VAKIF University.