

**DIRECTIVE**  
**YEDITEPE UNIVERSITY**  
**GRADUATE ENGLISH PREPARATORY PROGRAM**  
**EDUCATION-INSTRUCTION AND EXAMINATION DIRECTIVE**

**PART ONE**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** - The purpose of this Directive is to regulate the procedures and principles regarding the education-training and examinations to be carried out at the Yeditepe University Graduate English Preparatory Program.

**Scope**

**ARTICLE 2** - (1) This Directive covers the provisions for the education-training and examinations to be carried out at the Yeditepe University Graduate English Preparatory Program.

**Basis**

**ARTICLE 3** - (1) This Directive was prepared based on 14th and 49th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4** - (1): The definitions of terms used in this Directive are as follows:

- a) Graduate School: The Graduate Schools established by and affiliated to Yeditepe University
- b) English Preparatory Program: The Yeditepe University Graduate English Preparatory Program
- c) Coordinatorship: The Yeditepe University Graduate English Preparatory School Coordinatorship
- d) Graduate: The Graduate programs run by the Graduate Schools
- e) Rector: Yeditepe University rector
- f) Rectorate: Yeditepe University Rectorate
- g) Senate: Yeditepe University Senate
- h) University: Yeditepe University
- i) Proficiency Exam: The English Proficiency exam held by Yeditepe University

## **PART TWO**

### **Principles Regarding Education-Instruction and Examinations**

#### **Period of Instruction**

**ARTICLE 5** - (1) The Graduate English Preparatory Program consists of three academic semesters: Fall, Spring and Summer. This period may be extended only by one academic term by the decision of the Graduate School Administrative Board.

#### **Foreign Language Proficiency Exam**

**ARTICLE 6** - (1) At the beginning of each academic term, the English Proficiency Exam will take place at the day, hour and place to be announced by the Graduate Schools.

(2) In addition to the newly enrolled students, students who are currently enrolled in the preparatory program may also enter the Proficiency Exam.

(3) In order for the students to be successful from the English Proficiency Exam, they must get a score above the score determined by the Graduate School Administrative Board by each Graduate School. However, this score cannot be less than 50 points out of 100.

(4) The period of validity of the Foreign Language Proficiency Exam for graduate education is two years from the date on which the examination was taken.

(5) No excuse is accepted for the Foreign Language Proficiency Exam.

(6) Students who score at the level determined by the Institute and approved by the Senate from one of the central language or foreign language exams accepted by the Higher Education Council are exempted from foreign language examinations.

(7) Yeditepe University graduates are exempted from the English Proficiency Exam.

#### **Foreign Language Proficiency Determination**

**ARTICLE 7** - (1) Students who take and fail the Foreign Language Proficiency Exam are placed based on the score they received in one of the Foreign Language Preparatory School levels mentioned in Article 10 of this Directive.

(2) Students who do not take the exam start from the lowest level at the English preparatory school.

#### **Quizzes, Midterm Exams and Retests**

**ARTICLE 8** - (1) There will be a number of midterm exams for each level that will be determined by the Coordinatorship for each semester.

(2) A student who does not enter the midterm exam for a reason accepted by the Coordinatorship will be able to take a retest only if he / she applies to the Coordinatorship within three working days from the date of the exam with a document showing his/her excuse. Retests are not repeated.

### **Final Exams and Semester Final Grade**

**ARTICLE 9** - (1) A final exam is given at each level at the end of each academic term.

(2) For a student to pass the following conditions need to be met:

a) Fulfillment of the attendance obligation set forth in Article 12 of the present Directive

b) Getting at least 50 points out of 100 from the Final exam and having at least 60 points as the final grade.

(3) The Semester Final grade: consists of the sum of 30% of the midterm grade average, 20% of classroom work, 10% of participation grade and 40% of the final exam grade average.

### **End of Term Retests**

**ARTICLE 10** - Each student who fails at the Final Exam is given the right for a retest. In order to be considered successful in this test, the student must receive a score of at least 50 out of 100 and the semester final grade must be at least 60. A student with a score of 49 or less on this exam and / or a student below 60 in the semester final grade is deemed unsuccessful and has to repeat the group he is in.

(2) No excuse are accepted for the Retest.

### **Foreign Language Preparatory Program Levels**

**ARTICLE 11** - (1) In the Graduate Preparatory Program, education-instruction is provided in the following three levels.

a) Level A (The Common European Framework of Reference for Languages Levels A1-A2): A student who succeeds in level A continues to the upper level B1. In case of failure, they repeat their education in the same level.

b) Level B1: A student who is successful in level B1 will continue to the upper level B2. In case of failure, they repeat their education in the same level.

c) Level B2: Students who succeed in level B2 begin their graduate program. In case of failure, they repeat their education in the same level.

(2) The Senate may decide that one of the other groups apart from group B2 at the English Preparatory School may be sufficient to start at the graduate program. The students may continue to their graduate program after completing the education in these designated levels.

### **Compulsory Attendance**

**ARTICLE 12** - Attendance at the Foreign Language Preparatory Programs is compulsory. In case of absenteeism (with excuse or no excuse) exceeding 20% of the period of

instruction on a course / hour basis within the semester, the student loses his / her right to enter the Final Exam and repeats the group he / she has studied.

### **PART THREE**

#### **Miscellaneous and Final Provisions**

##### **Effect**

**ARTICLE 13** - This Directive shall come into effect from spring semester 2017-2018 academic year.

##### **Executive**

**ARTICLE 14** - The provisions of this Directive shall be executed by the Rector of Yeditepe University.