

**ALTINBAS UNIVERSITY SCHOOL
OF FOREIGNLANGUAGES
EXEMPTION DIRECTIVE FOR ASSOCIATE, UNDERGRADUATE AND GRADUATE
PROGRAMS**

**PART ONE
Purpose, Scope, Basis and Definitions**

Objective

ARTICLE 1- The purpose of this regulation is to determine the exemption criteria for the Department of Basic English, Turkish Preparatory Program, German Preparatory Program, Department of Modern Languages within the scope of the Institute of Associate, Undergraduate and Graduate Education.

Scope

ARTICLE 2- (1) This regulation covers the provisions regarding the exemption procedures of Altınbaş University School of Foreign Languages, Department of Basic English, Turkish Preparatory Program, German Preparatory Program and Department of Modern Languages, and the programs of Associate Degree, Undergraduate and Graduate Education Institute.

(2) Second foreign language courses offered as elective courses by the Department of Modern Languages are not subject to the exemption processes within the scope of this directive.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the provisions of the Higher Education Law No. 2547 and the Regulation of the Presidency of the Council of Higher Education on the Principles Regarding Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions.

Definitions

ARTICLE 4- In this directive;

- a) University Altınbaş University,
- b) Rector: Rector of Altınbaş University,
- c) SFL School of Foreign Languages,
- d) LEE Graduate School of Education,
- e) DİLMER Altınbaş University Turkish and Foreign Language Teaching Application and Research Center,
- f) TIB Basic English Department,
- g) THP: Turkish Preparatory Program,
- h) AHP: German Preparatory Program,
- i) MDB Department of Modern Languages,
- j) Exemption: Exclusion,
- k) Transcript Transcript,
- l) Transfer Different countries or In Turkey different universities registered students who wish to enroll at the University

PART TWO

Exemption Requirements for Preparatory Programs of Associate Degree, Undergraduate and Graduate Programs Exemption Requirements for Turkish Preparatory Program of

Associate Degree Programs

ARTICLE 5- (1) International students who will start education in associate degree programs conducted in Turkish at the Vocational School of Health must have the Turkish equivalent grade specified in the table below, provided that they have completed the B1 level in the last two years:

Exam Type*	Minimum Score	European Language Portfolio (ADP) Equivalent
SFL Level Exam	To have successfully completed 60% of the B1 section in the placement test	B1 Completed
DİLMER	To have successfully completed 60% of the B1 section in the placement test	B1 Completed
Placement or Course Completion Exams of University Language Centers	Completed B1	B1 Completed
Yunus Emre Institute Placement or Course Completion Exams	B1 Completed	B1 Completed

* *The deadline for students who will apply with a document to be exempt from the preparatory programs of our School of Higher Education is the last day of the add-delete week according to the academic calendar of our University, and 30 days from the date of registration for international students.*

(2) Students who have completed or enrolled in another undergraduate or graduate program whose language of instruction is 100% Turkish; New enrollment, Transfer International students must meet the following conditions for exemption from THP:

- Provided that it is not older than 5 (five) years, to submit an official document proving that the language of instruction of the institution where they receive education is 100% Turkish,
- Provided that it is not older than 5 (five) years, to have a transcript showing that the GPA is at least 2.00.

(3) Students who are citizens of a country whose official language is Turkish must meet the following conditions for exemption from THP:

- Present the original document showing that you are a citizen of that country (ID/passport),
- To submit a transcript and diploma showing that he/she has completed his/her secondary education in a country where Turkish is spoken as a mother tongue in at least the last 3 (three) years in educational institutions attended by the citizens of that country.

Undergraduate Programs Basic English Preparatory Program Exemption Requirements

ARTICLE 6- Within the scope of the University TIB English Preparatory Program, exemption from the preparatory program with a document is determined according to the following conditions:

(1) Provided that it is not older than 2 (two) years, for exemption from the English preparatory program, the students must have the following documents accepted by the University Senate and the Presidency of the Council of Higher Education

(YÖK) must submit an original document showing that they have obtained the minimum score specified in the table below from international English proficiency exams recognized by YÖK:

Exam Type*	Validity Period	Minimum Score
SFL Proficiency Exam	2 years	60
TOEFL IBT	2 years	65
PTE Academic	2 years	55
CAE	2 years	C
CPE	2 years	C
YDS-YÖKDİL	2 years	80
EmSAT	2 years	1250
University DİLMER	2 years	60

* Distance exemption exams (TOEFL Home Edition) are not accepted within the scope of exemption. However, those who took the relevant exam before 06.04.2022, when the directive was accepted by the Senate, and submit the necessary document within 15 days from this date will be exempt from this situation.

* *The deadline for students who will apply with a document to be exempt from the preparatory programs of our School has been determined as the last day of the add-drop week according to the academic calendar of our University. For international students, it is determined as 30 days from the registration date.*

(2) Not older than 5 (five) years, students who have studied in the English preparatory program at another university must meet any of the following conditions for exemption from the English preparatory program:

- Providing a document showing that they have been trained at B2 level and have been successful,
- Presenting a document showing that they have passed the Proficiency Examination held after B2 level,
- To submit a certificate of having taken and passed the English proficiency exam of another university.

(3) Newly enrolled, Transfer (International) and Transfer (Turkish) students who have completed or are enrolled in another undergraduate or graduate program whose medium of instruction is 100% English must meet the following conditions for exemption from the English preparatory program:

- Not older than 5 (five) years, to submit an official document proving that the language of instruction of the institution is 100% English,
- Provided that it is not older than 5 (five) years, to have a transcript showing that the GPA is at least 2.00.
- Documents prepared by other universities in their own formats and declaring the above conditions are accepted, no format or expression changes are requested on the document. Additional documents may be requested when necessary. If the relevant documents are transmitted by another unit of the University, the copies transmitted with the like original seal may be subject to evaluation.

(4) Students who are citizens of a country where English is one of the official languages must meet the following conditions for exemption from the English preparatory program:

- Providing a document showing that you are a citizen of that country (ID/passport)
- Submit a transcript or diploma showing that they have completed at least the last 3 (three) years of their education in a country where English is one of the official languages of the country, in institutions attended by citizens of that country, where English is the medium of instruction (WAEC exam result certificate for students of Nigerian nationality and GCE-AL system for students of Pakistani nationality).

Level or A-Level documents are sufficient).

(5) Students who have completed their education in English medium secondary education institutions in a country where English is one of the official languages (United Kingdom, Canada, Australia, USA, New Zealand, etc.) must meet the following conditions for exemption from the English preparatory program:

- a) Submit a transcript or diploma showing that they have completed secondary education in a country where English is one of the official languages in at least the last 3 (three) years, in educational institutions attended by the citizens of that country.
- b) Students who have completed their high school education abroad are exempted from the English preparatory program if they prove that they have graduated from a high school whose medium of instruction is entirely in English for at least the last 3 (three) years.

Basic English Department Placement Examination Exemption Requirements

ARTICLE 7- (1) Students who have taken the placement test conducted by YDY TIB, provided that it is not older than 3 (three) years, and who have been deregistered or frozen for any reason, can use their exam results in the registration revival and renewal process.

(2) Each student has the right to take the placement exam 1 (one) time. Students whose valid excuse is accepted by the SFL Board of Directors may also take the make-up exam.

(3) Students who cannot take the Placement and Proficiency exams due to valid excuses submit the document stating their excuses to the SFL directorate within five working days following the end of their excuse in a petition. Students whose excuses are deemed appropriate by the relevant board of directors are given one new exam right for each exam they have not taken. This new exam cannot be made up. Exams cannot be taken during the report period. Students whose excuses are not deemed appropriate are considered unsuccessful in the exam / exams they did not take.

UOLP German Preparatory Program Exemption Requirements

ARTICLE 8- (1) All newly admitted students to undergraduate programs conducted entirely or partially in German start the German Preparatory Program at the A1 level.

(2) The following students are exempt from the German Preparatory Program at the beginning of the academic year, provided that they submit their application within the course registration period specified in the academic calendar determined by the University of Cologne:

- a) University of Cologne B.2.2 German Language Certificate (Lehrbereich Deutsch als Fremdsprache
- b) der Universität zu Köln),
- c) Holders of DSH (Deutsche sprachprüfung für den Hochschulzugang) 2 or 3,
- d) TestDaF (Test Deutsch als Fremdsprache) 4 or 5,
- e) Holders of the DSD II (Deutsche Sprachdiplom der Kultusministerkonferenz - Zweite Stufe),
- f) or equivalent certificates (certificates accredited by the Common European Framework for the Teaching of Languages) or language level certificates accepted by the University of Cologne.

(3) Students who request exemption from any of the courses from A1 to B2 in the German Preparatory Program submit their requests to the School of Foreign Languages at the beginning of the academic year by bringing a language level certificate from the Goethe Institute and/or an internationally recognized language level certificate for the relevant course.

(4) The validity period of the document determined by the examining institutions shall be taken as basis for the evaluation of the score / grade obtained in the examinations and course certificate examinations within the scope of the second and third paragraphs. If the validity period of the exam / course certificate is not determined, this period is maximum 2 years.

Undergraduate Programs Turkish Preparatory Program Exemption Requirements

ARTICLE 9-(1) Provided that it is not older than 2 (two) years, to submit a B2 level original document from internationally recognized exams accepted by the University Senate or Turkish proficiency exams of language centers approved by YÖK,

(2) Provided that it is not older than 5 (five) years, the following conditions must be met for exemption from the THP for students who have studied at another university:

- a) Providing a document showing that they have been trained at B2 level and have been successful,
- b) Presenting a document showing that they have passed the Proficiency Examination held after B2 level.

(3) Students who have completed or enrolled in another undergraduate or graduate program whose medium of instruction is 100% Turkish; New enrollment, Transfer International students must meet the following conditions for exemption from THP:

- a) Provided that it is not older than 5 (five) years, to submit an official document proving that the language of instruction of the institution where they receive education is 100% Turkish,
- b) Provided that it is not older than 5 (five) years, to have a transcript showing that the GPA is at least 2.00.

(4) Students who are citizens of a country whose official language is Turkish must meet the following conditions for exemption from THP:

- a) Present the original document showing that you are a citizen of that country (ID/passport),
- b) To submit a transcript and diploma showing that he/she has completed his/her secondary education in a country where Turkish is spoken as a mother tongue in at least the last 3 (three) years in educational institutions attended by the citizens of that country.

Faculty of Law Preparatory Program Exemption Requirements

ARTICLE 10- International students applying to the Faculty of Law are required to choose the language of instruction of the program.

Since the program is 70% Turkish and 30% English, the students are required to meet the exemption requirements for both English and Turkish Preparatory Program/THP separately.

English Exemption Requirements for Master's Programs Conducted in English ARTICLE

11- (1) In order to start studying in the Master's Programs c o n d u c t e d in English at LEE, the student must have the English equivalent grade specified in the table below, provided that it has been taken i n t h e last 2 (two) y e a r s and has completed the A2 level:

Exam Type*	Minimum Score	European Language Portfolio (ADP)Equivalent
SFL Level Exam	Successfully passed 60% of the A2 section in the placement test to be completed in a way	A2 Completed
DİLMER	Successfully passed 60% of the A2 section in the placement test	A2 Completed
	to be completed in a way	

TOEFL IBT	42	**
PTE Academic	30	A2 Completed
CAE	C	A2 Completed
CPE	C	A2 Completed
YDS-YÖKDİL	50	A2 Completed

* Distance exemption exams (TOEFL Home Edition) are not accepted within the scope of exemption. However, those who took the relevant exam before 06.04.2022, when the directive was accepted by the Senate, and submit the necessary document within 15 days from this date will be exempt from this situation.

* *TOEFL sources do not specify an A2 equivalent score*

***The deadline for students who will apply with a document to be exempt from the preparatory programs of our School has been determined as the last day of the add-delete week according to the academic calendar of our University.*

(2) Students must meet the following conditions for exemption from the English preparatory program:

- a) Not older than 5 (five) years, to submit an official document proving that the language of instruction of the institution is 100% English,
- b) Provided that it is not older than 5 (five) years, to have a transcript showing that the GPA (Grade Point Average) is at least 2.00.

(3) Students who are citizens of a country where English is one of the official languages must meet the following conditions for exemption from the English preparatory program:

- a) Provide proof of citizenship of that country (ID/passport),
- b) Submitting a transcript or diploma showing that they have completed their education in the last 3 (three) years in a country where English is one of the official languages of the country, in institutions where English is the medium of instruction and attended by the citizens of that country (WAEC exam result certificate for Nigerian students and O-Level or A-Level documents showing that they have studied in the GCE-AL system for Pakistani students are sufficient).

(4) Students who have completed their secondary education in a country where English is one of the official languages (United Kingdom, Canada, Australia, USA, New Zealand, etc.) must meet the following conditions for exemption from the English preparatory program:

- a) Submit a transcript or diploma showing that they have completed secondary education in a country where English is one of the official languages in the last 3 (three) years, in educational institutions attended by the citizens of that country.

(5) Students are exempted from the English preparatory program if they prove that they have completed their secondary education in a country where the language of instruction is entirely English in the last 3 (three) years.

English Exemption Requirements for PhD Programs Conducted in English

ARTICLE 12 - (1) In order to start studying in doctoral programs conducted at LEE, all Turkish or International students must have the English equivalent grade specified in the table below, provided that they have completed the B1 level in the last 2 (two) years:

Exam Type*	Minimum Score	European Language Portfolio
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		(ADP) Equivalent
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TOEFL IBT	42	B1 Completed
PTE Academic	50	B1 Completed
CAE	C	B1 Completed
CPE	C	B1 Completed

**The deadline for students who will apply with a document to be exempt from the preparatory programs of our School has been determined as the last day of the add-delete week according to the academic calendar of our University.*

International Student Turkish Exemption Requirements for Master's Programs Conducted in Turkish

ARTICLE 13- (1) International students who will start their education in the master's programs conducted in Turkish at LEE must have the Turkish equivalent grade specified in the table below, provided that it belongs to the last 2 (two) years, and must have completed the A2 level:

Exam type*	Minimum Score
DILGER Placement Exam	A2 completed
SFL Placement Test	A2 completed
Placement or Course Completion Exams of University Language Centers	A2 completed
Yunus Emre Institute Placement or Course Completion Exams	A2 completed

International Student Turkish Exemption Requirements for PhD Programs Conducted in Turkish

ARTICLE 14- (1) International students who will start education in PhD programs conducted in Turkish at LEE must have the Turkish equivalent grade specified in the table below, provided that they have completed the B1 level in the last 2 (two) years:

Exam Type*	Minimum Score
DILGER Placement Exam	Completed B1
SFL Placement Test	Completed B1
Placement or Course Completion Exams of University Language Centers	Completed B1
Yunus Emre Institute Placement	Completed B1
or Course Completion Exams	

*The application deadline for students who will apply with a document to be exempt from the LYDY preparatory programs has been determined as the last day of the add-delete week according to the University academic calendar.

PART THREE

Language Exemptions for Second Foreign Language Courses in Undergraduate Programs

The exemptions mentioned in this section only cover ENG111-112 and TURK101-102 courses. Exemption requests for other compulsory and elective second foreign language courses are not accepted.

TUR102 and ENG111 Exemption Requirements

ARTICLE 15- (1) The exemption exam dates are announced by the Common Courses Department in the academic calendar. Students who are newly enrolled in the relevant academic year and students who have completed the preparatory program (at the end of the relevant academic year or the previous fall semester) can participate in the exemption exams. Related exemption exams cannot be made up.

(2) The following conditions must be met in order to be exempted from "TUR102 - Turkish for Foreigners" courses within the scope of departments that provide education in English:

- a) To be successful in the exemption exam conducted by the Common Courses Department;
- b) Provided that it belongs to the last 2 (two) years, to submit an A2 Certificate from Language Centers approved by YÖK;
- c) Provided that it belongs to the last 2 (two) years, to present DİLMER or Yunus Emre Institute A2 Certificate;
- d) Provided that it belongs to the last 3 (three) years, to submit a document showing that he / she has taken these courses at the university where he / she has previously studied and has been successful;
- e) Provided that it belongs to the last 3 (three) years, to submit a transcript and diploma by receiving Turkish education in a country where Turkish is one of the official languages;

(3) The following conditions must be met in order to be exempted from "ENG111 - English" course in departments teaching in Turkish:

- a) To be successful in the exemption exam conducted by the Common Courses Department;
- b) To answer 50% of the relevant sections of ENG111 - English course exemption exam correctly in stages;
- c) Provided that it belongs to the last 2 (two) years, to submit an A2 Certificate from Language Centers approved by YÖK;
- d) To have a minimum score of 60 (sixty) from the English Proficiency Exam of the Basic English Department of our university, provided that it belongs to the last 3 (three) years;
- e) Provided that it belongs to the last 3 (three) years, to submit a document showing that he / she has taken this course at the university where he / she has previously studied and has been successful.

PART FOUR

Enforcement and Execution

Enforcement

ARTICLE 16- (1) This Directive enters into force as of the date of approval by the Senate.

Execution

ARTICLE 17- (1) The provisions of this Directive are executed by the Rector.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	24/12/2019	2019/14
Board of Trustees	09/01/2020	2020/01
Legal Basis for the Amendment to the Directive		
Relevant Board	Date of Decision	Number of Decision
Senate	03/07/2020	2020/13
Board of Trustees	23/07/2020	2020/05
Senate	16/10/2020	2020/18
Board of Trustees	12/11/2020	2020/09
Senate	04/12/2020	2020/04
Board of Trustees	07/01/2021	2021/01
Senate	24/09/2021	2021/13
Board of Trustees	08/10/2021	2021/08
Senate	28/01/2022	2022/01
Board of Trustees	10.03.2022	2022/03
Senate	06.04.2022	2022/06
Senate	29.03.2022	2022/05
Board of Trustees	17.05.2022	2022/04
Senate	24.12.2024	2024/10
Board of Trustees	20.01.2025	2025/03