

**ALTINBAS UNIVERSITY SCHOOL OF
FOREIGN LANGUAGES
OPTIONAL FOREIGN LANGUAGE PREPARATORY
PROGRAMME APPLICATION PRINCIPLES DIRECTIVE**

**PART ONE
Purpose and Scope**

Objective

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles to be applied in the Optional Foreign Language Preparatory Programme to be carried out at Altınbaş University School of Foreign Languages.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the execution of the Optional Foreign Language Preparatory Programme implemented by the relevant units of Altınbaş University School of Foreign Languages in accordance with Articles 14, 44 and 49 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the provisions of Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions and abbreviations

ARTICLE 4- (1) The terms used in this Directive

- (a) ALES: Academic Personnel and Graduate Education Entrance Examination,
- (b) Optional Foreign Language Preparatory Programme: Altınbaş University Optional Foreign Language Preparatory Programme, Common Compulsory Foreign Language Courses: English courses included in the education plans of associate degree and undergraduate programmes,
- (c) Student: Altınbaş University students,
- (d) Rector: The Rector of Altınbaş University,
- (e) Senate: Altınbaş University Senate, University: Altınbaş University, School: Altınbaş University School of Foreign Languages,
- (f) School Directorate: Altınbaş University School of Foreign Languages Directorate.

PART TWO

Quota, application and registration

Quota

ARTICLE 5- (1) Optional Foreign Language Preparatory Programme for associate, undergraduate and graduate students

The number of students to be admitted to the preparatory classes of the programmes will be planned for each level for each academic year, taking into account the physical infrastructure facilities of the School and the number of teaching staff, not exceeding 5% of the total number of students at that level.

(2) In case the applications to the Optional Foreign Language Preparatory Programme exceed the quota determined for the relevant associate degree, undergraduate and graduate programmes, the applicants are accepted to the preparatory programme within the quota based on the ranking of Turkey in the university placement score type for associate degree and undergraduate students and ALES score ranking for graduate students.

(3) For all associate degree, undergraduate and graduate programmes that will be applied Optional Foreign Language Preparatory Programme, the same number of students are determined as the quota and the same number of students are determined as substitutes.

Application and registration

ARTICLE 6- (1) Applications for the Optional Foreign Language Preparatory Programme are made through the application form prepared by the Registrar's Office during the registration process at the University.

(2) The Department of Student Affairs notifies the School Directorate of the lists of regular and substitute students who want to continue the Optional Foreign Language Preparatory Programme.

(3) The relevant faculties, institutes, colleges or vocational schools where the students are enrolled forward the eligibility of the applications to the Student Affairs Department.

(4) Students enrolled in the Optional Foreign Language Preparatory Programme can only leave the preparatory class by submitting a petition to the Faculty / Institute / School where they are enrolled within the fall semester add-drop week specified in the academic calendar. Students who do not apply within this period are obliged to continue the preparatory programme. The student who wants to leave cannot start the associate degree, undergraduate or graduate programme before the next academic year.

(5) The status of the students who will leave is notified to the School Directorate by the faculty, institute, college or vocational school where they are enrolled.

PART THREE

Education Programme and Duration, Attendance, Success and failure, Common Foreign Language

Exemption

Education Programme and Duration,

ARTICLE 7- (1) The provisions of Altınbaş University School of Foreign Languages Preparatory Programme Regulation regarding the evaluation of the education programme and exams to be conducted in the Optional Foreign Language Preparatory Programme are applied.

(2) The Optional Foreign Language Preparatory Programme consists of a modular system. One academic year consists of four consecutive modules.

(3) Students enrolled in the Optional Foreign Language Preparatory Programme are subject to the principles regarding the education carried out within the scope of the English preparatory programme carried out in the Basic English Department of the School of Foreign Languages.

(4) The time spent in the Optional Foreign Language Preparatory Programme is not included in the maximum period of study.

(5) The Optional Foreign Language Preparatory Programme is continued for a maximum of one year and cannot be repeated.

Compulsory attendance

ARTICLE 8- (1) Students are required to attend 80% of the courses in the Optional Foreign Language Preparatory Programme.

(2) Students who do not fulfil the attendance requirement in the Optional Foreign Language Preparatory Programme cannot take the preparatory education exams and are deemed to have given up the preparatory education and their registrations are deleted at the end of the programme. Students who are deregistered from the preparatory programme in this way can only start the associate, undergraduate or graduate programme they are enrolled in the next academic year.

Success and failure status

ARTICLE 9- (1) The relevant provisions of Altınbaş University School of Foreign Languages Preparatory Programme Regulation are applied in determining the success score and status of the students attending the Optional Foreign Language Preparatory Programme.

(2) In order for the student to be considered successful in the Optional Foreign Language Preparatory Programme, the year-end achievement score must be at least 60 out of 100.

(3) Students who attend the Optional Foreign Language Preparatory Programme for one year and are successful or unsuccessful, or who have not fulfilled the attendance requirement, continue their associate, undergraduate or graduate programmes.

(4) Students who succeed in the Optional Foreign Language Preparatory Programme at the B2 level are exempted from the compulsory English courses in undergraduate and associate degree programmes.

(5) Students who are successful in the Optional Foreign Language Preparatory Programme are given a document by the School stating that they attended the foreign language preparatory class and were successful. The foreign language proficiency level is indicated in the document.

Common Foreign Language Exemption

ARTICLE 10- (1) Undergraduate, undergraduate and graduate students who fail the Optional Foreign Language Preparatory Programme due to absenteeism or who fulfil the attendance requirement but fail, are required to take the Compulsory Foreign Language Courses in the education plans of the programmes they are enrolled in. Students who do not want to take these courses can take the exemption exam for the relevant courses.

PART FOUR

Cases where there is no provision in the Directive, Effectiveness and

Execution Cases where there is no provision in the Directive

ARTICLE 11 - (1) In cases where there is no provision in this D i r e c t i v e , in Higher Education Institutions The provisions of the Regulation on the Principles Regarding Foreign Language Teaching and Teaching in Foreign Languages and Altınbaş University School of Foreign Languages Preparatory Programme Regulation are applied.

Enforcement

ARTICLE 12 - (1) The provisions of this Directive enter into force on the date of its adoption by the Senate.

Execution

ARTICLE 13 - (1) This Directive is executed by the Rector.

Legal Basis on which the Directive came into force

Relevant Board	Decision Date	Number of Decision	Decision Item
Senate	24.09.2021	2021/13	5
Board of Trustees	13.01.2022	2022/01	14

Legal Basis for the Amendment to the Directive

Relevant Board	Decision Date	Number of Decision	Decision Item