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**REGULATION**

**REGULATION FOR  
ALTINBAŞ UNIVERSITY TURKISH PREPARATORY PROGRAMME**

**PART I**

**Objective, Scope, Legal Basis and Definitions**

**Objective**

**ARTICLE 1** – (1) The objective of this Regulation is to set forth rules and principles governing Turkish language education offered by Altınbaş University School of Foreign Languages Basic Turkish Department.

**Scope**

**ARTICLE 2** – (1) This Regulation covers provisions governing Turkish language education and examinations offered and administered by Altınbaş University School of Foreign Languages Basic Turkish Department.

**Legal Basis**

**ARTICLE 3** – (1) This Regulation has been drawn up on the basis of Article 14, Article 44 and Article 49 of Turkish Higher Education Act No. 2547 dated November 4<sup>th</sup>, 1981.

**Definitions**

**ARTICLE 4** – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) President: President of Altınbaş University,
- b) Senate: Altınbaş University Senate,
- c) Basic Turkish Department: Altınbaş University School of Foreign Languages Basic Turkish Department,
- ç) University: Altınbaş University,
- d) School of Foreign Languages: Altınbaş University School of Foreign Languages,
- e) Administrative Board: Administrative Board of Altınbaş University School of Foreign Languages.

**PART II**

**Rules and Regulations Governing Turkish Language Education**

**Turkish Language Preparatory Programme**

**ARTICLE 5** – (1) The aim of the Turkish Language preparatory programme, which is offered by AU School of Foreign Languages, is to help international students

newly admitted to associate's, undergraduate and graduate degree programmes that are partially or fully taught in Turkish achieve proficiency in Turkish language so they don't have difficulty understanding Turkish-taught classes.

(2) Students admitted to programmes where all classes are fully taught in English may also apply to Turkish Language preparatory programme.

(3) The duration of Turkish preparatory programme varies depending on the academic calendar which is approved by the University Senate every year. Turkish preparatory programme is offered during the summer period.

### **Turkish proficiency test**

**ARTICLE 6** – (1) International students' (who are admitted to associate, undergraduate and graduate degree programmes fully taught in Turkish) proficiency in Turkish language shall be measured by a proficiency exam administered by AU School of Foreign Languages at the beginning of the new academic year. The passing grade in proficiency exam is determined by the Senate upon recommendation from academic new year.

(2) The students meeting the requirements stated below may be exempted from sitting the Turkish proficiency and placement exam providing that they present the required documentation within the add/drop period at the beginning of each semester:

a) Having attended for a period of at least three years before graduation a high school in a country where Turkish language, also referred to as Istanbul Turkish or Turkey Turkish, is used as medium of instruction and is spoken as native tongue.

b) Having achieved a passing score in a centrally-administered Turkish language examination recognized by Turkish Council of Higher Education and/or having achieved a passing score determined by the University Senate in an internationally-administered Turkish language examination which equivalency is recognized by Turkish Council of Higher Education.

c) Having achieved a passing score required by the Senate in international foreign language tests recognized as equivalent by the Senate,

ç) Having successfully completed a Turkish preparatory programme offered by a national or international university which are recognised as equivalent by Turkish Council of Higher Education, and being able to present documents issued within the last 3 years proving that you have completed the relevant programme. The documents you will submit shall be subject to an evaluation by the School of Foreign Languages Administrative Board.

(3) School of Foreign Languages Administrative Board will take into account the validity period of the examinations governed by the clause (b) of the sub-article (2) in order for the scores obtained by students in the said examinations can be considered for evaluation. In case the validity period is not indicated, an expiry date will be set by the Turkish Council of Higher Education.

(4) Enrolment requirements for graduate students in preparatory programme shall be determined by the Department of Basic Turkish.

### **Turkish Placement Test**

**ARTICLE 7** – (1) School of Foreign Languages shall administer a Turkish language skills placement test to determine students' language level and proficiency. Students shall be sorted into groups based on the scores they have obtained in the placement test. The Department of Basic Turkish shall set groups' weekly class schedule and group switching rules at the beginning of each academic year.

### **Duration of study**

**ARTICLE 8** – (1) The regular duration of studies in Turkish preparatory programme is two semesters. Associate's degree, undergraduate and graduate degree students who fail to complete preparatory programme in two semesters may re-enroll in the programme for two more semesters.

(2) Associate's degree, undergraduate and graduate degree students who have failed to complete the Turkish preparatory programme after two years of study, thus acquired the right to re-enroll in the University may enroll again in the preparatory programme.

### **Class attendance**

**ARTICLE 9** – (1) Class attendance is mandatory in the Turkish preparatory programme. Students shall be responsible for achieving the attendance rate required by the Department of Basic Turkish which is 80%. Students who do not attend classes regularly without an excuse deemed acceptable by the Department Chair shall be deemed to have failed the programme.

### **Assessment, academic standing and compulsory attendance**

**ARTICLE 10** – (1) The academic standing of students attending the Turkish preparatory programme shall be measured by a proficiency test. Internationally recognised language examinations shall not supersede the language proficiency test administered by Altınbaş University; however, the Senate reserves its right to recognise or not the equivalency of international language examinations as per the sub-article 2 of the Article 6 set forth herein. Requirements for taking the Turkish proficiency test shall be set by the Department of Basic Turkish and announced to the students at the beginning of the academic year. B2 level students in the Turkish Preparatory Programme shall be deemed to have completed their preparatory studies provided that they can successfully pass the Turkish proficiency test to be administered at the end of the first semester.

(2) The Department of Basic Turkish shall determine the terms and conditions regarding students' (who have failed the preparatory programme at the end of two years) attendance to the summer school and the Turkish proficiency test to be administered at the end of the summer school as well as unsuccessful students' attendance to the preparatory programme next year.

(3) Students who have studied the Turkish preparatory programme for two years but failed the proficiency test shall be granted an unlimited right to sit foreign language proficiency test which is given to newly enrolled students at the end of each semester, provided that they re-register. In order to take a proficiency test, students are required to submit a petition to the Registrar's Office at least one week before the examination date and pay fees determined by the University. The abovementioned students shall not be entitled to any other student rights except for unlimited re-takes.

(4) Students who optionally enroll in Turkish preparatory programme may continue with their associate, undergraduate or graduate degree studies at the beginning of the semester even if they fail the preparatory class.

(5) Assessment, success criteria and compulsory attendance shall be determined based on the implementation fundamentals approved by the Administrative Board.

### **Leave of absence**

**ARTICLE 11** – (1) Turkish preparatory programme students may be granted a leave of absence in accordance with the provisions set forth in the Article 25 of Altınbaş

University Academic Rules and Regulations published in the Official Gazette No. 27967 of June 17, 2011.

(2) Students who have taken one year leave from the University may enter the proficiency test to be given at the beginning of next academic year. Students who fail the test reserve the right to continue to attend the Turkish preparatory programme.

### **PART III** **Miscellaneous and Final Provisions**

#### **Situations that are not covered by this regulation**

**ARTICLE 12** – (1) The provisions of the Regulation for Foreign Language Teaching in Higher Education Institutions and Foreign Language-Medium Instruction published in Official Gazette No. 29662 of March 23, 2016 shall apply to situations that are not covered by this Regulation.

#### **Effective Date**

**ARTICLE 13** – (1) This regulation shall become effective the day following its publication.

#### **Execution**

**ARTICLE 14** – (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.