

BAHÇEŞEHİR UNIVERSITY ENGLISH PREPARATORY PROGRAM EDUCATION AND TRAINING REGULATION

CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the principles concerning the English Preparatory Program conducted at Bahçeşehir University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions concerning the education and training and examinations of the English Preparatory Program that students admitted to the associate degree, undergraduate, and graduate programs of Bahçeşehir University are required to attend.

Basis

ARTICLE 3 – (1) This Regulation has been prepared on the basis of Article 49 of the Higher Education Law No. 2547 dated November 4, 1981 and Additional Article 47 of the Law No. 2809 on the Organization of Higher Education Institutions dated March 28, 1983.

Definitions

ARTICLE 4 – (1) In this Regulation:

- a) Program Directorate: refers to the Directorate of the English Preparatory Program of Bahçeşehir University,
- b) President: refers to the President of Bahçeşehir University,
- c) Senate: refers to the Senate of Bahçeşehir University,
- ç) University: refers to Bahçeşehir University,
- d) Administrative Board: refers to the administrative boards of the faculties, vocational schools, and institutes within Bahçeşehir University.

CHAPTER TWO

Preparatory Program and Assessment

English Preparatory Program

ARTICLE 5 – (1) The purpose of the English Preparatory Program is to bring the English proficiency of students newly admitted to associate degree, undergraduate, and graduate programs to a level that will enable them to follow the courses offered at the University.

(2) Education in the English Preparatory Program shall be provided in the form of preparatory classes, summer school, and support classes. The duration of education shall be determined by the academic calendar approved by the Senate each year.

English Proficiency Examination

ARTICLE 6 – (1) The English proficiency of students newly admitted to associate degree, undergraduate, and graduate programs shall be determined by the proficiency examination prepared and administered by the Program Directorate at the beginning of the academic year. The minimum passing score on the proficiency examination shall be 50% for associate degree students, 60% for undergraduate students, 65% for master's students, and 70% for doctoral students. **(Added sentence: Official Gazette dated July 8, 2020 and numbered 31179)** The specified passing scores are minimum scores, and the University Senate shall be authorized to increase them on a program basis.

(2) At the associate degree and undergraduate levels, students who are successful in the proficiency examination, students transferring from higher education institutions where the language of instruction is entirely English, students who have successfully completed the preparatory class of another higher education institution within the last three academic years, and students who have obtained the score determined by the Senate in international language examinations such as TOEFL and IELTS whose equivalency is recognized by the Senate may register for the department to which they have been admitted. Students who do not meet these conditions shall register for the English Preparatory Program.

(3) The conditions for graduate students to register for the preparatory class shall be determined by the Program Directorate.

Placement Examination

ARTICLE 7 – (1) The groups in which students in the English Preparatory Program shall receive education shall be determined according to the results of the proficiency examination and the placement examination prepared and administered by the Program Directorate. The weekly course hours of the groups and the rules for changing groups shall be determined by the Program Directorate at the beginning of each academic year.

Duration of Education

ARTICLE 8 – (1) The duration of education in the English Preparatory Program shall be a maximum of two semesters.

(2) Associate degree and undergraduate students who have previously studied in the English Preparatory Program for two years and were unsuccessful and who subsequently become entitled to re-enroll through the Student Selection Examination or the Examination for Foreign Students may re-enroll in the English Preparatory Program.

(3) Undergraduate students whose enrollment at the University has been terminated because they failed to achieve the required grade point average despite fulfilling their course attendance requirements shall be entitled to take the proficiency examinations to be held on the dates specified in the academic calendar for a period of three years. No make-up examination shall be administered for those who do not take these examinations. Students taking these examinations may not benefit from student rights. In order to take the examinations, candidates shall be required to submit a petition to the Directorate of Student Affairs by the date specified in the academic calendar determined by the Senate.

Attendance

ARTICLE 9 – (1) Attendance at classes in the English Preparatory Program is mandatory. Students shall be required to attend the classes of the group in which they are placed at the attendance rate determined by the Program Directorate, provided that their total absence does not exceed 20 class hours. Students who fail to fulfill the attendance requirement without an excuse accepted by the Program Directorate shall be deemed unsuccessful in the group in which they are placed.

Success and Assessment

ARTICLE 10 – (1) The academic achievement status of students in the English Preparatory Program shall be determined by the proficiency examination. The conditions required to take the proficiency examination shall be determined by the Program Directorate. Associate degree and undergraduate students in the advanced-level groups of the English Preparatory Program who are successful at the end of the first semester shall take first-year English courses in the second semester. Graduate students who are successful at the end of the first semester shall enroll in the programs to which they have been admitted. Those who are unsuccessful in the examination shall continue their education in the English Preparatory Program.

(2) **(Amended: Official Gazette dated April 11, 2011 and numbered 27902)** The conditions for students in the English Preparatory Program who are unsuccessful at the end of the academic year to attend summer school and take the proficiency examination at the end of summer school shall be determined by the Program Directorate. Students who are unsuccessful in the proficiency examination administered at the end of the academic year and/or at the end of summer school may take the proficiency examination administered at the beginning of the following academic year together with newly enrolled students. The conditions under which unsuccessful students in the English Preparatory Program may attend support classes in the following academic year shall be determined by the Program Directorate. Graduate students may also attend support classes.

(3) Among unsuccessful students in the English Preparatory Program, the enrollment at the University of those who are not granted the right to attend support classes in the following academic year and those who are unsuccessful in the proficiency examination administered during the support classes or at the beginning of the following academic year shall be terminated. However, students enrolled in associate degree programs may enroll in the first year after the support classes, provided that they successfully pass the proficiency examination before completing their education.

(4) The minimum passing score on the proficiency examinations referred to in the first, second, and third paragraphs of this Article shall be 50% for associate degree students, 60% for undergraduate students, 65% for master's students, and 70% for doctoral students.

Leave of Absence

ARTICLE 11 – (1) Students enrolled in the English Preparatory Program shall not be granted a leave of absence for a semester.

(2) Students enrolled in the English Preparatory Program who apply for a one-year leave of absence and have valid reasons may be granted such leave only once, by decision of the relevant Administrative Board and with the approval of the President. The valid reasons for which students may be granted leave, provided that they are documented, are as follows:

a) Having a medical report due to illness or health-related reasons,
b) Having been called up for military service as a result of the deferment or postponement of military service procedures not being carried out due to compelling reasons,
c) The occurrence of financial or family-related circumstances that prevent the student from maintaining their livelihood, or circumstances involving death, natural disaster, or similar unforeseen events,

ç) Having been assigned to study abroad or to undertake an assignment related to their education,

d) The existence of circumstances involving a final conviction pursuant to general provisions or penalties other than permanent suspension or expulsion from higher education institutions pursuant to the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated January 13, 1985 and numbered 18634.

(3) Students who are granted a one-year leave of absence may take the proficiency examination administered at the beginning of the following academic year together with newly enrolled students. Students who are unsuccessful in the examination shall retain their right to continue in the English Preparatory Program.

CHAPTER THREE

Miscellaneous and Final Provisions

Matters Not Provided For

ARTICLE 12 – (1) In matters not provided for in this Regulation, the provisions of the Regulation on the Principles to Be Followed in Foreign Language Education and Training and Education and Training in a Foreign Language at Higher Education Institutions, published in the Official Gazette dated April 1, 1996 and numbered 22598, and other relevant legislation shall apply.

Repealed Regulation

ARTICLE 13 – (1) The Bahçeşehir University English Preparatory Program Education and Examination Regulation, published in the Official Gazette dated November 5, 2003 and numbered 25280, is hereby repealed.

Entry into Force

ARTICLE 14 – (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 15 – (1) The provisions of this Regulation shall be executed by the President of Bahçeşehir University.

	Official Gazette in Which the Regulation Was Published	
	Date	Number
	3/10/2008	27013
	Official Gazettes in Which the Regulations Amending This Regulation Were Published	
	Date	Number
	1. 11/4/2011	27902
	2. 8/7/2020	31179