

**İZMİR INSTITUTE OF TECHNOLOGY
SCHOOL OF FOREIGN LANGUAGES
BASIC ENGLISH DEPARTMENT
PREPARATORY CLASS REGULATION**

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose of this Regulation; İzmir Institute of Technology, School of Foreign Languages, Department of Basic English is to regulate the principles regarding the education and examinations carried out in the preparatory class.

(2) This Regulation; It covers the provisions regarding the education and exams conducted in the preparatory class of the İzmir Institute of Technology, School of Foreign Languages, Department of Basic English.

Basis

ARTICLE 2 – (1) This Regulation has been prepared on the basis of Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definition

ARTICLE 3 – (1) In this Regulation;

- a) Institute: İzmir Institute of Technology,
- b) Preparatory class: İzmir Institute of Technology, School of Foreign Languages, Department of Basic English preparatory class,
- c) KPDS: Public Personnel Foreign Language Proficiency Exam,
- ç) Undergraduate: Higher education covering a program of at least eight semesters,
- d) Postgraduate: Graduate and doctorate education,
- e) Rector: Rector of İzmir Institute of Technology,
- f) SBS: Placement Exam,
- g) Senate: İzmir Institute of Technology Senate,
- ğ) TOEFL: Test of English As a Foreign Language,
- h) ÜDS: Interuniversity Board Foreign Language Exam,
- ı) Administrative Board: School of Foreign Languages Administrative Board,
- i) School of Higher Education (YDYO): İzmir Institute of Technology, School of Foreign Languages means.

SECOND PART

Principles Regarding Education and Training

Purpose of preparatory class education

ARTICLE 4 – (1) The purpose of the preparatory class education is to measure the English knowledge of the students admitted to the Institute, to determine the scope of the English preparatory education they will receive, and to bring their education and training in undergraduate and graduate programs to a level that can continue in English.

Being exempt from English placement test and preparatory class

ARTICLE 5 – (1) Those who have completed preparatory education and SBS, and those who have completed their secondary education in at least the last three years in a country where English is spoken as their mother tongue, in the educational institutions of the citizens of that country, to determine the minimum foreign language level required for foreigners to have higher education in countries where English is spoken as their mother tongue. Those who are successful in exams such as TOEFL with the score determined by the Senate out of 100 full points, or those who get the score determined by the Senate in one of the exams such as KPDS and ÜDS conducted by the Measurement, Selection and Placement Center (ÖSYM), and those who were placed again in the Institute while studying in a department of the Institute, can enroll in the department they won. The validity of these exam results is for the last three years. (2) SBS can be done in single or multi-stage.

The method of application of this exam is decided by the School Directorate. In SBS, the pass grade is 60% and above.

(3) Undergraduate and graduate students can submit their documents and be exempt from preparatory class education, even if they are absent, if they get a passing grade in the exams whose equivalence has been accepted.

(4) The grade range of the courses and the weekly course load of the courses in which the students who get a passing grade below 60% from the SBS in September will be determined by the School Directorate, provided that they are not less than 20 hours. If students apply with a petition within the first two weeks of the academic year, exchanges between courses or classes can be made by the Higher School Directorate by taking the opinion of the instructors.

(5) Students who achieve 90% or more in September SBS are exempted from compulsory foreign language courses in accordance with subparagraph (i) of the first paragraph of Article 5 of the Law No. 2547.

(6) Those who have applied to any postgraduate program in the institute within two academic years at most from the date of graduation from the departments of higher education institutions that provide education in 100% English are exempt from preparatory education.

(7) Applying to any graduate program at the Institute; Those who successfully pass the preparatory class and then apply to a master's program within a maximum of two academic years are exempt from the preparatory education.

(8) The English level of the students who come to the Graduate School with lateral transfer is determined by the School, upon the request of the Registrar's Office. Transfer students coming from a department whose medium of instruction is 100% English are exempted from preparatory education and enroll in their departments.

Education time

ARTICLE 6 – (1) (Amended: OG-10/1/2022-31715) (2) The education period of undergraduate and graduate students in the preparatory class is 2 (two) academic years.

(2) (Amended: OG-10/1/2022-31715)(2) Students who cannot successfully complete their education within the maximum period of time are dismissed from the program. Without benefiting from student rights, the procedure is applied according to the following provisions:

a) Undergraduate and graduate students, if they apply, can take the September placement test held at the beginning of each academic year by the School of Foreign Languages for three academic years from the date of dismissal.

b) Undergraduate and graduate students who have been dismissed can submit language documents showing that they have been successful in national and international exams whose equivalence is accepted by the Senate, if their exam rights continue.

(3) A student enrolled in an undergraduate program taught in a foreign language; If he/she fails in the final exam held at the end of the second semester despite attending the foreign language preparatory class, he/she is placed in an equivalent program in another university or institute whose language of instruction is Turkish, if there is no equivalent program, by OSYM, upon his request. However, for this, as of the year of enrolment, the student's entrance score to the Institute must not be lower than the base score required to enrol in the program in which he or she will be placed.

Attendance status

ARTICLE 7 – (1) Attendance to classes is compulsory in the Department of Basic English. Students are obliged to attend 85% of the classes of the class they are in. Students who do not meet the attendance requirement are considered unsuccessful and cannot take the final exam.

Achievement and evaluation

ARTICLE 8 – (1) The success of the preparatory class students is determined by summing the final and yearly success grades in the following ratios. For the student to be considered successful, the grade obtained by adding 60% of the year's success grade at the rates specified below, provided that the total is at least 60, and 40%, provided that the final grade is at least 50, must be 60.

(2) (Amended paragraph: OG-1/3/2021-31410) (1) Success grade during the year; It is calculated by adding 70% of midterm exams, 20% of quizzes and 10% of in-class success grade. Of these;

a) (Amended: RG-1/3/2021-31410)(1) The required number of midterm exams, at least one, is held in each semester.

b) Quizzes are short-term exams and are given in the required number of times each semester.

c) In order for students to take the final exam, their grades must be at least 60 during the year.

d) Grades with a fraction of 0.50 or more in the exams are completed to the next full score.

Grades

ARTICLE 9 – (1) Students who achieve at least 60% success as a result of the end-of-year achievement evaluation receive a passing grade, S.

(2) Not passing grades and their definitions are:

a) U: Fail in SBS.

b) U1: Absent, not entitled to take the final exam.

c) U2: He continued; he did not take the final exam even though his grade was sufficient during the year.

d) U3: He took the final exam and failed.

d) U4: He took the Summer School exam, he was unsuccessful.

e) U5: The average success rate during the year was not enough and he did not get the right to take the final exam.

(3) The grades obtained by the students in the exams and/or the codes defined above corresponding to these grades are announced to the students.

Excuses

ARTICLE 10 – (1) Students; If they document their justified and valid reasons and apply to the School Directorate with a petition within three working days at the latest from the date of the exam, the Board of Directors decides that they will be deemed excused in the final and midterm exams. After this period, excuse applications will not be processed.

(2) Reported days/days and the hours when the student is examined in the health services unit or other health institutions are counted as absenteeism. A make-up exam is held for students who cannot attend the final exam or any midterm exam due to their excuses and whose excuses are accepted by the Board of Directors.

(3) Make-up exam is not opened for SBS.

Admission conditions for placement and end-of-year exams

ARTICLE 11 (Amended:OJ-10/1/2022-31715)(2)

(1) The principles regarding the SBS and final exams held in the Basic English Department preparatory class are as follows:

a) January placement test; Graduate students who are registered to SFL and fulfill their attendance obligation, graduate students who are on leave for one year for various reasons, and candidates who are accepted to graduate programs at the Graduate School for the Spring semester can enter.

b) July placement test; All undergraduate and graduate students who are registered to SFL and fulfill their attendance obligation, students who are on leave for one year for various reasons, and candidates who are accepted to graduate programs in the Graduate School for the Fall semester can enter.

c) September placement test; Newly registered undergraduate and graduate students, all undergraduate and graduate students enrolled in SFL without any obligation to attend, and students who are on leave for one year for various reasons can enter.

ç) To the final exam; Students who have fulfilled their attendance obligation and have an average of 60 and above during the year can enter. Students who are on leave for one year for various reasons cannot take the final exam of the year they are on leave.

d) The dates of the final exam and placement test to be held in the preparatory class are decided by the Senate and announced in the academic calendar.

Objection to the exam result

ARTICLE 12 – (1) Students can file an objection to material errors by applying in writing to the School Directorate within seven working days following the announcement of the exam results. A commission is established by the School Director within one week following the expiry of the

deadline for objections, the exam papers are examined, and if material errors are detected, it is concluded with the decision of the Board of Directors by taking the opinion of the relevant course supervisor.

Being allowed

ARTICLE 13 – (1) Preparatory class undergraduate and graduate students can take a one-year leave to return to the Institute. Those who apply for leave with valid reasons can be granted leave with the decision of the School Administrative Board. The conditions for being allowed are as follows:

a) Students can be given sick leave for one year, provided that it is documented with a medical report covering the period that will require one year leave.

b) If the students are drafted as a result of the compulsory reasons for postponement or deferral of dispatch, military service leave may be granted during the military service period.

c) Leave may be granted in cases of death, natural disaster or similar situations that occur unexpectedly for the student and affect his/her livelihood.

ç) Students may be granted leave to study abroad or if they are assigned with regard to their education.

Suspended student status

ARTICLE 14 – (Repealed:RG-10/1/2022-31715)⁽²⁾

THIRD PART

Miscellaneous and Final Provisions

Repealed regulation

ARTICLE 15 – (1) Izmir Institute of Technology Foreign Languages Department Preparatory Class Regulation published in the Official newspaper dated 20/5/2009 and numbered 27233 has been repealed.

Cases where there is no provision

ARTICLE 16 – (Amended:RG-10/1/2022-31715)⁽²⁾

(1) In cases where there is no provision in this Regulation; The Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be Followed in Teaching in a Foreign Language, published in the Official newspaper dated 23/3/2016 and numbered 29662, and other relevant legislation provisions and Senate decisions are applied.

Force

ARTICLE 17 – (1) This Regulation enters into force on the date of its publication.

Executive

ARTICLE 18 – (1) The provisions of this regulation are executed by the Rector of Izmir Institute of Technology.

(1) This amendment enters into force on the date of its publication, effective from the beginning of the 2020-2021 academic year.

(2) This amendment enters into force on the date of publication, to be effective from the beginning of the 2021-2022 academic year.

	The Official Newspaper in which the Regulation was Published	
	Date	Number
	31/5/2012	28309
	The Official Newspapers in which the Regulations Amending the Regulations Are Published	
	Date	Number
1.	1/3/2021	31410
2.	10/1/2022	31715