

**ATILIM UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
REGULATIONS ON EDUCATION AND EXAMINATION**

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) These Regulations aim to regulate the procedures and principles to be implemented for preparatory foreign language education and compulsory or elective foreign language education at Atılım University.

Scope

ARTICLE 2 - (1) These Regulations cover the procedures and principles to be implemented for preparatory foreign language education and compulsory or elective foreign language education at Atılım University.

Basis

ARTICLE 3 - (1) Paragraph (i) of Article 5 and Article 49 of Higher Education Law no. 2547 constitute the basis for these Regulations.

Definitions

ARTICLE 4 - (1) The definitions for the terms in these Regulations are as follows:

a) **(Amendment: RG-12/11/2017-30238)** Supporting Program: The compulsory supporting level training offered to students having successfully completed the D, C, B, A levels with extra time until the proficiency exam, or those having failed the proficiency exam, until their next exam.

b) Optional Preparatory Foreign Language Program: The optional foreign language education offered to students before their first semester in their program that is completely in Turkish,

c) Education Partially in a Foreign Language: Education programs where 30% of the total credit hours of the courses are offered in a foreign language,

ç) **(Amendment: RG-12/11/2017-30238)** Levels: English education at different levels, consisting of D, C, B, A, and the compulsory supporting program,

d) Department of Modern Languages: Atılım University School of Foreign Languages Department of Modern Languages,

e) President: The President of Atılım University,

f) Elective Foreign Language Course: The elective course in a foreign language that a student may take within the framework of their course program and course load, if the course is included in their course program,

g) Senate: The University Senate,

ğ) Level Assessment Exam: The exam to determine the level of English education to take under the Preparatory School by newly registered students.

h) Department of Basic English: Atılım University School of Foreign Languages Department of Basic English,

ı) University: Atılım University,

i) Preparatory English Program: The Preparatory English Program by the Department of Basic English of Atılım University School of Foreign Languages,

j) Education in a Foreign Language: Education offered completely in a foreign language,

k) School of Foreign Languages: Atılım University School of Foreign Languages,

l) Proficiency Exam: The examination to determine whether a newly-registered student of Atılım University shall be exempted from the preparatory foreign language program, and in the case of no exemptions, to determine whether the student in question, having successfully completed all levels including the final "A" level of the preparatory program, has acquired the foreign language skills required by the associate, undergraduate or graduate degree program of their registration; on the dates announced in advance on the academic calendar.

m) YÖK: The Council of Higher Education,

n) Compulsory English Course: The compulsory course in English as per Paragraph (ı) of Paragraph 1 of Article 5 of Law no. 2547 for the students registered in the University.

SECTION TWO

Principles of Education at the Department of Basic English

Preparatory Foreign Language Program

ARTICLE 5 - (1) The aim of the preparatory foreign language program is to bring the English levels of newly registered students under Associate, Undergraduate and Graduate Degree programs completely or partially in English to a point where they become able to follow the courses at the University, and to help them graduate having acquired the language skills relevant to their fields.

(2) Newly registered students of associate, undergraduate and graduate degree programs partially or completely in English are required to participate in the preparatory English program and complete the program successfully, excluding those succeeding in or exempted from level assessment and/or exemption exams. Preparatory English courses are optional for the students enrolling in programs in Turkish.

(3) The Preparatory Foreign Language Program consists of 20 to 30 hours of course work per week, and 4 different levels as D, C, B, A: with D (Level 1) being the lowest, and A (Level 4) being the highest, with respect to their difficulty.

(4) The Foreign Language Program comes with an English Level Assessment Exam held at the beginning of each academic year. Students ranking in the levels D, C and B, as well as those deemed to be in Level A, have failed in the exam and are to start their preparatory education at Level A, start their preparatory English program at levels corresponding to their skills. The Senate determines the period of study for each semester upon the suggestion by the School Board. Students are required to complete every level starting from the one where they began the preparatory program, including Level A.

(5) Students of the preparatory English program having successfully completed Level A before their semester ends are to take the first proficiency test after level completion. However, they are to join a supporting program while they wait for the proficiency exam. Participation and attendance in the supporting program are compulsory. For these students, 30% of their general success grades obtained in the supporting program, and 70% of their proficiency exam scores constitute the basis for passing grade assessment for the preparatory foreign language program.

(6) The provisions of these Regulations also apply for transfer students of associate, undergraduate, and graduate degree programs in English.

Level Assessment Exam

ARTICLE 6 - (1) Students enrolling in programs completely or partially in English undergo a level assessment exam upon their initial registration to the University. Students ranking at Level A take the proficiency exam as per the academic calendar. Upon passing, students are able to proceed with their associate, undergraduate, and graduate degree programs. Students failing the proficiency exam have their levels assessed in this exam and begin Preparatory English education at their resulting levels.

English proficiency exam

ARTICLE 7 - (1) Proficiency exams for the preparatory English program are performed on the dates announced on the academic calendar, and conditions for participation are determined by the School Management. The minimum passing proficiency exam score is 65/100 for Departments of English Language and Literature, and Translation and Interpretation, and 60/100 for other associate, undergraduate, and graduate degree programs.

(2) Students meeting the conditions below shall be exempted from level assessment and proficiency examinations:

a) Students who, within a maximum of three years prior to their date of enrollment (**Amended statement: RG-9/9/2026-33365**), received and completed their education at secondary education

institutions attended by the citizens of the country in countries where English (the language of instruction) is an official language,

b) Students holding a passing score as determined by the Senate for the central language exams approved and international language exams deemed equivalent by the Higher Education Council,

c) **(Amended: RG-3/10/2022-31972)** Students having completed the preparatory foreign language program at higher education institutions where the medium of education is fully or partially in English.

(3) To take the grades of exams within the scope of Subclause (b) of Paragraph Two into account for evaluation purposes, the validity dates determined by the relevant institutions are taken into consideration. If there are no definite validity periods, the validity periods proposed by the Senate apply, taking into account those of other examinations to constitute an example.

Period of study

ARTICLE 8 - (1) (Amended: RG-6/7/2024-32594) The normal period of study for the preparatory foreign language program is an academic year. Associate, undergraduate, and graduate degree program students unable to succeed in the program after a year continue the preparatory program for another academic year. Students failing the program for two academic years in total are exmatriculated from the University.

(2) Students unable to succeed in the preparatory program despite having registered to associate and undergraduate degree programs partially and completely in English and pursuing education under the preparatory English program in the two years and at the end of the spring or summer semesters are dismissed from the preparatory English program. These students are required to take the proficiency exams for newly registered students in the following academic year. If they succeed in the proficiency exam, they pay their tuition and pursue their program under their Departments. Associate and undergraduate degree students failing in the preparatory English program and are dismissed may register in programs in Turkish at the University. However, upon the request by these students, they may be placed under the programs in Turkish on the condition that their placement scores for the year of registration are not lower than the base scores required to be registered in the program under which they wish to be placed, only once, by the Assessment, Selection and Placement Center.

(3) As per the provision of Paragraph 11 of Article 8 of Regulations on the Procedures regarding Teaching Foreign Languages and Offering Education in Foreign Languages published in the Official Gazette dated 23/3/2016 no. 29662, students having achieved eligibility to take the proficiency exam at the end of their first academic year on the preparatory English program and failing in the exam may continue their preparatory English program at the start of their second academic year; or submit a letter to the School Management, develop their language skills on their own and take the proficiency exam again on the date announced on the academic calendar; or document that they have obtained a passing score as determined by the Senate from central foreign language exams approved, or international language exams deemed equivalent by the Higher Education Council and continue their associate or undergraduate degree program, on the condition that they pay their tuition as determined by the Board of Trustees, and have their registrations renewed.

Attendance

ARTICLE 9 - (1) Students of the preparatory English program are to attend at least 80% of their courses. If they present a certificate of death for the passing of their first-degree relatives, they may be excused up to three days. Students unable to fulfill the attendance requirements for any reason including dismissal as a disciplinary action are not eligible to take midterm exams. As for non-attendance, health reports, including health committee reports, shall not be accepted as a valid excuse, nor shall they alleviate the non-attendance situation and its results. The provisions of this article also apply for the students of the supporting program.

Success and evaluation

ARTICLE 10 – (Amended: RG-2/10/2018-30553)

(1) Student success for the students pursuing the preparatory English program is evaluated with respect to their success grades at their current level. The total of the scores in midterm exams, quizzes and similar studies constitutes the level success grade. The Level Success Grade should be at least 65/100 for Level D, and 60/100 for others, for a student to be deemed successful.

(2) Among the students eligible to take the proficiency exams as per the announcement on the academic calendar, those having scored a GPA of at least 75, having obtained at least 70 from each of the levels taken without breaks or failure at each level from the beginning of the academic year until the exam in question may proceed with their associate, undergraduate or graduate degree programs on the basis of their GPA, without being required to take the proficiency test. Students wishing to take the proficiency test even though they have earned the right detailed above may do so, but in that case, their proficiency exam results constitute their success.

(3) **(Added: RG-9/9/2026-33365)** Pursuant to Article 44, Paragraph (c) of Law no. 2547; students whose enrollment at the university is terminated due to failure to complete the English preparatory program within the maximum two-year period are granted the right to take the English proficiency exam (APEX) three times within three years from the date of their termination, subject to payment of the exam fee, regardless of the proficiency level they were attending during the final semester of their enrollment in the program. In this context, students eligible to take the exam may not exercise their student rights for the duration of their participation in the exams in question. Students intending to take the exam are required to apply to the School of Foreign Languages by submitting a petition stating their request to participate, no earlier than four weeks and no later than one week prior to the exam date announced in the academic calendar. Students who successfully pass the English proficiency exam (APEX) or a national or international foreign language exam recognized as equivalent by the Senate within a three-year period shall be re-enrolled in the University and resume their studies. The time during which students exercise this examination right is not taken into account in maximum period of study calculations.

Foreign language education in summer

ARTICLE 11 - (1) For students failing in their current level or the proficiency exam at the end of the academic year under the preparatory English program, a summer program for English to last six to eight months may open as per the provisions of Atılım University Regulations on Summer Education published in the Official Gazette dated 16/8/1999 no. 23788. Participation in this program is optional.

(2) Students succeeding in the level which they repeat in the summer program in English earn the right to proceed with an upper level to open in the academic year that follows. Students completing Level A or proceeding with the supporting program in summer after failing their previous proficiency test are given the right to take the proficiency test at the end of this program. Students passing the exam are then able to proceed with their associate, undergraduate, or graduate programs. The right to take the proficiency exam at the start of the academic year for the students failing the proficiency exam is reserved.

(3) In addition to the provisions of these Regulations, those of Atılım University Summer School Regulations apply for the students of the summer program for English.

(4) The English summer school program is a paid service, and students are to pay the fee determined by the Board of Trustees every year to participate.

Excuses

ARTICLE 12 - (1) When students unable to take their midterm exams due to a disease or a reason deemed valid by the School Executive Board deliver their reports from official health care institutions or private hospitals, or other documents that document their excuses to the Directorate of the School of Foreign Languages within three days after their excused period ends, they may only take the make-up exams opened for midterms. No individual make-up exams are held for internship exams. If students take any exams during their excused period, their grades are deemed invalid.

Objecting to examination results

ARTICLE 13 - (1) Students may object to material errors in their grades by submitting a letter to the School Management within three days after the grades are announced. Upon receiving the objection, the School Management investigates the situation and when a material error is detected, it shall be corrected, and the investigation results are announced to the student.

Optional preparatory foreign language program

ARTICLE 14 - (1) Students registered to programs in Turkish may choose to proceed with the preparatory English program before the first semester of the program of their registration.

(2) Scholarship students choosing to continue with the preparatory English program are required to pay the tuition fee for the preparatory program.

(3) Students having chosen to continue the preparatory English program and failing their exams shall not be dismissed from the University. Even if these students have failed in the proficiency tests performed at the end of the second or fourth semester of the academic year, they may continue with the associate, undergraduate, and graduate degree program for which they have placement rights. Students continuing the preparatory foreign language program and failing in the exams may not request to leave the preparatory program and proceed with their own associate, undergraduate or graduate programs at the end of the first and/or third semester(s) of the academic year.

SECTION THREE

Department of Modern Languages

Compulsory and elective foreign language courses

ARTICLE 15 - (1) The Department of Modern Languages opens compulsory or elective courses to grant the students of the Schools and the Graduate Schools of the University with, and develop, the foreign language skills required in their program and in their professional life after their graduation.

(2) These Courses are for:

- a) Students of departments not subjected to compulsory preparatory school courses,
- b) Students proceeding with their program after having completed their compulsory education in English successfully,
- c) Students who have succeeded in or been exempted from the foreign language proficiency test among newly registered students of Schools or Graduate Schools subjected to compulsory preparatory courses.

(3) The compulsory foreign language courses within the scope of Subclause (i) of Paragraph One of Article 5 of the Law on Higher Education no. 2547 may be offered remotely. In this case, Higher Education Council Principles and Procedures on Distance Education determined by YÖK shall apply.

(4) Course schedules, exams, exam dates of compulsory and elective courses opened by Schools are prepared and implemented by the School of Foreign Languages Department of Modern Languages in line with the academic calendar of the University. Exams may take place on Saturday or Sunday, excluding religious or national holidays.

(5) Midterms and studies throughout the semester constitute 50-65% assessment grades, whereas final examination grades constitute 35-40%, depending on the courses.

(6) The criteria for exemption are determined upon Senate resolution.

SECTION FOUR

Miscellaneous and Final Provisions

Cases not included

ARTICLE 16 - (1) For the cases not included in these regulations, University regulations, resolutions of the Board of Trustees or the Senate, as well as the provisions of YÖK resolutions and regulations shall apply.

Repealed regulations

ARTICLE 17 – (1) Atılım University Regulations on the Preparatory English School published on the Official Gazette dated 17/1/2012 and numbered 28176 have been repealed.

Transitional provisions

PROVISIONAL ARTICLE 1 - (1) Students subjected to Atılım University Regulations on the Preparatory English School published on the Official Gazette dated 17/1/2012 and numbered 28176 shall continue their education in the academic year of 2016-2017 in line with the provisions of these Regulations with their levels determined with respect to their current levels.

Distance Education

PROVISIONAL ARTICLE 2 - (Added: RG-12/7/2020-31183)

(1) Within the scope of the decree on the implementation of distance education for the Spring of 2019-2020 at higher education institutions resolved by the Council of Higher Education in relation to the pandemic caused by the Covid-19 virus also detected in our country, the Senate is authorized to determine the terms and conditions regarding the academic activities and examination procedures regarding the students who are currently pursuing their associate and undergraduate degrees.

(2) The articles of this Regulation do not apply for the topics in the fields also regulated by the Senate as per the Paragraph above. For areas over which the Senate has not ruled, this Regulation shall remain in effect.

(3) Distance education is subject to the decree of the Senate if it continues, with courses and examination procedures taking place accordingly.

(4) The procedures and principles to be determined by the Senate in accordance with the above paragraphs cover all students who attend a foreign language preparatory program, whether compulsory or optional.

Effective Date

ARTICLE 18 – (1) These Regulations hereby come into effect as of the Academic Year of 2016-2017.

Execution

ARTICLE 19 - (1) These Regulations are executed by the President of Atılım University.

	The Regulations were published in the Official Gazette	
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	12/1/2017	29946
	The Regulations amending the Regulations were published in the Official Gazettes	
	Date	no.
	12/11/2017	30238
1	12/11/2017	30238
2	2/10/2018	30553
3	12/7/2020	31183
4	3/10/2022	31972
5	6/7/2024	32594
6	9/9/2026	33365