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DIRECTIVE

KARADENİZ TECHNICAL UNIVERSITY THE SCHOOL OF FOREIGN LANGUAGES IMPLEMENTATION DIRECTIVE

PART ONE

Goal , Content, Basis and Definitions

Goal

ARTICLE 1 - (1) This Directive, sets the education and training principles to be applied in Karadeniz Technical University School of Foreign Languages, department of Basic English (foreign language preparation) and department of modern languages.

Content

ARTICLE 2 - (1) This Directive covers the regulations regarding optional and compulsory foreign language preparatory education organized and carried out by Karadeniz Technical University School of Foreign Languages.

(2) Preparatory Departments of English Language and Literature and Russian Language and Literature run by the Faculty of Letters are not subject to this Directive.

Basis

ARTICLE 3 - (1) This Directive has been prepared on the basis of the Higher Education Law No. 2547 and the Regulations of the Presidency of the Higher Education Board on Foreign Language Teaching in Higher Education Institutions and the Principles to be followed in teaching in a foreign language.

Definitions

Article 4 – In this Directive the following refer to;

- University: Karadeniz Technical University (KTU),
- University Administrative Board: Karadeniz Technical University Administrative Board,
- Rector: Rector of Karadeniz Technical University,
- Senate: Senate of Karadeniz Technical University,
- THE HIGHER SCHOOL: Karadeniz Technical University School of Foreign Languages,
- Administrative Board: Administrative Board of School of Foreign Languages,
- Preparatory Class: Preparatory Class of Foreign Language,
- Administration: ADMINISTRATION OF THE SCHOOL OF

PART TWO

Education and Training Principles

The goal of foreign language teaching

ARTICLE 5 - (1) The goal of foreign language preparatory education; is ,by teaching students the basic rules of a foreign language, enable them to attain foreign language proficiency at a level where they can improve their knowledge and skills, understand what they hear and read, express what they think in written and oral form.

The placement test

ARTICLE 6 - (1) The placement test is held at the beginning of each academic year on the days and times determined by the Higher School. With the placement test, foreign language level of

- a) The students who enrol in one of the university's compulsory preparatory class programs for the first time,
 - b) The students who studied in compulsory preparatory class for one year, but have to repeat it because of their failure or absence,
 - c) The students who do not have a compulsory preparatory class in their programs but want to take preparatory education optionally,
 - d) The Students who have transferred (horizontal, vertical-central placement) from programs in Turkish to programs in which the language of education is 30% or 100% English
- (2) If the students defined in subparagraphs (a), (b) and (d) of the first paragraph of this article get a grade below the grade threshold determined by the Executive Board in the placement exam, they are placed in a suitable level directly in the preparatory class without being taken to the exemption exam.
- (3) The placement test does not provide exemption from the preparatory class.
- (4) It is mandatory for every student to take the placement test. Students who do not take the placement exam are not taken to the exemption exam.
- (5) HIGH SCHOOL may apply the placement test and exemption exams as a single exam when necessary.

The conditions for taking the exemption exam and being exempt

ARTICLE 7 - (1) Students defined in subparagraphs (a) and (b) of the first paragraph of Article 6; Whether they are exempt from the compulsory foreign language preparatory class is determined by the exemption exams administered by the Higher School twice a year, on the dates specified in the academic calendar, at the beginning of the academic year and at the end of the fall semester. The exemption exam held at the beginning of each academic year is given to students who get a grade above the grade determined by the Higher School Board in the placement exam. Students who continue their education in the preparatory class must have completed the B1 level in the first semester of the preparatory class in order to take the exemption exam at the end of the FALL semester. If they apply with a petition on the dates determined by the Higher School, they can take this exam.

- (2) Students who are studying in departments where the language of education is Turkish and who have studied in the preparatory class in 2014 and previous years but have failed, can take the exemption exam if they apply with a petition on the dates determined

by the Higher School. The pass grade for the exemption exam is 60 for the preparatory students of the departments whose language of education is 30% foreign language and the language of education is Turkish, and 70 for the preparatory class students of the departments whose language of education is 100% foreign language.

- (3) Students who meet the following conditions are exempted from the compulsory preparatory class, without the requirement for the Foreign Languages High School exemption exam.
 - a) Those who have completed their secondary education in a country where the English language is spoken as their mother tongue in the last three years as of the date of application, and have completed their secondary education in secondary education institutions attended by the citizens of that country
 - b) **(Amendment: Senate Decision 04.07.2018-290)** For the students whose language of education is 30% English from the exams specified in YÖK Foreign Language Exams Equivalency Directive and Equivalence Table, those who get "YDS and/or YÖKDİL 60" and equivalent grades and whose language of education is 100% and those who get "YDS and/or YÖKDİL 90" and equivalent grades for English students.
 - c) Students who enrol in one of the compulsory preparatory programs of the University for the First Time, who have been exempted from the English preparatory class at Karadeniz Technical University or another university in the last three academic years as of the date of application, or have successfully completed at B1+ level.
 - d) Students coming from 30% or 100% English programs of any higher education institution with vertical/horizontal (additional) transfer and/or central placement to one of the university's 30% or 100% English programs (except for the transition to preparatory classes) are exempt from the preparatory class.
- (4) In order for the score obtained from the exams within the scope of subparagraph (b) of the FOURTH clause to be evaluated according to the terms of this Regulation, it must not pass three years from the date of application as of the date of application
- (5) The originals or a certified copy of the documents showing that the conditions specified in subparagraph (a), (b) and (c) of the fourth paragraph are met, must be submitted to the Secretariat of the Higher Education Administration, together with the petition, at least two weeks before the exemption exams.
- (6) **(Additional: Senate Decision 04.07.2018-290)** Prior to each academic year, the higher school, can get an independent institution to do the Placement Exam and all or some of the English Proficiency (Preparation Exemption) exams which are applied at the beginning of each academic year provided that they are announced in advance in the academic calendar and in line with the decision to be taken by the Higher School Board. This must be an institution that has equivalency in the European Union and World Countries and that determines the level based on the Common European Framework of Reference for Languages.

Compulsory preparatory

ARTICLE 8 - (I) Compulsory preparatory language education is applied for programs where the language of education is 100% or 30% foreign language. The teaching period in compulsory preparatory classes is one academic year. This period is not reduced from the education period of the program in which the students are registered.

- (2) Those who are successful in the compulsory preparatory class continue their education in the program they have registered. The following principles are applied for the students who attend the compulsory preparatory class and fail as of the end of the year.
 - a) **(Amendment: Senate Decision 04.07.2018-290)** Students who have successfully completed B1 in the departments where the language of education is 30% English in the second semester of the Compulsory Preparatory Class, and students who have successfully completed B1+ in the departments with 100% English education can take the end-of-year general exam.
 - b) Those who have taken the compulsory preparatory class end-of-year general exam and/or

make-up exam but fail, have to take the placement exam which is applied at the beginning of the following academic year, and If they get a grade above the grade threshold determined by the School of Foreign Languages, they can take the exemption exam. If the students who fail in this exemption exam will continue the preparatory class, they can continue by applying to the Secretariat of the High School Directorate within 5 working days following the announcement of the exemption exam result. These students can take the exemption exam at the end of the fall semester.

- (3) Students who fail at the end of the second year are dismissed from their programs. For the students who are dismissed from the departments whose language of education is 100% or 30% English, the terms of the Law No. 2547 and the Regulation on the Principles to be Followed in Teaching and Teaching in a Foreign Language in Higher Education Institutions are applied.

Optional Preparatory

ARTICLE 9 - (1) Students of academic units whose language of education is Turkish and determined by the University Senate, can enrol in the preparatory class according to the placement determined by the Higher School, in line with their wishes. The placement of students who will study optional preparatory studies and the application dates are determined by the Higher School and announced at the beginning of the academic year. The order of application is taken as the basis for the determination of the students who will attend the preparatory school.

- (2) These students have to personally petition about that they want to study in the preparatory class to the Secretariat of the Higher Education Administration at least seven days before the Placement Test which is done at the beginning of each academic year.
- (3) In optional preparatory classes, the teaching period is one academic year. This period is not counted as the education period of the program in which the students are registered. Optional preparatory class students cannot give up their preparatory education in the midterm and switch to their departments.
- (4) Those who successfully complete or fail the preparatory class continue their education in the program they were placed in.

Transition in the midterm (horizontal-central placement)

MADDE 10 - (1) If there is compulsory foreign language preparatory class education in the departments where the students are registered who transfer to the preparatory class at the beginning of the spring semester of the academic year;

- a) These students have to take the Placement Test and if they get a grade above the grade threshold determined by the School of Foreign Languages, they can take the exemption exam.
- b) Students who transfer from preparatory classes are placed at their level, if any, or at the level closest to their level, by being subjected to a placement test by the Higher School.
- c) Students who did not receive compulsory foreign language preparatory education at the University they came from and who were not entitled to take the exemption exam according to the results of the placement test:
 - 1) If they wish, their registrations are suspended in the spring semester to start the preparatory education at the beginning of the next academic year.
 - 2) If they wish, they can continue their preparatory education in the spring semester by being placed at their level, if any, or at the level closest to their level according to the Placement Test result.
- (2) Students who switch to Turkish programs at the beginning of the spring semester of the academic year cannot attend optional preparatory studies.
- (3) Students who enrol in one of the master's and/or doctoral programs at the beginning of the spring semester have to take the placement test on the dates determined by the Higher School Board. Students who get a grade above the grade threshold determined by the Higher School Board in the placement exam can take the exemption exam held at the beginning of the

spring semester. Students who are exempt as a result of the exemption exam continue their courses in the department they have registered in. Students whose level is B1 are placed in a class appropriate for their level in the spring semester. Students whose levels are A1 and A2 must participate in the placement test to be held at the beginning of the next academic year. These students will be subject to the same regulations as newly registered students in the next academic year.

Education – Teaching Period

ARTICLE 11 – (1) The normal education period in the English preparatory class is two semesters. Based on their level, students receive at least 20, maximum 30 foreign language lessons per week.

(2) Students placed according to their grade level in the placement exam study in three consecutive levels, each lasting at least seven weeks, within an academic year.

LEVELS- Passing a level

ARTICLE 12 – (1) According to the results of the placement test, the possible level groups to be opened on the basis of the Common European Framework of Reference for Languages are as follows:

- a) Beginner : A1
- b) Pre-intermediate: A2
- c) Intermediate: B1
- ç) Upper-intermediate: B1+

(2) Students with a grade point average of 60 out of 100 in departments with an optional and 30% English compulsory course, students with a 70 out of 100 in departments where the language of education is 100% English are considered successful and are entitled to attend the next LEVEL. Unsuccessful students or students who exceed the absence level repeat their level.

(3) **(Amendment: Senate Decision 10.07.2020-310)** The assessment mediums at a level and their percentages in the level grade are as follows:

- a) End of level test: 25%
- b) Midterm: 25%
- c) Quizzes 15%
- ç) Project/Homework Portfolio (Writing 5% + Speaking Skills 10%): 15%
- d) In-Class Performance assessment : 10%
- e) Extracurricular online activities: 10%

Part Three

Exams and Assessment

Exams

ARTICLE 13 – (1) In foreign language preparatory education; foreign language placement exam, foreign language preparation exemption exam, quizzes, midterm exams, end-of-level exams, end-of-year exams, make-up exams are applied. These exams can be applied in written, oral, auditory or both written, orally and auditory in more than one session. The exams are:

a) Foreign Language Placement Exam: Students who have registered in a program with a foreign language preparatory class for the first time, students who will repeat the preparatory class for the second time, and all students who optionally register for the preparatory class are subjected to this exam. Students who score below the grade threshold determined by the Administrative

Board in this exam are directly admitted to the preparatory class without taking the exemption exam. According to the score obtained from this exam, students are placed in levels.

b) Foreign Language Preparation Exemption Exam: Students who have registered in a program with a foreign language preparatory class for the first time, and students who have attended the preparatory class before and failed, receive a grade above the grade determined by the Executive Board in the placement exam. According to the score obtained from this exam, it is determined whether the student is exempt from the foreign language preparatory class. Students of the department whose language of education is 30% English and students who study optional preparatory school must get 60 in this exam in order to be considered successful. The students of the department whose language of education is 100% English must get 70 in this exam in order to be considered successful.

a) Quizzes : Instant short-term exams can be given in written, oral, auditory or both written, oral and auditory. These exams can be applied with or without notice, may not be specified in the academic calendar and have no excuses.

b) Midterms : It is applied at least once at each level, taking into account the scope and objectives of the program applied during the preparatory education. Examinations are held on the dates determined in the exam calendar announced by the Higher School at the beginning of the academic year.

c) End-of-level Test: Applied at the end of each LEVEL. Students who do not exceed the absence level can take this exam. Together with the grade they will get from this exam, their LEVEL success averages are calculated and it is determined whether they can pass to a higher level. There is no excuse for the final exams.

d) End-of-year Test: Students who have achieved the B1 level can take this exam.

E) MAKE-UP EXAM: Students who meet the attendance requirement at the end of the academic year but fail to attend the year-end general exam or fail the year-end general exam can take the make-up exam on the date determined by the Board of Administration.

f) Excuse Exam: For students who cannot attend the mid-term exams and whose excuses are accepted by the relevant administrative board, a make-up exam for the mid-term exams can be made. Students who want to take the make-up exam must submit the document showing their excuses to the relevant unit of the Higher School Secretariat within five working days following the end of their excuse. However, students who represent the University and Turkey abroad may be entitled for their excuses for the end of the year or make-up exams which they could not attend in the course of the competitions or camp periods for the competitions, with the relevant Board of Administration Decision.

g) Project/Homework Portfolio Assessment: These are the studies that include written and oral (presentation and similar) assignments that students have to do in each LEVEL and evaluated by the assigned teacher

h) In-class Performance Assessment: This grade is given by the teacher(s) based on the criteria such as activeness, attendance, accomplishing the homework and studies on time.

Attendance

ARTICLE 14 – 0) Attendance at the foreign language preparatory class is compulsory.

Lessons can also be done as block lessons. Students are obliged to attend the courses of each LEVEL they are in, as long as it is not less than 85%. Attendance to the courses is determined by the teachers through taking attendance in each course. The lecturer in the classroom does not have the authority to give permission to the students. Each student is responsible for keeping their own attendance record. Absence conditions for students who have applied with a petition to take the Prep Class for the second time are the same as for newly registered students.

(2) Medical reports do not remove the obligation to attend the course. Students who do not

achieve 85% attendance rate are not taken to the end-of-level exam and repeat the course by being considered absent regardless of their point average.

(3) Absence at one level cannot be transferred to another level. Students who fail to meet the attendance requirement for two courses within an academic year of preparatory education fail due to absence from the preparatory class.

(4) Students who do not get a valid grade from the exams specified in the YÖK Foreign Language Exams Equivalence Directive and Equivalence Table and want to continue their preparatory class classes, are required to submit a petition to the HIGH SCHOOL Secretariat five days before the placement test. Among the students who submit a petition for attendance, those who will continue to attend the course according to the order of application and the placement of the HIGH SCHOOL have to take the Placement Test. Students who score above the grade determined by the Higher School Board in the placement exam are taken to the exemption exam.

Success and assessment principles

ARTICLE 15 – (1) The year-end average of the foreign language preparatory class is determined according to the following principles:

- a) For students studying at three different levels 20% average of each level and 40% of the end-of-year test or make-up exam held at the end of the spring semester,
 - b) For students studying at two different levels 30% of each LEVEL average and 40% of the end-of-year test or make-up exam held at the end of the spring semester,
 - c) For students studying at a single level 60% of the level average and 40% of the end-of-year test held at the end of the fall semester for those who start the fall semester, and at the end of the spring semester and who start in the spring semester.
- (2) In order for the student to be considered successful, the success grade must be 60, provided that he gets at least 50 out of 100 points from the end-of-year test or make-up exam. The success grade is 70 for students whose language of education is 100% English.
- (3) As of the end of the year, students whose B1 level and whose language of education is 100% English have a B1+ level average of 90 and above, are exempt from the end-of-year exam test and are considered to have successfully completed the preparatory class.
- (4) Grades with a fraction of 0.50 and above in all exams are completed to the next full score.

Objection to the exams

ARTICLE 16 – (1) Objection to the exam results is made to the Secretariat of HIGH SCHOOL Administration with a petition within five working days following the announcement of the grades. The objection is forwarded to the examination commission by the Administration of the Higher School. If a mistake of fact is detected as a result of the examination which is carried out by the assessment commission of objection to the exam results, the necessary correction is made in the exam result within one week.

(2) Objections regarding the mistakes made by the student during optical coding in multiple choice exams are not accepted.

Part Four

Permissions

Freezing registration and deregistration

ARTICLE 17 - (1) The terms of Karadeniz Technical University Associate Degree and Undergraduate Education-Training Exam Assessment and Student Affairs Regulations are applied regarding the activities and transactions related to the registration freeze and deregistration of the students.

Health report and course leave

ARTICLE 18 - (1) Medical reports do not remove the obligation to attend the course. However, in cases that require treatment for more than 20 days, students apply to the High School Secretariat with a health board (delegation) report. Their applications are evaluated by the Higher School Board.

(2) Students who cannot take midterm exams due to health problems apply in writing to the High School Secretariat within five working days following the end of the report with their official health reports showing their status. For students whose excuses are found to be valid, a make-up exam is held, the place and time of which is determined by the relevant unit in the school. Make-up exams are not held for short-term exams.

(3) In case of the assignment letter to be sent by the dean's/directorship organizing the event is notified to the Rector's Office of Health, Culture and Sports before the event takes place, course leave for the relevant dates can be given to students who are assigned by the University Administrative Board and who participate in artistic, sportive and cultural activities within the University and/or on behalf of the University. Notifications made after the event date will not be considered.

(4) Students are given course leave for five working days in case of death of first degree relatives and two working days in case of death of second degree relatives. In addition, students who have to attend the hearings as witnesses or suspects are given one day of course leave for the hearings within the province and two days for the hearings outside the province. It is obligatory for the students to submit the documents related to the death (death certificate) to the High School Secretariat within five working days following the expiry of their leave, and the documents related to the hearing before the hearing.

(5) Make-up exams are held for exams that students on leave cannot take (except for short-term exams).

PART FIVE

Exemption from Common Compulsory Courses

ARTICLE 19 - (1) At the beginning of the FALL semester each year, the Exemption Exam is held for the common compulsory foreign language courses by the Higher School. Students who get at least 60 points out of 100 full points in this exam are exempted from common compulsory foreign language courses. The grades of students who score 60 or higher in the common compulsory foreign language courses exemption exam are converted to letter grades in accordance with the Absolute Evaluation System grade ranges table (Table-3), defined in the Regulation on the Procedures and Principles

Determined by the Senate on the Evaluation of Success Grade in Associate Degree and Undergraduate Programs of Karadeniz Technical University and then are processed separately for English I and English II courses on their transcripts.

(2) Students who will start their education at our University in the relevant academic year and who will receive education in departments that do not have English preparatory education can apply for the common compulsory foreign language courses exemption exam. Students have to report to the High School Secretariat with a petition that they want to take the exam at least three days before the exam. Students who do not apply will not be admitted to the exam.

(3) A new exam is not held for students who fail the common compulsory foreign language courses exemption exam or who do not take the exam.

(4) Students who have received "YDS 45" and one of the equivalent grades in the last three years from the exams specified in the YÖK Foreign Language Exams Equivalence Directive and the Equivalence Table, and those who have enrolled in the departments that do not have a preparatory class but who teach completely in Turkish, are deemed exempt from the common compulsory foreign language courses without taking the exemption exam.

Different and final provisions

ARTICLE 20 – (1) This Directive is also applicable to students who enrol in associate degree and undergraduate programs of Karadeniz Technical University with horizontal or vertical transfer.

ARTICLE 21 – (1) Students who have successfully completed the foreign language preparatory class receive a document showing their status from the Foreign Languages High School Secretariat.

ARTICLE 22 – (1) A student who has a non-original textbook in the University is LIABLE to meet the legal and financial sanctions and losses that may arise against the University in this regard.

Cases without a provision in the directive

ARTICLE 23 – (1) In cases where there is no provision in this directive, Karadeniz Technical University Associate Degree and Undergraduate Education Exam Evaluation and Student Affairs Regulation, Foreign Language Teaching in Higher Education Institutions and Regulation on the Principles to be Applied in Teaching in a Foreign Language, other legislative provisions related to Senate Decisions are applied.

Discipline

ARTICLE 24 – (1) Disciplinary work and procedures of students are done by the School of Foreign Languages within the framework of the provisions of the Higher Education Institutions Student Disciplinary Regulations. The result of the disciplinary investigation is reported in writing to the student's registered dean's office / directorate / student affairs department and related institutions.

(2) Students who are suspended from the university cannot attend the classes and cannot take the exams within the duration of suspension.

Force

ARTICLE 25 – (1) After this Directive is accepted by the University Senate, it enters into force to be implemented in the 2017-2018 academic year.

Executive

ARTICLE 26 – (1) The provisions of this directive are executed by the Rector of Karadeniz Technical University.