

**RULES AND REGULATIONS FOR THE ENGLISH PREPARATORY PROGRAM  
WITHIN THE ÖZYEĞİN UNIVERSITY SCHOOL OF LANGUAGES**

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**SECTION ONE**

**Purpose, Scope, Legal Ground and Definitions**

**Purpose**

**ARTICLE 1 -** (1) The purpose of these Rules and Regulations is to govern the applicable principles and procedures pertaining to the education offered in the English Preparatory Program of the Özyeğin University School of Languages.

**Scope**

**ARTICLE 2 -** (1) These Rules and Regulations cover the applicable provisions for the education offered in the English Language Preparatory Program administered by the Özyeğin University School of Languages.

**Legal Ground**

**ARTICLE 3 -** (1) These Rules and Regulations have been prepared pursuant to Article 14 and 44 of the Higher Education Law No:2547 dated November 4, 1981.

**Definitions**

**ARTICLE 4 -** (1) For the purpose of these Rules and Regulations, the following terms shall have the following meaning hereinafter:

- a) English Preparatory Program: Özyeğin University English Preparatory Program,
- b) Rector: Özyeğin University Rector,
- c) Senate: Özyeğin University Senate,
- ç) University (OzU): Özyegin University,
- d) University Executive Board: The University Executive Board of Özyeğin University,
- e) YÖK: The Higher Education Council of Turkey
- f) School of Languages The School of Languages at Özyeğin University,
- g) School Executive Board: The Executive Board of the School of Languages

**SECTION TWO**

**Provisions on Education**

**Academic Year:**

**ARTICLE 5 - (1)** One academic year consists of two semesters, each of which lasts at most 16 weeks with at least a 14-week lecture period followed by an exam period. Registration days and holidays are not included in the academic year. Courses are held on a semester basis in the Fall and Spring semesters.

(2) Furthermore, as part of the academic year, a summer session is held for at most 8 weeks with at least a 6-week lecture period followed by an exam period. The total class hours of a course offered in the summer session are equivalent to the total class hours of that course during the Fall or Spring semester.

(3) Dates and periods pertaining to registration, classes, examinations and other similar activities are announced on the Senate-approved academic calendar. All stakeholders are required to abide by this calendar.

### **Summer Session**

**ARTICLE 6** - (1) Levels to be offered during the Summer Session are determined by the School of Languages. Registered students in the English Preparatory Program can participate in the Summer Session.

(2) The summer session tuition is half of the regular semester tuition that students are required to pay. However, the summer session tuition is waived for students who started the English Preparatory Program at the Elementary level and successfully completed the Upper Intermediate level by the end of the Spring semester in their first academic year.

### **Period of Study**

**ARTICLE 7** - (1) The regular period of study in the English Preparatory Program is one academic year, while the maximum period of study is two academic years.

(2) Semesters spent in the English Preparatory Program are not counted towards the regular period of study for undergraduate programs.

### **Levels**

**ARTICLE 8** - (1) The English Preparatory Program consists of five levels, which are 'Elementary', 'Pre- Intermediate', 'Intermediate', 'Upper Intermediate' and 'Advanced'.

(2) The duration of each level is equivalent to half a semester during the Fall and Spring semesters. However, the duration of the "Advanced" level is the equivalent of a whole semester for those who start the advanced level at the beginning of the Fall or Spring semester. (3) The total weekly class hours for each level is set by the School of Languages, provided that they are no less than 20 hours per week.

## **SECTION THREE**

### **Provisions on English Proficiency**

#### **Placement Test**

**ARTICLE 9** - (1) The School of Languages administers a two-phase Placement Test in order to assess newly admitted undergraduate students' level of English at the beginning of the academic year in which they enroll at the university.

(2) Students who studied and completed their secondary education in an English-speaking country at an educational institution attended by the citizens of that country within the last three years; and/or, students who passed the English Proficiency Examinations listed in **Article 11** of these rules and regulations within the past two years; and/or, students who are deemed proficient in the English language as per **Article 10** of these rules and regulations are exempt from taking the Placement Tests. Such students can directly start their undergraduate programs.

(3) Students who obtain at least 60 points out of 100 on the first phase of the Placement Test are eligible to sit for the second phase of the Placement Test. Students who obtain at least 65 points out of 100 on the second phase of the Placement Test are entitled to directly matriculate to their undergraduate programs. Students who fail to take or pass the proficiency examination are not eligible to start their undergraduate programs, and they are admitted to the English Preparatory Program. A student's level in the English Preparatory Program is determined by the School of Languages based on their exam score.

(4) No make-up exam is administered for either phase of the English Placement Test.

#### **Proficiency Through Internationally Acceptable Exams**

**ARTICLE 10** - (1) Students who can prove that they meet the English proficiency requirement set forth by the Senate based on the score they obtained on one of the national and/or international English proficiency examinations, which are recognized by the Higher Education Council (YOK) and the Senate, are entitled to directly start their undergraduate programs.

(2) For such scores to be deemed acceptable, students must present their original exam results and the relevant exam must have been taken within the last three years unless the validity period

of the exam has not been exceeded. The School of Languages reserves the right to investigate or reject exam results it deems suspicious.

### **English Proficiency Examination**

**ARTICLE 11** - (1) English Preparatory Program students who meet the requirements set forth herein these rules and regulations sit for the English Proficiency Examination (TRACE) administered by the School of Languages at the beginning of the academic year, and at the end of the Fall and Spring semesters.

(2) The English Proficiency Examination administered at the beginning of each academic year is the second phase of the Placement Test.

(3) Students who obtain at least 65 points out of 100 on the English Proficiency Examination are entitled to directly start their undergraduate programs.

(4) The validity period of the English Proficiency Examination is two years from its date of administration.

(5) All students in their second year who prepare for the proficiency examination either by attending the English Language Preparatory Program as registered students or by their own means are eligible to take the English Proficiency Examination administered at the end of the Spring semester.

### **Graduate Students**

**ARTICLE 12** - (1) The English Proficiency requirement for prospective graduate students as well as the admission of graduate students who fail to meet the English Proficiency requirement to the English Preparatory Program are governed by the Rules and Regulations of Özyeğin University's Graduate Programs published in the **Official Gazette No: 23716 on July 23, 2013**.

### **English Proficiency Requirement for Turkish-Medium Undergraduate Programs**

**ARTICLE 13** - (1) Students admitted to Turkish-medium undergraduate programs are exempt from the Preparatory Program and are eligible to directly start their undergraduate program provided that their level of English is determined to be that of Upper-Intermediate or Advanced based on the Placement Test offered upon enrollment. On the other hand, if students would like to enroll in the English Preparatory Program they may file a petition and such students may attend the English Preparatory Program.

(2) Students who study in the English Preparatory Program for at least one academic year may start their undergraduate program the following academic year. Such students may continue to attend the English Preparatory Program for another academic year should they request to do so.

(3) Students who fail to pass the English Proficiency Examination cannot take the English-medium courses offered by English-medium undergraduate programs.

(4) Students of Turkish-medium undergraduate programs who started their undergraduate studies by successfully completing at least the Intermediate level may sit for the English Proficiency Examination administered during the academic year in order to upgrade their English Proficiency level provided that they meet the application requirements.

## **SECTION FOUR**

### **Provisions on Enrollments**

#### **Registration Renewal**

**ARTICLE 14** - (1) At the beginning of the Fall and Spring semesters and within the periods announced in the academic calendar, students are personally required to renew their registration by paying their tuition and fees and by fulfilling any other obligations, if any.

(2) Students who fail to renew their registration within the periods announced in the academic calendar can complete late registration by the last business day of the second week following the start of classes in the relevant semester, provided that their reason for late registration is deemed acceptable by the School of Languages. Students who complete late registration may be asked to fulfill other requirements determined by the University.

(3) Students who fail to renew their registrations receive the status of "unregistered students". Such students cannot attend courses or sit for examinations, nor can they obtain grades or retain

their student privileges during the semesters they spend as “unregistered students”. Semesters spent as an “unregistered student” are counted towards the period of study.

(4) Unregistered students cannot reapply to continue to attend the English Preparatory Program classes. However, unregistered students can sit for **all English Proficiency Examinations** administered after the end of the second academic year provided that they submit an application to do so within the announced application period and pay the exam fee determined by the University.

(5) Unregistered students may start their undergraduate studies provided that they pass the English Proficiency Examination or they submit an application to Student Services before the start of classes in any given semester along with an acceptable exam result specified in **Article 10** of these rules and regulations.

(6) Students who start their undergraduate programs after receiving the status of Unregistered Student must pay the tuition and fees applicable to newly admitted students in the relevant year. Furthermore, such students cannot retain their admission scholarships.

### **External Preparatory Students for TRACE**

**ARTICLE 15** - (1) The following students receive the status of “external preparatory students for TRACE” until the end of the Spring semester of their second academic year provided that they submit an application to prepare for the English Proficiency Examination off-campus by the end of the last business day of the fourth week following the start of classes:

a) Students who fail the English Proficiency Examination though they successfully complete the Advanced level and apply to prepare for the examination off-campus by their own means.

b) Students who apply for the status of “external preparatory students for TRACE” in the fall and spring semesters of their second academic year.

(2) External preparatory students must pay half of the applicable semester tuition at the beginning of the semester in which they are considered “external preparatory students for TRACE”. Students who successfully complete the Advanced level but fail the English Proficiency Examination are not required to pay any fees.

(3) Semesters spent under the status of “external preparatory students for TRACE” are counted towards the regular period of study.

(4) External preparatory students may sit for the English Proficiency Examination administered at the end of the Spring semester of their second academic year. Among such students, those who previously took and failed the English Proficiency Examination are entitled to sit for all the English Proficiency Examinations to be administered before the end of the Spring semester of their second academic year.

(5) External preparatory students for TRACE cannot reapply to continue to attend the English Language Preparatory Program classes.

### **Pending Students**

**ARTICLE 16** - (1) Students who are not entitled to start their undergraduate programs by the end of the Spring semester of their second academic year are designated the status of “Pending Students” in the subsequent semester.

(2) Pending students do not retain their student privileges during the semesters spent under the “Pending Student” status.

(3) Pending students can sit for all English Proficiency Examinations administered provided that they submit an application at least one month before the date of examination and pay the exam fee determined by the University.

(4) Pending students may start their undergraduate studies provided that they pass the English Proficiency Examination or they submit an application to Student Services before the start of classes in any given semester along with an acceptable exam result specified in Article 10 of these rules and regulations.

(5) Pending students may regain the tuition waivers awarded to them at the time of their admission to the university, provided that they fulfil the English proficiency requirement and register for their undergraduate program courses within the three academic years following the end of their maximum period of study in the English Preparatory Program, unless they have failed to

renew their registration in the English Preparatory Program. If students have failed to renew their registration, such students are subject to the new tuition and fees applicable for newly admitted students in the relevant year, and they cannot retain their admission scholarships.

(6) Pending students cannot reapply to continue to attend the English Language Preparatory Program classes.

### **Leave of Absence**

**ARTICLE 17** - (1) Students may request a leave of absence due to medical, financial, personal or academic reasons, or to complete their military service, to study abroad or as a result of family circumstances or other unexpected or unavoidable cases.

(2) Leave of absence requests are submitted to the School of Languages along with a written petition and supporting documentation. Applications must be submitted at the latest by the last business day of the fourth week following the start of classes in the relevant semester. Applications submitted later than the aforesaid date are not considered except in the event of unavoidable circumstances.

(3) Leave of absence applications are reviewed and leaves of absence are granted by the Executive Board of the School of Languages. English Preparatory Program students may take a one-time leave of absence for an academic year provided that it is in the first academic year. English Preparatory Program students cannot take a leave of absence for a semester. The time that the student spends on a leave of absence is not counted towards the student's period of study.

(4) At the end of their leave of absence, students must renew their registration and take the Placement Examination administered at the beginning of the academic year to which they are returning together with newly admitted students. Students who wish to resume their studies before the end of their leave of absence may take the English Proficiency Examination administered in the relevant semester provided that they meet the application requirements.

(5) For the granted leave of absence to take effect, the student must have paid half of the tuition and fees required for the semesters for which the student is granted a leave of absence, and must have no debts against the university. Students who submit their leave of absence applications after the last business day of the fourth week following the start of classes must pay the full tuition and all fees required for the relevant semesters. Fees paid for the periods for which a leave of absence is taken are not refunded or offset by the subsequent semester tuition or fees. All courses to which the student who is granted a leave of absence is registered are dropped for the relevant semester.

(6) Students who are arrested or imprisoned can be granted a leave of absence with the approval of the University Executive Board upon the student's request. Should arrested or imprisoned students fail to request a leave of absence, such students cannot make any claim against the university if the penal institution or other relevant authorities do not allow the student to sit for the exams or fulfill other academic obligations.

### **Withdrawal from University**

**ARTICLE 18** - (1) Students may withdraw permanently from the university at any time by submitting a petition to Student Services. The enrollment of such students is terminated on the day they apply for withdrawal from the university.

(2) Newly enrolled students who request to withdraw from the University anytime between the date of registration and the end of the first semester must pay the tuition and fees for that semester. Such students are not refunded the tuition and fees they previously paid.

(3) Students who withdraw from the university or whose enrollment is terminated are refunded at the rates below if, prior to their withdrawal requests, they had duly paid the applicable semester tuition and fees and completed their enrollment or semester registration. However, after the specified deadlines below have passed, students are not refunded:

a) 90%, if the withdrawal application is submitted by the end of the 1st week following the start of classes,

b) 75%, if the withdrawal application is submitted by the end of the 2nd week following the start of classes,

c) 50%, if the withdrawal application is submitted by the end of the 3rd week following the start of classes,

d) 25%, if the withdrawal application is submitted by the end of the 4th week following the start of classes,

(4) Summer School students who withdraw from the university or the Summer School are not refunded even if they duly paid their summer school fees and registered for courses.

(5) Students who have withdrawn from the University at their own discretion or who are dismissed from the university for any reason must not have any liabilities against the university and must have returned all items and equipment issued for their use by the University in good working condition in order to claim their personal documents in their file, and be refunded should a refund, if any, be awarded.

(6) Should students withdraw from the university within the add-drop period, all courses to which the student has registered are dropped for the given semester. In the case of students who withdraw from university after the end of the add-drop period, the courses that have not been assigned final grades are denoted with a (W) on the student's record indicating the student withdrew. However, courses that have been assigned final grades are recorded with the assigned grades.

## **SECTION FIVE**

### **Provisions on Courses, Examinations, Grades and Academic Assessment**

#### **Academic Advising**

**ARTICLE 19** - (1) For each student registered in the English Language Preparatory Program, an instructor is assigned to serve as an advisor by the School of Languages to monitor the student's academic performance and provide academic guidance.

#### **Attendance**

**ARTICLE 20** - (1) Students are required to attend at least 90% of the total class and practice hours in their respective levels. Students cannot miss more than 10% of the total class hours without submitting a viable excuse in the form of a petition to the administration. Students are not allowed to be absent for more than 20% of the total class hours for any reason, even if the student presents a medical report or is suspended on the grounds of disciplinary action.

(2) Course instructors keep records of students' attendance.

(3) Students who fail to meet the attendance requirement are not allowed to sit for level assessment tests and they are considered to have failed that level.

#### **Examinations**

**ARTICLE 21** - (1) Dates of midterms are determined by the School of Languages. Placement tests, level assessment tests and English proficiency examinations are administered on the dates announced in the academic calendar.

(2) Students are required to take the exams. Students are considered to have failed the exam(s) they do not take. However, students who fail to take midterms or level assessment tests due to unavoidable or unexpected cases, such as sudden illness, can be granted the right to make-up examinations, subject to the decision of the School of Languages. Should the School of Languages deem the student's reason acceptable, a make-up examination is given to the student. The date and scope of the make-up examination are determined by the School of Languages. No make-up exam is administered for the English Proficiency Examinations.

(3) Exam papers are kept by the School of Languages for two years from the date of administration, after which they are destroyed.

#### **Objections to Examination Results**

**ARTICLE 22** - (1) Students may file a written petition at the School of Languages for a review of their examination results within three business days from the announcement of the exam results. In such a case, a re-assessment will be conducted and the result will be announced by the School of Languages within seven business days from when the request is placed.

#### **Grades**

**ARTICLE 23** - (1) Students are assigned either a Letter Grade of Successful (S) or a Letter Grade of Unsuccessful (U) for their academic performance in courses and examinations.

(2) After grades are entered into student records, they are announced via the Student Information System on the dates announced in the academic calendar. Transcripts documenting the courses

taken, grades obtained and academic standing achieved are issued upon the request of the student. All the courses for which the student has registered to date are listed on the transcript.

(3) Factual errors in the posted grades are corrected based on a final decision from the School of Languages. Grade amendments for any semester must be made within ten business days from the announcement of grades.

### **Academic Evaluation**

**ARTICLE 24** - (1) Students who successfully complete the Elementary, Pre-Intermediate, Intermediate or Upper-Intermediate level are eligible to start the subsequent level. The Advanced level is the last level that must be completed by students in the English Preparatory Program.

(2) Students who fail a level must repeat the level.

(3) The requirements that students must meet in order to successfully complete the Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, or Advanced levels are determined and announced at the beginning of each academic year by the Executive Board of the School of Languages.

(4) Students who successfully complete the Advanced level are eligible to take the English Proficiency Examination. Students who complete the Advanced level at the end of the Fall or Spring semester take the English Proficiency Examination at the end of the relevant semester, while students who complete the Advanced level in the summer session take the English Proficiency Examination at the beginning of the following academic year. Students who pass the English Proficiency Examination or who are deemed proficient in English as per Article 10 of these rules and regulations may start their undergraduate programs. Students who fail the English Proficiency Examination must take the English Proficiency Examination again either by repeating the Advanced level or preparing for the examination off-campus by their own means under the status of "external preparatory students for TRACE".

## **SECTION SIX**

### **Miscellaneous and Final Provisions**

#### **Student Discipline**

**ARTICLE 25** - (1) Student discipline in the English Preparatory Program is governed based on the Rules and Regulations on Student Discipline at Higher Education Institutions published in the **Official Gazette No:28388 on August 18, 2012.**

#### **Tuition and Scholarships**

**ARTICLE 26** - (1) Education offered at OzU is subject to tuition. Tuition fees are determined by the Board of Trustees each academic year. Students are required to pay their tuition and fees at the beginning of each Fall and Spring semester within the period announced in the academic calendar. Students who fail to pay the tuition and fees within the posted periods are not allowed to complete their enrollments, renew semester registrations, nor take a leave of absence. Such students also cannot retain their student privileges.

(3) Scholarships are awarded using the university's own resources, as well as other resources. The scope, application requirements, allocation, and continuity of scholarships are determined by the Board of Trustees.

#### **Notifications**

**ARTICLE 27** - (1) All notifications sent to students by the University are sent either to the mailing addresses students provided in their official application documents or to their e-mail addresses provided by the University.

(2) Students are personally responsible for regularly checking their OzU emails to stay abreast of the notifications sent by the university.

#### **Absence of Provisions**

**ARTICLE 28** - (1) In absence of provisions herein these Directives, the decisions rendered by the University Executive Board and the Senate, as well as the provisions of other relevant legislation shall prevail.

### **Abolished Rules and Regulations**

**ARTICLE 29** - (1) The Rules and Regulations for the Özyeğin University English Preparatory Program published in the Official Gazette No: 28090 on October 20, 2011 have been abolished.

### **Effectiveness**

**ARTICLE 30** - (1) These rules and regulations shall enter into force as of the **date of publication**.

### **Execution**

**ARTICLE 31** – (1) These directives are executed by Özyeğin University's Rector.