

**T.C.**  
**KADIR HAS UNIVERSITY**  
**ENGLISH PREPARATORY SCHOOL REGULATIONS**

Definition

**Article 1.** : Hereinafter called the  
University : Kadir Has University,  
Board of trustees : Kadir Has University board of trustees ,  
English Preparatory School : Kadir Has University English Preparatory School  
KHUELPE : Kadir Has University English Language Proficiency  
Examination

### **EDUCATION MEDIUM**

**Article 2.** Kadir Has University is an English medium University so it is a must for those who are enrolled in university and also for the transfer students to prove that their English level is sufficient to study at the university. In order to prove that, they all must take the Kadir Has University English Language Proficiency Examination prepared by Kadir Has University Preparatory School. (KHUELPE)

### **ENGLISH PREPARATORY SCHOOL EXEMPTION TESTS**

**Article 3.** Those who are accepted to university according to the 4th article and registered according to the 8 th article of Kadir Has University rules and regulations, take the KHUELPE. The achievement requirement is 60/100. Apart from this, if the students provide TOEFL or IELTS language certificates with required grades they can directly start their undergraduate studies at the university. An official score of 79 from TOEFL ibt and 5,5 from IELTS are sufficient to exempt students from the preparatory school.

To be exempted from the preparatory school only the scores from the centers accepted by the university senate will be taken into consideration. The students who will take the exam should give the Kadir Has University TOEFL recipient code. The scores which does not have the university's TOEFL recipient code will not be accepted.

Those who do not have valid certificates take a placement test and they are placed in level groups. They attend Kadir Has University English Preparatory School for one academic year. Those who fulfill the entrance requirements have the right to attend their faculties. The failures repeat the Kadir Has University English Preparatory School for once.

KHUELPE is given once every academic year.

**Kadir Has University English Language Proficiency Examination** is given to the newly registered students and also to the failures from the previous academic year in September.

**Final Exam** is given to the students who attend Kadir Has University English Preparatory School at the end of the academic year

End of year success grade is composed of the average of module passing grades, attendance, homeworks, oral presentations and final exam grades. Kadir Has University English Preparatory School has the right to decide on the rates of the parts mentioned above.

End of year grade is evaluated according to the results of the end of modul examinations, attendance, participation, written and oral exam results and final exam. Those who score 60/100 are considered to be successful and have the right to attend their faculties. Those whose average is below 60/100 take the Kadir Has University English Language Proficiency Examination which is given in September. In September those who achieve a score of 60/100 are considered to have fulfilled the requirements..

## **ATTENDANCE**

**Article 4.** It is a must for the students to attend the classes %85. Those who do not fulfill the attendance requirement are not allowed to take the final examination

## **EXAMS, OBJECTIONS TO THE EXAM RESULTS AND MAKE UP EXAMINATIONS**

**Article 5.** End of module examinations and KHUELPE which are specified in the academic calendar are announced by the Kadir Has University English Preparatory School. It is a must for the exam takers to bring their identity cards with them. The results are announced a week later from the exam.

In the academic year A.B.C groups are given four and D,E,and F groups are given five end of module exams. The students are also given in module exams. The dates are determined and announced by the Kadir Has University English Preparatory School. Those who can not pass the final examination attend the free of charge summer school and at the end of the summer school take the KHUELPE.

Those who can not take the end of module exams or the KHUELPE due to an acceptable excuse or medical report must present their excuses to the Kadir Has University English Preparatory School administration. If they are approved , they take the make up exam whose date is announced by the school administration. There are no make up exams for the pop quizzes. However, if the student has a valid excuse, the weight of the pop quiz is transferred to the other pop quiz exams. It is a must for the students to carry out the responsibilities such as projects, homework, oral presentations specified in the program given at the beginning of the academic year. .

Objections to the exam results are given to the school administration within a week after the results are announced..

The exam papers are graded by a new committee formed by the school administration and the result is announced within a week. The examination papers are kept for the study period.

## **STUDY PERIOD**

**Article 6.** It is a must for the students to fulfill the language requirements of Kadir Has University in order to start their undergraduate education. The education at Preparatory School is one year. Those who can not fulfill the requirements repeat the Kadir Has University English Preparatory School programme .

**Article 7.** The students who attend the Kadir Has University English Preparatory School the second year and are dismissed from the school are placed to Turkish medium universities to the same departments by OSYM under certain conditions which are determined by the higher education council

## **VALIDITY**

**Article 8-** These instructions replace the Kadir Has University english language teaching English Preparatory School instructions dated 07 July 2000 and numbered 2000/06 and puts in to application the new instructions approved by the University Senate on March 2, 2011.

## **EXECUTION**

Article 9- The rules and regulations mentioned above are implemented by Kadir Has university rectorship.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”