KADIR HAS UNIVERSITY
REGULATION CONCERNING FOREIGN LANGUAGE EDUCATION
AT THE PREPARATORY SCHOOL

PART I
AIMS, SCOPE, GROUNDS AND DEFINITIONS

Aims
Article 1 - (1) The aim of this regulation is to ensure that students registered in programs of study at Kadir Has University have sufficient foreign language skills to follow subject courses taught in the language of instruction envisaged for their majors/fields of study, are able to express themselves in writing and verbally, and acquire the foreign language skills necessary to communicate in work and social settings. This regulation also aims to ensure that, upon completion of associate, bachelor’s, master’s, or doctoral degree programs of study, students possess the skills stipulated in the Turkish Framework for Higher Education Proficiency.

Scope
Article 2 - (1) This regulation sets forth the principles, rules and procedures governing, among other activities, the education, instruction, testing, and evaluation carried out in the context of the foreign language program administered by the Kadir Has University Preparatory School.

Grounds
Article 3 - (1) This Regulation is based on Article 49 of Higher Education Law 2547, articles 7 and 9 of the Regulation for Foreign Language Education in Higher Education Institutions, and Articles 7 and 8 of the Kadir Has University Regulation for Associate and Undergraduate Education.

Definitions
Article 4 - (1) The definitions of the following terms in this regulation are as follows:

University: Kadir Has University.
Board of Trustees: Kadir Has University Board of Trustees.
Preparatory School: Kadir Has University Foreign Language Preparatory School.
Preparatory Year: The foreign language preparatory period of study lasts one year and is administered by the Kadir Has University Kadir Has University
KHAS-EPE: Kadir Has University English Proficiency Exam.
PART II
PRINCIPLES OF FOREIGN LANGUAGE EDUCATION

Language of Education

Article 5 - (1) The medium of instruction at Kadir Has University is fully or partially English depending on the program of study. New students admitted to Kadir Has University through the university placement exam or transfer from other universities must demonstrate the required level of English language proficiency.

The Preparatory School and Exams

Article 6 - (1) Students who have registered at the university per the terms of Article 6 of the Kadir Has University Regulation for Associate and Undergraduate Education must take the KHAS-EPE. The minimum passing grade on the KHAS-EPE is 60 out of 100 points. Students who submit a valid TOEFL IBT score of 79 or above, or an IELTS Academic score of 5.5. or above, or an acceptable score on another international language exam which has been approved by the University Senate, shall be exempt from study at the Preparatory School provided that the scores are reported to the Preparatory School directly by the institutions administering those exams. Only TOEFL IBT scores of tests taken at test centers approved by the Kadir Has University Senate (Kadir Has University TOEFL institutional code: 7524) shall be considered valid.

(2) Students who can demonstrate successful completion of the English preparatory education at another institution of higher education prior to applying to Kadir Has University can apply for exemption from the English proficiency exam. The administrative board of the related academic unit and the administrative board of the university shall make a ruling in such cases. Students who are not granted exemption shall be required to take and pass the English proficiency exam with a minimum score of 60 out of 100 before beginning their undergraduate education.

(3) Students who cannot demonstrate the levels of English language proficiency indicated above or fail the proficiency exam shall take the Placement Exam and be placed in one of the levels below for English language preparatory study.

(4) The levels/groups at the Preparatory School are as follows:

- A1  - Beginner
- A2  - Basic
- B1  - Intermediate
- B2  - Upper Intermediate
- C1  - Advanced

Article 7 - (1) Students who do not meet the criteria for exemption must complete the university’s English preparatory program prior to beginning an undergraduate program of study. The English preparatory study lasts one academic year and is divided into five eight-
week modules. Modules 1 and 2 are administered in the Fall semester, modules 3 and 4 in the spring semester, and module 5 is administered during the summer.

(2) To successfully complete the program of study at the preparatory school, students must receive a minimum score of 60 out of 100 on the KHAS-EPE.

(3) The KHAS-EPE is offered four times per year: in September, and at the end of Modules 2, 4 and 5.

(4) To be eligible to take the KHAS-EPE at the end of Modules 2, 4 and 5, students must demonstrate a skill level of B1 and maintain a minimum module GPA (Grade Point Average) of 60 out of 100.

(5) Students’ module GPAs are determined according to the scores received for attendance/participation in class, written and oral assignments, and exams taken at the end of each module. The weighting for exams and other assignments shall be determined by the Preparatory School Director’s Office.

(6) Newly registered students and students who have failed to meet the requirements of the preparatory program the previous year are all eligible to take the KHAS-EPE offered in September.

(7) Students who successfully complete the English preparatory year may enroll for their undergraduate education at the beginning of the following semester. Students who substantiate their foreign language proficiency per the requirements set forth in Article 6 of this regulation above may begin their undergraduate education at the beginning of the following semester.

(8) Students who do not successfully complete the English preparatory year may attend the program again provided that they renew their registration.

(9) Students who do not renew their registration in their second year at the Preparatory School may take the KHU-EPE exam in September provided they pay one quarter of the tuition fee due for the semesters in which they did not register. Applications for taking the exam are made to the Kadir Has University Foreign Language Preparatory School.

(10) Students who suspend their registration cannot take the KHU-EPE exam administered at the end of a semester in which they were not registered.

(11) Students who fail to meet the English language proficiency requirements at the end of their second year of study or at the beginning of the following academic year receive the status of “Preparatory Year Pending” for their third and following study years. All scholarship and non-scholarship students with this status may apply to attend courses provided they pay the current tuition fees. Students in this category who do not want to attend courses but wish to take the exams are allowed to do so, provided that they pay one quarter of the current tuition fee under the following conditions: If a student has completed level B1 or a higher level with a minimum GPA of 60%, he/she is allowed to take the end of module exam in the fall and/or spring semester and the KHU-EPE in the September session. Students who fail to complete level B1 or a higher level with a minimum GPA of 60% can only take the KHU-
EPE in the September session. Applications to attend classes or to take exams are made to the Kadir Has University Foreign Language Preparatory School. Students designated under the ‘Preparatory Year Pending’ status cannot benefit from their rights as students of the university and cannot apply to suspend their registration.

Attendance Requirements

Article 8 – (1) Students must attend at least 85% of classes, applied coursework, and labs, and complete all related exams and academic assignments. Students who do not attend the minimum number of classes shall fail that module and shall not be allowed to take the module-end exams nor take the KHAS-EPE.

(2) In case of the death of an immediate family member (mother, father, sibling, husband/wife), students may be granted up to three days of leave provided that they submit documentation of the death.

3) Only stamped medical reports issued by family doctors, reports from public hospitals, and medical reports from private hospitals endorsed by a district public health center or directorate of health shall be accepted in the case of absence due to illness. Medical reports must be submitted to the Preparatory School Director’s Office within three days of issue. Medical reports which do not meet the above criteria shall not be accepted.

Exams, Protesting Grades and Make-up Exams

Article 9 - (1) The days and times of the KHAS-EPE, as indicated in the academic calendar, shall be announced at the Preparatory School. Students must present their student ID cards to be admitted to take the exam. The exam results shall be announced at the Preparatory School one week after the exam date.

(2) The Preparatory School shall determine and announce the types, numbers and dates of exams that will be administered in each academic year. The preparatory school does offer re-take (bütünleme) exams. No additional fees are charged for Module 5 offered in the summer. Aside from this module, there are no summer school courses at the preparatory school.

(3) Students who are unable to take a module exam and have a valid excuse must submit to the Preparatory School Director’s Office a report evidencing the excuse within three days of the last day covered by the report. If the excuse is determined to be valid, then the student will take a make-up exam on a date stipulated by the school. Make-up exams may not be given for coursework which accounts for 25% or less of the total grade. If an excuse is accepted and filed, the contribution of the make-up exam shall be added to other exams. Students are responsible for completing the assignments indicated in the syllabus which they shall receive at the beginning of the semester, including oral and written assignments, homework, and presentations.

(4) No make-up exams are offered for the KHAS-EPE.
(5) Students may protest exam results by filing a petition to the Preparatory School Director’s Office within five days of the announcement of exam results. A committee appointed by the Preparatory School Director’s Office shall review the exam and notify the protesting student within one week of its decision. Exam papers of all types shall be retained for two years.

PART III
OTHER PROVISIONS

Validity
Article 10 - (1) This regulation hereby supersedes the “Kadir Has University Regulation for English Education and the English Preparatory Course” dated March 2nd, 2011 and is effective as of June 6th, 2012, the date on which it was approved by the Kadir Has University Senate.

Implementation
Article 11 - (1) The provisions of this regulation shall be implemented by the Rector of Kadir Has University.

“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.”