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**KARADENİZ TECHNICAL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
APPLICATION REGULATION**

PART ONE

Preliminary Provisions

Aim

ARTICLE 1- (1) The aim of this regulation is to determine education and training principles to be applied in Karadeniz Technical University, School of Foreign Languages, Department of Foreign Languages.

Scope

ARTICLE 2- (1) This regulation covers the principles about optional and compulsory foreign language preparatory education and training, and compulsory courses and service courses organized and conducted by Karadeniz Technical University, School of Foreign Languages.

(2) The Preparatory Programs of English Language and Literature and Russian Language and Literature conducted by the Faculty of Letters are not subject to this regulation.

Legal Basis

ARTICLE 3- (1) This regulation was prepared based on the provisions subjected to the Law of Higher Education No. 2547, dated November 4, 1981 and to the provisions of the regulations about the principles to be followed in Teaching in a Foreign Language and Foreign Language Teaching in Higher Education Institutions, dated March 23, 2016 and the Official Gazette No. 29662.

Definitions

ARTICLE 4- In this regulation, the following expressions have the below meanings:

- a) University: refers to Karadeniz Technical University (KTU),
- b) University Administrative Board: refers to Karadeniz Technical University Administrative Board,
- c) Rector: refers to Karadeniz Technical University Rector,
- d) Senate: refers to Karadeniz Technical University Senate,
- e) School: refers to Karadeniz Technical University, School of Foreign Languages,

- f) Board of Administrators: refers to Karadeniz Technical University Administrative Board,
- g) Preparatory Class: refers to School of Foreign Languages, Preparatory Class
- h) Directorate: refers to School of Foreign Languages Directorate

PART TWO

Education and Training Principles

Mission and vision

ARTICLE 5- (1) Our mission is to provide all students at our university with quality education programs which they will need to manage their academic studies effectively and in which they can acquire the necessary foreign language knowledge and skills to express themselves and exchange information in different environments where the relevant language is used as a means of communication.

(2) Our vision is to develop foreign language teaching programs conducted in all units of the School of Foreign Languages, teaching equipment, and learning environment in a way that is in line with the general vision of our university and contemporary international qualifications, educate students in such a way that they can acquire maximum benefit from foreign language education in both the institutes and departments which they will attend later and in different aspects of life, and to be an educational institution distinguished with its qualifications.

Placement Exam

ARTICLE 6- (1) With the Placement Exam held at the beginning of each academic year on the days and times predetermined in the School Academic Calendar, the foreign language level of the following students is determined:

- a) Undergraduate and graduate students who have enrolled for the first time in one of the departments and programs of the university where there is a compulsory preparatory class education,
- b) Students whose departments do not require compulsory preparatory class education in their programs and wish to take preparatory education optionally, and
- c) The students who have transferred from programs where the medium of instruction is Turkish to programs where the medium of instruction is 30% or 100% English (Students who transferred from the 30% or 100% English departments or programs of any higher education institution, either to a similar or the same department, or from an associate degree program or a distance learning program to an undergraduate program, or through the Central Placement Test).

(2) If the students defined in subparagraphs (a), (b) and (c) of the first paragraph of this article get a grade below the grade threshold (B1 level) determined by the Administration Board in the Placement Exam, they are placed directly in a suitable level class in the preparatory class without taking the Exemption Exam.

(3) The placement test does not provide exemption from the preparatory class.

(4) It is compulsory for every student to take the Placement Exam. Students who do not take the Placement Exam are not allowed to take the Exemption Exam.

(5) When necessary, the School of Foreign Languages may apply the Placement Exam and the Preparatory Program Exemption Exams as a single exam.

Conditions for taking the Exemption Exam and being exempt

ARTICLE 7- (1) Whether or not the students defined in paragraphs (a) and (b) of paragraph 1 of article 6 are exempt from the compulsory foreign language preparatory class is determined by the Exemption Exams administered by the School of Foreign Languages 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 applied to students who score above the grade (B1 level) determined by the School in the Placement Exam.

(2) The passing grade for the Exemption Exam is 65 for the preparatory class students of the departments where the language of instruction is 30% English and where the language of instruction is Turkish, and 70 for the preparatory class students of the departments where the language of instruction is 100% English.

(3) Students who meet the following conditions are exempt from the compulsory preparatory class without seeking exemption from the School of Foreign Languages:

a) Those who completed their secondary education in the last three years in a country where the English language is spoken as a mother tongue as of the date of application, and have completed their secondary education in secondary education institutions attended by the citizens of that country,

b) Those who have received YDS and/or YÖKDİL 65 and equivalent grades, for the students of departments where the language of instruction is 30% English, and YDS and/or YÖKDİL 70, for all those students of the departments and graduate programs where the language of instruction is 100% English, from an exam specified in the YÖK Foreign Language Exams Equivalence Directive and Equivalence Table,

c) Among the students who enrolled for the first time in one of the departments or programs of the university which require compulsory preparatory class education, those who have successfully completed the English preparatory class (according to the CEFR program) at B2 level at Karadeniz Technical University or another university within the last three academic years as of the date of application,

d) Students who transferred from the 30% or 100% English departments or programs of any higher education institution, either to a similar or the same department, or from an associate degree program or a distance learning program to an undergraduate program, or through the Central Placement Test, to a 30% or 100% English department or program in our university, and additional quota students are exempt from the preparatory class provided that they have successfully completed the B2 level (except students who transferred to preparatory classes).

4) In order for the score obtained from the exams within the scope of subparagraph (b) of the third paragraph to be evaluated according to the provisions of this regulation, it is required that there should be a maximum time of three years between the date of application and the date of the exam.

5) The original or certified copies of the documents showing that the conditions specified in subparagraph (a), (b) and (c) of the third paragraph are met must be submitted to the School of Foreign Languages Student Affairs at least two weeks before the Exemption Exams, together with a petition.

6) In line with the decision of the School Board, the School can have an independent institution take all or part of the Placement Exam and English Proficiency (Preparatory Exemption Exam) exams administered at the beginning of each academic year, provided that they are announced in advance in the academic calendar before each academic year. This institution must be an institution that has equivalence in the European Union and in the countries of the world, making level determination on the basis of the Common European Framework of Reference for Languages.

Compulsory preparatory class programme

ARTICLE 8- (1) Compulsory preparatory language education is applied for programs where the language of instruction is 100% or 30% English. The education period in compulsory preparatory classes is one academic year. This period is not part of the teaching 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 registered. The following principles are applied to students who attend the compulsory preparatory class and fail at the end of the year:

a) Students who successfully completed the B2 level in the compulsory preparatory class in departments and programs where the language of instruction is 30% and/or 100% English are exempt from the preparatory class.

b) Students who fail in the compulsory preparatory class continue their education in the next academic year, starting from the last successful level, provided that they apply with a petition within five working days following the announcement of the Exemption (proficiency) Exam results. In their second year of the preparatory class, these students can take the Exemption Exam, which is held at the end of the fall semester.

(3) Students who fail at the end of the second year are dismissed from their programs by the Student Affairs Office. The provisions of the Law No. 2547 and the regulation on the principles to be followed in Teaching in a Foreign Language and Foreign Language Teaching in Higher Education Institutions are applied to students who are dismissed from the departments where the language of instruction is 100% or 30% English.

Optional preparatory class program

ARTICLE 9- (1) Students of academic units where the language of instruction is Turkish and which are determined by the university senate can apply to the Student Affairs Office of the university in accordance with the quota determined by the School of Foreign Languages and register for the preparatory class after having their classes marked as preparatory class in the information management system (BYS). The quota for students who can attend optional preparatory class and the application dates are determined by the School of Foreign Languages and announced at the beginning of each academic year. The order of application is taken as a basis for the determination of the students who will attend the preparatory class.

(2) These students are required to submit a personal petition to the School of Foreign Languages Student Affairs showing that they want to study in the preparatory class, at least seven days before the Placement Exam held at the beginning of each academic year.

(3) The duration of education in optional preparatory classes is one academic year. This period is not part of the teaching period of the program in which the students are registered. Students in the optional preparatory class cannot give up their preparatory class education in the half term and transfer to their departments.

(4) Those who successfully complete or fail the preparatory class continue their education in the program they were placed in the next academic year.

Registration in the interim period and transfer (Students who transferred from the 30% or 100% English departments or programs of any higher education institution, either to a similar or the same department, or from an associate degree program or a distance learning program to an undergraduate program, or through the Central Placement Test)

ARTICLE 10- (1) If compulsory foreign language preparatory class education is required in the programs where students who transfer at the beginning of the spring semester of the academic year are registered,

a) These students are required to take the Placement Exam and if they get a grade above the grade threshold (B1 Level) determined by the School of Foreign Languages, they can take the Exemption Exam.

b) Students who transfer from preparatory classes are placed in a class at their level, if there is any, or in a class closest to their level by being subjected to a Placement Exam by the School of Foreign Languages.

c) Students who did not receive compulsory foreign language preparatory education at the university from which they transferred and were not entitled to take the Exemption Exam according to the results of the Placement Exam can continue their preparatory class education in the spring semester by being placed in a class at their level, if there is any, or in a class closest to their level according to the results of the Placement Exam.

d) Students who enroll in the university through any of the transfer types and students who register to the university through an additional quota and overseas students' exam, if they have exceeded the limit of absenteeism as of the date of registration, continue their education at the level determined as a result of the Placement Exam at the beginning of the next period.

(2) Students who transfer at the beginning of the spring semester of the academic year to programs where the language of instruction is Turkish cannot attend optional preparatory class.

(3) Students who enroll in one of the MA and/or PhD programs at the beginning of the spring semester of the academic year have to take the Placement Exam on the dates determined by the School Board. Students who get a grade above the grade threshold (B1 Level) determined by the School Board in the Placement Exam can take the Exemption Exam held at the beginning of the spring semester. Students who are exempted as a result of the Exemption Exam continue their studies in the program they registered. Students who cannot be exempted can continue their preparatory class education in the spring semester by being placed in a class at their level, if there is any, or by being placed in a class closest to their level according to the Placement Exam result. Graduate students enrolled in the interim period continue their education at the same level in the next academic year.

Education period

ARTICLE 11- (1) The normal education period in the English preparatory class is two semesters. According to their level, students are taught for at least 20 and a maximum of 30 hours per week.

(2) Students who are placed in appropriate classes by being ordered alphabetically according to their surnames by the information management system (BYS) and according to the grades they received in the placement exam study for four consecutive semesters, each lasting at least eight weeks, within an academic year.

Levels – Passing Levels

ARTICLE 12- (1) According to the results of the Placement Exam, the possible level groups to be created on the basis of the Common European Framework of Reference for Languages are as follows:

a) Beginner Level: A1

b) Basic User Level: A2

c) Intermediate Level: B1

d) Independent User Level: B2

(2) At one level, students with a grade point average of 65 out of 100 in departments with optional and 30% English compulsory courses, students with an average of 70 out of 100 in departments where the language of instruction is 100% English, and students with an average of 70 out of 100 in graduate programs are acknowledge to be successful and can continue at the next level. Students who exceed the limit of absenteeism within the same level can repeat the level they are in at most once. Students who cannot fulfill the attendance requirement can continue their education in the next academic year.

(3) The assessment tools at a level and their weights in the level grade are as follows:

a) End-of-level exam: 45%

b) Midterm: 30%

c) Assignment/Project/Performance Score: 15%

d) In-class evaluation: 5%

e) Out-of-class online platform activities: 5%

PART THREE

Exams and Evaluation

Exams

ARTICLE 13- (1) In foreign language preparatory education; foreign language Placement Exam, foreign language preparatory class Exemption Exam, quizzes, mid-term exams, make-up exams, end-of-level exams, and make-up exams are applied. These exams can be administered in one or more sessions in written, oral, visual, auditory formats or as a combination of written, oral, visual and auditory formats. Exam definitions are as follows:

a) Foreign Language Placement Exam: Students who have registered for the first time in a program with a foreign language preparatory class and all students who optionally register for the preparatory class are subjected to this exam. Students who get a grade below the grade (B1 Level) threshold determined by the Administrative Board in this exam are directly admitted to the preparatory class without taking the Exemption Exam. Students are placed in levels according to the score obtained from this exam.

b) Foreign Language Preparatory Exemption Exam (Proficiency): Students who have registered for the first time in a program with a foreign language preparatory class and have received a grade above the grade determined by the Administrative Board (B1 Level) in the Placement Exam, and students who have attended the preparatory class and failed before take this 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 department where the language of instruction is 30% English and students who attend the optional preparatory class must get 65 from this exam in order to be successful. Students of departments where the medium of instruction is 100% English and students of graduate programs must get 70 in this exam in order to be successful.

c) Short Exams (Quizzes): Instant quizzes can be applied in written, oral, auditory, visual formats or in a combination of written, oral, visual and auditory formats. These exams can be applied with or without notice, may not be specified in the academic calendar and have no make-ups.

d) Midterm Exams (Midterm): They are administered at least once at each level, taking into account the scope and objectives of the program applied during the preparatory education. Those Exams are

held on the dates specified in the academic calendar announced by the School at the beginning of the academic year.

e) End of Level Test: It is applied at the end of each level. Students who do not exceed the in-level absenteeism threshold can take this exam. Together with the grade they will get from this exam, their level success averages are calculated and whether they can pass to the next level is determined. There are no make-up exams for End of Level Tests.

f) Make-up Exam: For students who cannot attend the midterm exams and whose excuses are accepted by the relevant administrative board, a make-up exam for mid-term exams can be held. Students who want to take the make-up exam must submit the document showing their excuses to School of Foreign Languages Student Affairs within five working days following the end of their excuse. However, students who represent the University and our country may be given the right to take make-up exams for the exams they could not attend during the competitions or the camp periods for the competitions, with the relevant Board of Directors Decision.

g) Project / Assignment / Performance Evaluation: These are the studies evaluated by the assigned instructor, which include written, oral and visual (presentation and the like) assignments that students have to do at each level.

h) In-Class Evaluation: This grade is given by the instructors according to criteria such as participation, attendance, assignments and working on time.

i) Make-up Exam: It only replaces the B2 final exam at the end of the spring semester.

Attendance

ARTICLE 14- (1) Attendance at the foreign language preparatory class is compulsory. Classes can also be conducted in block courses with the decision of the School Board. Students are obliged to attend not less than 80% of the classes of each level they are in. The attendance records of the students are determined by the instructors who take the attendance of each course and are announced regularly in the information management system (BYS) of the university. Instructors do not have the authority to give permission to students.

(2) Each student is responsible for keeping and checking his / her own attendance record. Attendance requirements for students who applied with a petition to take the preparatory class for the second time are the same as for the newly registered students.

(3) Medical reports do not remove the obligation to attend classes. Students who do not meet the 80% attendance record cannot take the End of Level Test of the relevant course and are acknowledged absent, regardless of their grade point average, and they repeat the course at most one more time. They continue their education from the beginning of the next academic year.

(4) Attendance record at one level cannot be transferred to another level. Students who fail to meet the attendance requirement at the same level twice in an academic year in which they receive preparatory class education fail the preparatory class due to absenteeism. They continue their education from the beginning of the next academic year.

(5) Graduate students who do not get a valid grade from the exams specified in the YÖK Foreign Language Exams Equivalence Directive and Equivalence Table and wish to attend the preparatory class courses must personally submit a petition to the School of Foreign Languages Student Affairs five days before the placement test.

(6) The students who submit a petition to attend classes, according to the order of application and the quota of the School, are required to take the Placement Exam. Students who get a grade above the grade determined by the School Board (B1 Level) in the Placement Exam take the Exemption Exam.

Principles for Success and Evaluation

ARTICLE 15- (1) All the students who have successfully completed B2 level of the foreign language preparatory class are acknowledge to be successful in the preparatory class.

(2) Grades with fractions of 0.50 and above in all exams are completed to the next full score.

Objecting to exams

ARTICLE 16- (1) Objections to the exam results are made to the School of Foreign Languages Student Affairs with a petition within five working days following the announcement of the grades. The objection is forwarded to the examination commission who apply the exam by the School Directorate. If a material error is detected as a result of the examination to be carried out by the evaluation commission to object to the exam results, the necessary correction is made in the exam grade within one week and it is recorded in the information management system (BYS). The student concerned is informed.

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

PART FOUR

Permissions

Study Suspending and Disenrollment

ARTICLE 17- (1) The provisions of Karadeniz Technical University Associate Degree and Undergraduate Education Regulations are applied regarding the activities and transactions related to the Study Suspending and Disenrollment of the students.

Medical Reports and Course Leave

ARTICLE 18- (1) Medical reports do not remove the obligation to attend classes. However, in cases that require treatment for more than 20 days, students can apply to the School of Foreign Languages Student Affairs with a medical board (delegation) report. Their applications are evaluated by the School Board.

(2) Students who cannot take the midterm exams due to health problems apply in writing to the School of Foreign Languages Student Affairs within five working days following the end of the report with official medical reports showing their status. For students whose excuses are accepted, a make-up exam is held, the place and time of which is determined by the relevant unit. Make-up exams are not held for quizzes.

(3) 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 can be granted a course permission for the relevant dates, provided that the letter of assignment to be sent by the dean's/directorate that organizes the event is notified to the Rector's Office of Health, Culture and Sports before the event takes place. Notifications made after the event date will not be considered.

(4) In case of the death of first-degree relatives, students are given five working days of permission, and two working days in case of the death of second-degree relatives. In addition, students who have to attend the hearings as witnesses or suspects are given one day of leave for the hearings within the city and two days for the hearings outside the city. It is obligatory for the students to submit the documents to the School of Foreign Languages Student Affairs related to the death (death certificate)

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 quizzes).

PART FIVE

Exemption from Common Compulsory Courses

ARTICLE 19– (1) Every year, at the beginning of the fall semester, an exemption exam is held for common compulsory foreign language courses by the School of Foreign Languages. Students who get at least 60 points out of 100 from this exam are exempted from common compulsory foreign language courses. The grades of students who score 60 and above in the common compulsory foreign language courses exemption exam are converted into letter grades according to the Absolute Assessment System grade ranges table (Table-3), defined in the Regulations 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. Those grades are processed separately for English I and English II courses in transcripts.

(2) Students who will start their education at our University in the relevant academic year and who will receive education in departments without English preparatory class education can apply for the common compulsory foreign language courses exemption exam. Students have to indicate to the School of Foreign Languages Student Affairs 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 given for students who fail the common compulsory foreign language courses exemption exam or those who do not take the exam.

(4) Students who score 45 in YDS and one of the equivalent grades from the exams specified in the YÖK Foreign Language Exams Equivalence Directive and Equivalence Table in the last three years, and those who do not have to study in the preparatory class and are enrolled in departments where classes are taught completely in Turkish, are exempted from common compulsory foreign language courses without taking the exemption exam.

PART SIX

Miscellaneous and Final Provisions

Discipline

ARTICLE 20– (1) The disciplinary work and procedures of students are carried out by the School of Foreign Languages within the framework of the provisions of the Higher Education Institutions Student Discipline Regulation. The dean's office / directorate / Student Affairs Office and the relevant institutions are notified in writing regarding the result of the disciplinary investigation.

(2) Students who receive temporary suspension from the university cannot attend classes and cannot take exams during their suspension.

ARTICLE 21– (1) This Directive also applies to students who transfer from another university, to a similar or the same department; or from an associate degree program or a distance learning program to an undergraduate program within the University.

ARTICLE 22– (1) Students who have successfully completed the foreign language preparatory class receive a document showing their status from the School of Foreign Languages Student Affairs.

ARTICLE 23– (1) A student who has a non-original textbook in the university is obliged to meet the legal and financial sanctions and losses that will occur against the university in this regard.

Cases with no provision in the directive

ARTICLE 24– (1) In cases where there is no provision in this Directive, the provisions of Karadeniz Technical University Associate and Undergraduate Education Regulation, Foreign Language Teaching in Higher Education Institutions and Regulation on the Principles to be Applied in Teaching in a Foreign Language, Senate Decisions and other legislation provisions are applied.

Repealed Directive

ARTICLE 25– (1) The "Karadeniz Technical University School of Foreign Languages Implementation Directive," which was accepted by the University Senate's decision dated 02.12.2016 and numbered 275/6, has been repealed.

Force

ARTICLE 26- (1) After this Directive is accepted by the University Senate, it enters into force to be implemented from the beginning of the 2022-2023 Academic Year.

Implementation

ARTICLE 27- (1) The provisions of this directive are executed by the Rector of Karadeniz Technical University.