# T.C.

ISTANBUL MEDIPOL UNIVERSITY

ENGLISH PREPARATORY PROGRAM

EDUCATION INSTRUCTION\*

Aim, Scope, Base

**ARTICLE 1 -** (1) The aim of this instruction is to regulate the procedures and principles regarding foreign language teaching and exams conducted in the English Preparatory program of Istanbul Medipol University.

(2) This instruction was published in the Official Gazette dated August 17, 2012, and numbered 28387 and entered into force in the 17th article of the Istanbul Medipol University Associate and Undergraduate Education Regulations. It has been prepared based on Article 17.

# Education

**ARTICLE 2** - (1) The English Preparatory Program is organized based on the academic year. With the decision of the Senate, educational programs can be opened outside the academic calendar.

# Education Coordinator

**ARTICLE 3** - (1) The planning and coordination of English preparatory class education is done by the Preparatory Program Coordinator appointed by the Rector.

# Exemption

**ARTICLE 4 -** (1) Students who enrol in education programs with a compulsory foreign language preparatory class have to register and succeed in the foreign language preparatory class. Students who want to be exempted from the preparatory class submit their requests in writing to the Preparatory Class Coordinator and attach a certified copy of the foreign language proficiency documents previously obtained to their petitions. Applications are evaluated and finalized by the Foreign Language Preparatory Class Coordinator.

1. English Proficiency Exam is held before the academic year begins to determine whether students are exempt from the Compulsory English Preparatory Program and their level of English language knowledge.
2. Exemption exams can be repeated on dates deemed appropriate by the Rectorate.
3. The following students are exempt from foreign language preparatory class education and are entitled to attend the first year of the education program they are registered in:
4. Those who have completed their secondary education in a country where the foreign language is determined as the language of instruction is spoken, at least in the last three years, in secondary education institutions attended by the citizens of that country.
5. Those who get at least 70 points from the KPDS, ÜDS and YDS exams held by the Student Selection Center and those who have a score of 70 points according to the OSYM equivalence table from the international foreign language exams accepted by YÖK (Higher Education Council). In order for the score obtained in the exams in this paragraph to be evaluated, three years must not pass from the date of the exam.
6. Those who score 75 and above in the English Proficiency Exam conducted by the university.

ç) Those who have scored between 60-74 in the Proficiency Exam given by the university have been successful in the speaking exam.

1. Those who pass the “Oxford Test of English” English proficiency Exam at B2 and above levels. **(Amendment: University Senate's decision dated 21/05/2021 and numbered 2021/07-02-05).**

# Attendance Obligation

**ARTICLE 5 –** (1) Attendance is compulsory in the English Preparatory Program. Students whose absenteeism exceeds 15% are considered unsuccessful.

1. The attendance status of the students who are accepted to the preparatory class with an additional quota is calculated from the date they start the preparatory education.
2. Students who exceed the absenteeism limit can take the English Proficiency Exam.

# Courses and Exams

**ARTICLE 6 -** (1) Students are grouped according to the results of the Proficiency Exam conducted by the English Preparatory School Coordinator at the beginning of the academic year. Different programs can be applied according to the level of knowledge of the students in the preparatory class.

(2) During the English Preparatory Education, the following exams and assessments are made according to the determined schedule.

1. Attendance Evaluation Grade (Quiz): It is the exam that is planned considering the contents of the courses and is held at the end of the subject. Their numbers are determined within the track in proportion to the weight of the course. There is no obligation to announce these exams in advance, and there is no make-up.
2. Midterm Exam: It is an exam held in the middle of each track and consists of all the courses that the student has taken in that slice.
3. Teacher Assessment: It is the evaluation made by taking into account the students' attendance, participation in the course, the completion of various assignments and their success in the course.

ç) End of Track Exam: It is an exam held at the end of each track training and measures the knowledge taught throughout the slice.

1. Slice Grade: It is the numerical expression of the success in the education period covering a slice. The value obtained by adding 20% of the exam average, 30% of the midterm exam, 10% of the teacher assessment and 40% of the track exam is saved as a note.
2. Final exam (Preparatory Language Achievement Test-PLAT): It is an exam held at the end of the academic year and consists of five parts (Use of English and Vocabulary, Reading Comprehension, Writing, Listening, and Speaking).
3. Make-up Exam: It is an exam for students who fail the Final exam (PLAT).

# Calculation of Success Score

**ARTICLE 7 -** (1) Students whose track grades average 80 points or more are not required to take the PLAT. The success grade of these students is the average of their grades. The success grade of the students participating in the Final exam is calculated by adding 60% of the slice grades and 40% of the grade received in the Final exam. The success grade in the preparatory program is 70 out of 100 points.

# Miscellaneous Provisions

**ARTICLE 8** - (1) Students who fail the Final Exam and the make-up exam can attend the Proficiency Exams to be held later.

1. Students who fail all exams can attend the preparatory class in the next academic year if they wish. Students who do not want to attend the preparatory class must meet the conditions specified in Article 4 of this instruction.
2. Istanbul Medipol University Preparatory Program Coordinator's Proficiency Exam is held for students who come with internal transfer and have not studied English Preparatory Program at their university.
3. Students who come with a lateral transfer, who are successful in the preparatory class of the university they come from or who pass the Proficiency exam at the university they come from and who certify this, as well as those who are successful in other equivalent exams and certify this, are exempt from the English preparatory class and the Proficiency exam.
4. In departments where English preparatory class is not compulsory, students who are successful in the Proficiency Exam conducted by the Istanbul Medipol University Preparatory Program Coordinator or in the preparatory class of other universities can be exempt from the compulsory foreign language courses given in accordance with subparagraph (i) of Article 5 of the Law No. 2547 the note is valid.

# Conditions without Provisions

**ARTICLE 9 -** (1) In cases where there is no provision in this instruction, the provisions of the relevant legislation, the decisions of the university administrative board and the Senate are applied.

# Repeal

**ARTICLE 10 -** (1) The "English Preparatory Class Education Instruction'' is adopted by the University Senate's decision dated 16.07.2013 and numbered 2013/19-1 has been repealed.

# Enforcement

**Article11-** (1) This instruction enters into force on the date it is accepted by the University Senate.

# Execution

**Article 12– (1)** The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 02.09.2014 and numbered 2014/26-01.