

SELÇUK UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
DEPARTMENT OF FOREIGN LANGUAGES EDUCATION-TRAINING
AND EXAM REGULATION

FIRST PART

Purpose, Scope, Basis and Definitions

Aim

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the procedures and principles to be applied regarding the education-training and examinations to be carried out in compulsory and optional foreign language preparatory classes conducted by Selçuk University School of Foreign Languages.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding foreign language preparatory education and training organized and carried out by Selçuk University School of Foreign Languages.

Base

ARTICLE 3 – (1) This Regulation has been prepared based on the 14th and 49th articles of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 – (1) In this Regulation;

- a) Optional foreign language preparatory classes: Foreign language preparatory classes for students enrolled in programs whose language of instruction is entirely Turkish,
- b) **(Mülga:RG-21/7/2023-32255)**
- c) Director: Director of the School of Foreign Languages
- ç) Directorate: Directorate of the School of Foreign Languages
- d) Program and material development commission: In order to determine and develop the education, training program and materials of foreign languages within the School of Foreign Languages, to ensure the continuity of this development and to create a material archive, to determine and announce the additional materials and project topics that need to be used; The commission is selected by the principal from among the faculty members working at the School of Foreign Languages for three years and whose number is determined according to the need in that academic year.
- e) Rector: Rector of Selçuk University
- f) Senate: Selçuk University Senate
- g) Examination and evaluation commission: It is formed by the Director, in cooperation with the program and material development commission, in order to determine the content and implementation method of short-term exams, level determination exams, midterm exams, final

and proficiency exams, and is composed of three faculty members working at the School of Foreign Languages. Commission selected for the year and whose number is determined according to the need in that academic year

ğ) University: Selçuk University

h) School of Foreign Languages (SFL): Selçuk University School of Foreign Languages,

i) College Board: The board consisting of the principal, deputy principals, department heads and faculty members representatives,

i) Higher education programs: Selçuk University higher education programs,

j) School Board of Directors: School of Foreign Languages Board of Directors

k) Compulsory foreign language preparatory classes: Foreign language preparatory classes for students who are enrolled in associate, undergraduate or graduate programs where education is provided in a foreign language or a combination of Turkish and a specific foreign language, and for students who are enrolled in higher education programs that teach foreign languages.

l) Preparatory adjustment commission: A commission of at least 3 people selected by the Director from among the faculty members working at the School of Foreign Languages, formed to decide on the recognition of the preparatory education received by the students who are placed in programs where preparatory education is compulsory through horizontal transfer, at the university they come from.

SECOND PART

Principles Regarding Education and Training

Education

ARTICLE 5 – (1) The purpose of the preparatory class education is to teach students the basic skills of the foreign language such as reading, understanding, writing and speaking, which are prescribed by the education and training programs they are enrolled in, to provide them with the ability to follow publications in various fields and to gain the language communication required in social life.

(2) The duration of study in preparatory classes is one academic year. Education begins and ends on the dates specified in the academic calendar.

(3) (Amended:OG-1/9/2019-30875) Total weekly course hours in preparatory class programs are determined and entered into force by the School Board of Directors, not less than twenty hours per week.

Attendance obligation

ARTICLE 6 – (1) All students who will continue their preparatory education must attend 85% of the courses.

(2) A student who does not attend more than 15% of the courses is considered unsuccessful. Students who fail due to absenteeism cannot take the final exam, but they can take the proficiency exam held by SFL at the beginning of the academic year.

(3) Students who fail due to absenteeism but pass the proficiency exam can continue their programs; students who fail the compulsory preparatory education must repeat the foreign language preparatory class.

(4) Course instructors do not have the authority to give permission to students for absence.

(5) Among the students attending the preparatory class, those who do not bring the course materials required for the course, or those who bring them incomplete, determined by the Directorate of the School of Foreign Languages at the beginning of the academic year, are not admitted to the course and are considered absent in that course.

Exemption

ARTICLE 7 – (1) The following students are exempt from preparatory education:

- a) Students who enroll for the first time in our University's higher education programs where a compulsory foreign language preparatory class is offered, students who have received sufficient scores from the proficiency exam administered at the beginning of the academic year in which they registered,
- b) b) (Amended:OG-14/12/2021-31689) Students who study in secondary education institutions attended by citizens of that country in a country where the foreign language determined as the language of instruction is spoken as the mother tongue/official language and document that they have completed at least the last three years of their secondary education in these institutions. ,
- c) c) Valid documents and required scores to be exempt from the Foreign Language Preparatory Program are shown in the table below:

German	Exam	TestDaF	Goethe-Zertifikat / TELC Deutsch	Deutsches Sprachdiplom (DSD) Stufe II
	Level	Level 3	C1-Befriedigend	B2
Arabic	Exam	YDS		
	Level	70		
French	Exam	DELFD&DALD		
	Level	DALF C1		
English	Exam	TOEFL İBT		
	Level	84		
Russian	Exam	TORFL		
	Level	Level 3-75		

2) (Amended:OG-1/9/2019-30875) Documents accepted by the Senate for exemption must be submitted to the School Directorate at the latest five business days before the qualifying exam, along with a petition, for evaluation and decision by the School Board of Directors.

(3) The adjustment commissions of the programs in which the students are placed decide whether the students who are placed in programs where preparatory education is compulsory through horizontal transfer and who are deemed successful in the preparatory education at the higher education institution they come from, will be included in the preparatory program or not, and the relevant departments take the necessary actions.

(4) While studying in the preparatory program, the preparatory adjustment commission of the School of Foreign Languages decides whether the preparatory education received by the

students who are placed in programs where preparatory education is compulsory through horizontal transfer will be recognized at the university they come to.

Exams

ARTICLE 8 – (Amended:OG-1/9/2019-30875)

- (1) (Amended sentence:OG-21/7/2023-32255) In the preparatory class program, a proficiency exam is held at the beginning of each academic year, short-term exams, projects, midterm exams and a final exam are held at the end of the year throughout the academic year. Exams are administered written and/or orally.

Qualifying examination

- (2) **ARTICLE 9 –** (1) The proficiency exam is held by the School of Foreign Languages at the beginning of each academic year according to the following principles:
- (3) a) Proficiency exam held at the beginning of the academic year: Students who have been definitively registered to a higher education program that implements a compulsory and optional preparatory class education program at the university's higher education institutions, and students who have taken preparatory education and failed, without being required to meet the attendance requirement, take a four-stage proficiency exam, one of which is the threshold exam, at the beginning of the new academic year. . This exam covers reading, writing, listening and speaking skills, as well as grammar and vocabulary. Students who are enrolled in programs where courses are given in a specific foreign language or in a mixture of Turkish and a specific foreign language and receive compulsory preparatory education, those who score at least 70 (CB) out of 100 are considered successful and begin their education in the programs they are registered in. Apart from these programs, the success grade in programs with optional preparatory education is 60 (CC) out of 100 full points.

Placement test

ARTICLE 10 – (Repealed:OG-21/7/2023-32255)

Midterms

ARTICLE 11 – (Amended:OG-1/9/2019-30875)

- (1) It is applied at the end of each level, taking into account the scope and objectives of the program implemented during the preparatory education.

Final Exam

ARTICLE 12 – (1) It is applied at the end of the academic year. Only students who meet the attendance requirements can take the final exam.

Quizzes and project assignments

ARTICLE 13- (Amended with Title:OG-21/7/2023-32255)

- (1) Taking into account the scope and objectives of the programs implemented during the preparatory education, short-term exams and project assignments are reflected in the overall success grade according to the principles determined by the School Board of Directors.

Calculation of class determination grade

ARTICLE 14- (Amended with Title:OG-21/7/2023-32255)

- (1) The 100-point system is used in evaluating success.
- (2) The grade determination grade is calculated by adding the grade point average of short-term exams and project assignments and the midterm exam grade in the ratios determined by the School Board of Directors.
- (3) Changes in class determination are made with the recommendation of the relevant unit and the approval of the School Administrative Board.

Calculation of year-end success grade

ARTICLE 15 – (1) The year-end success grade is the sum of 10% of the 1st level final grade, 20% of the 2nd level final grade, 30% of the 3rd level final grade and 40% of the 4th level final grade. This is calculated by taking 60% of the grade and 40% of the Final exam.

- (2) A score of at least 80 (Eighty) is obtained by adding up 10% of the 1st level final grade, 20% of the 2nd level final grade, 30% of the 3rd level final grade and 40% of the 4th level final grade. (Additional phrase:OG-21/7/2023-32255) and students who meet the attendance requirement are deemed successful without taking the final exam and this grade is accepted as the end of the year grade.
- (3) The year-end passing grade for students who are enrolled in programs where courses are given in a specific foreign language or in a mixture of Turkish and a specific foreign language and who receive compulsory preparatory education is at least 70 (CB) out of 100 full points. Apart from these programs, the passing grade in programs with optional preparatory education is 60 (CC) out of 100 full points. Students who meet these conditions are entitled to receive a certificate of achievement at the end of the year.

Objection to exam results

ARTICLE 16 – (1) Students may apply to the School Directorate in the form of a written petition within five business days from the announcement of the exam results and request review for material errors or incorrect questions in the evaluation of their exams.

- (2) Upon application, the School Directorate takes the opinion of the relevant course instructor and if a material error is detected as a result of the examination, the necessary correction is made by the decision of the Board of Directors, and the result is notified to the relevant student within fifteen days.

Not being able to take the exam due to a justified and valid excuse

ARTICLE 17 – (1) Students who declare a justified and valid excuse specified in the Selçuk University Associate and Undergraduate Education and Examination Regulations published in the Official Gazette dated 13/1/2016 and numbered 29592, must be accepted within one week at the latest from the expiration date of their excuses. They must apply in writing to the relevant unit along with a document showing their excuse. A student who cannot take the midterm exams due to a justified and valid excuse accepted by the School Board of Directors is given the right to take a make-up exam by the decision of the School Board of Directors.

(2) Excuses not reported within this period will not be accepted. In order for students' health-related excuses to be accepted, their health reports must be received from the University's health institutions or other inpatient and fully equipped health institutions.

(3) Make-up exams are not opened for proficiency exams, short-term exams, final exams and make-up exams.

THIRD PART

Compulsory and Optional Foreign Language Preparatory Education

Principles regarding compulsory foreign language preparatory education and training

ARTICLE 18 – (1) Students who wish to be exempt from foreign language preparatory education and who are enrolled in associate, undergraduate or graduate programs with compulsory foreign language preparatory education can take the foreign language proficiency exam held at the beginning of the academic year, on the date determined in the academic calendar.

- (3) Students who are successful in the foreign language proficiency exam held at the beginning of the academic year or who meet the conditions specified in Article 6 begin their education in the first year of the higher education program in which they are registered. Students who are not successful in the proficiency exam or who do not take the proficiency exam receive one year of preparatory education.

Success/failure in compulsory preparatory education

ARTICLE 19 – (1) Students who are enrolled in associate, undergraduate or graduate programs with compulsory foreign language preparatory education and who fail after one year of preparatory education must attend the preparatory class for the second year.

- (2) Students who cannot successfully complete the compulsory preparatory class within two years are dismissed from the program. Students who are dismissed from the preparatory class of programs whose medium of instruction is entirely a foreign language can enroll in an equivalent program at the University whose medium of instruction is Turkish. In addition, if there is no equivalent program in the department in which they are registered at the University, these students, upon request, will be given a one-time order by the Measurement, Selection and Placement Center (ÖSYM) if the student's entrance score to the University is lower than the base score required to register for the program in which they will be placed. They can be placed centrally in one of the programs whose language of instruction is Turkish, provided that they are not available.
- (3) Students who are dismissed from the preparatory class are given the right to take three exams within three years. Those who are given the right to take the exam, if they apply, are taken to the foreign language proficiency exams held at the beginning of each academic year. Students who are successful at the end of the exams are re-registered and continue their education from where they left off. The time during which students in this situation take the exams is not counted as part of their education period. Students who take these exams cannot benefit from their student rights in any way.

Optional preparatory education, principles regarding foreign language preparatory education and training

ARTICLE 20 – (1) With the decision of the university authorized boards and the approval of the Council of Higher Education, foreign language preparatory class education can be given optionally to students who are enrolled in associate, undergraduate or graduate programs whose language of instruction is entirely Turkish.

(2) Students attending optional preparatory classes cannot give up their preparatory education for that year after the deadline for excused late registrations in the academic calendar determined by the Senate.

Success/failure in optional preparatory training

ARTICLE 21 – (1) Students who fail the optional preparatory education they have, take the foreign language proficiency exam at the beginning of the new academic year. Successful students continue to the higher education program they are registered in.

(2) Students who are not successful in the preparatory class are not dismissed and continue their education in their departments and programs.

(3) Students who attended the preparatory education but failed cannot continue the optional preparatory education for the second year. They can take all proficiency exams until their graduation.

CHAPTER FOUR

Miscellaneous and Final Provisions

Situations for which there is no provision

ARTICLE 22 – (1) In cases where there is no provision in this Regulation, Selçuk University Associate and Undergraduate Education and Examination Regulations and relevant legislative provisions and Senate decisions are applied.

Repealed regulation

ARTICLE 23 – (1) Selçuk University School of Foreign Languages Department of Basic Languages Education and Examination Regulation published in the Official Gazette dated 24/7/2017 and numbered 30133 has been abolished.

Force

ARTICLE 24 – (1) This Regulation shall enter into force on the date of its publication.

Executive

ARTICLE 25 – (1) The provisions of this Regulation shall be enforced by the Rector of Selçuk University.

Official Gazette in which the Regulation was published	
Date	Volume
19/9/2018	30540
Official Gazettes Where Regulations Amending the Regulations Are Published	
Date	Volume

1.	1/9/2019	30875
2.	14/12/2021	32689
3.	21/7/2023	32255