

## **PRINCIPLES FOR ENGLISH PREPARATORY PROGRAM REGULATION REVISION**

The maximum period of study of all registered students has been reset pursuant to Article 28 and Article 67, (on period of study, dismissal, examination rights) of “Law on the Establishment of the Directorate of Health Institutes in Turkey and Amendments to Certain Laws and Decree Laws” published on the official gazette dated November 26<sup>th</sup>, 2014.

Accordingly, you may find the applicable procedure below.

### **GENERAL PROCEDURE**

1. The maximum period of study is two years in the English Preparatory Program. Semesters spent under the status of unregistered or external preparatory students are counted towards the maximum period of study. Failure to complete the English Preparatory Program within its maximum period of study will result in the student being dismissed from the university.
2. Students who face dismissal from the university may apply to Student Services to transfer to an equivalent Turkish-medium program, if available, at the university. In the event that there are not any equivalent Turkish-medium program at the university, such students are dismissed from the university after the TRACE examination administered at the end of the second academic year. Furthermore, such students are also entitled to place a one-off request at the Student Selection and Placement Center (OSYM) to be admitted to a Turkish-medium program through central placement. In order to be placed in such a program, the student’s university entrance examination score cannot be less than the base points of the program to which the student will be placed in the year of enrollment.
3. Dismissed students are granted the right to sit for three more TRACE examinations. The students are required to exercise this right within the next three years as of the effective date of dismissal. The right is only applicable to the TRACE examinations administered at the beginning of each academic year and announced on the Academic Calendar. Students are permitted to sit for only one examination in an academic year.
4. Dismissed students who wish to sit for the TRACE examinations must pay the examination fee set forth by the Board of Trustees (BT) for that year and apply to Student Services at the latest one week before the date of examination announced on the Academic Calendar.
5. Dismissed students who sit for the TRACE examinations cannot retain their student privileges. Should a dismissed student pass the TRACE examination and matriculate to his/her undergraduate program, the years spent to pass the TRACE exam will not be counted toward the student’s maximum period of study.
6. Students who are dismissed at the end of their second academic year will also lose all scholarships awarded by the University. Students who matriculated to and enrolled in their undergraduate programs by exercising their right to sit for the TRACE examinations are required to pay the applicable tuition for newly admitted students in the year of their re-admission to the university, provided that they had never received the status of unregistered student during the periods they previously studied at the university. Tuition waivers awarded to such students during their first admission to the university are reinstated, excluding cash stipends, dining, housing and/or transportation scholarships, if awarded previously.

7. The enrollment of re-admitted students is completed by Student Services. Re-admitted students must submit their enrollment documents to Student Services during enrollment.

#### **PROVISIONAL ARTICLE 67 - PROCEDURE**

The applicable procedure for students who were either registered in the English Preparatory Program or who were under the status of “pending students” on November 26<sup>th</sup>, 2014, which is the effective date of the aforementioned law, is as follows:

1. In the 2014-15 academic year, English Preparatory Program students who pass the TRACE examination and successfully complete the program will be eligible to matriculate to their undergraduate programs.

A. If the student has failed the TRACE examination and exceeded his/her maximum period of study in the English Preparatory Program as of the end of the 2014-15 Academic Year, the student’s maximum period of study will be reset and re-started as of the 2015-16 academic year. Accordingly,

- Such students may, if they wish, pay their tuition and continue to attend the English Preparatory Program during the 2015-16 and 2016-17 academic years. The enrollments of such students will be completed by Student Services. Students who take the TRACE administered at the beginning of the 2015-16 academic year will be placed to the appropriate levels based on their scores, while students who choose not to sit for the TRACE examination will be placed in the Elementary level.

- Students who choose not to attend the English Preparatory Program may submit a petition to Student Services to prepare for the examinations by their own means as “external preparatory students”. Such students may only sit for the TRACE examinations administered in the Fall, Spring and Summer semesters. External preparatory students who wish to sit for the TRACE examinations must pay the examination fee set forth by the Board of Trustees (BT) for that year and apply to Student Services at the latest one week before the date of examination announced on the Academic Calendar.

B. If the student has failed the TRACE examination and has completed his/her first year in the English Preparatory Program as of the end of the 2014-15 academic year, the student’s maximum period of study will be reset and re-started as of the 2015-16 academic year. Accordingly,

- In 2015-16 academic year, such students may, if they wish, choose to pay their tuition and continue to attend the English Preparatory Program, or alternatively, apply to receive the status of “External Preparatory Students” to prepare for the examinations by their own means as per the rules and regulations.

- In the 2016-17 academic year, such students may, if they wish, choose to pay their tuition and continue to attend the English Preparatory Program, or alternatively, may apply to receive the status of “External Preparatory Students”. “External Preparatory Students” may only sit for the TRACE examinations administered in the Fall, Spring and Summer semesters. External preparatory students who wish to sit for the TRACE examinations must pay the examination fee set forth by the Board of Trustees (BT) for that year and apply to Student Services at the latest one week before the date of examination announced on the Academic Calendar.

2. As per paragraph A and B of Article 1, students who successfully pass TRACE and complete their English Preparatory Program in the relevant academic years may matriculate to their undergraduate programs. Failure to pass TRACE and complete English Preparatory Program at the end of the 2016-17 academic year will result in the student being dismissed from the university since the maximum period of study would be exceeded. Accordingly, such students will be subject to the aforementioned dismissal procedures specified in the General Procedure section.
3. During the semesters specified in paragraph A and B of Article 1, students may also exercise their right to prove their English proficiency through nationally and internationally recognized examinations listed in the “Rules and Regulations for the English Preparatory Program within the Özyeğin University School of Languages”.

### **ABBREVIATIONS**

University (OzU): Özyeğin University

SS : Student Services

BT : Board of Trustees

OSYM : The Student Selection and Placement Center

TRACE : OzU English Proficiency Test

These directives were accepted by the University Senate on May 28, 2015, during its meeting no: 2015/05.