

**OZYEGIN UNIVERSITY
SCHOOL OF LANGUAGES
RULES AND REGULATIONS FOR THE ENGLISH PREPARATORY PROGRAM**

**SECTION ONE
Purpose, Scope, Legal Ground and Definitions**

Purpose

ARTICLE 1 –

- (1) The purpose of these Rules and Regulations is to govern the applicable principles and procedures pertaining to the education offered in the English Preparatory Program of the Özyeğin University School of Languages.

Scope

ARTICLE 2 –

- (1) These Rules and Regulations cover the applicable provisions for the education offered in the English Preparatory Program administered by the Özyeğin University School of Languages.

Legal Ground

ARTICLE 3 –

- (1) These Rules and Regulations have been prepared pursuant to Article 14 and Article 44 of Higher Education Law No:2547, dated November 4, 1981.

Definitions

ARTICLE 4 –

- (1) The following terms shall have the following meaning hereinafter:
 - a) English Preparatory Program: Özyeğin University English Preparatory Program,
 - b) Board of Trustees: Özyeğin University Board of Trustees,
 - c) Student Services: Özyeğin University Student Services Department,
 - d) OSYM: Student Selection and Placement Center,
 - e) Rector: Özyeğin University Rector
 - f) Senate: Senate of Özyeğin University,
 - g) University (OzU): Özyeğin University,
 - h) University Executive Board: University Executive Board of Özyeğin University,
 - i) YÖK: Council of Higher Education (CoHe),
 - j) School of Languages: School of Languages at Özyeğin University,
 - k) School Executive Board: Executive Board of the School of Languages,
 - l) School Board: Board of the School of Languages at Özyeğin University.

**SECTION TWO
Provisions on Education**

Academic Year

ARTICLE 5 –

- (1) One academic year consists of two semesters, each of which lasts at most 16 weeks with at least a 14-week lecture period followed by an exam period. Registration days and holidays are not included in the academic year. Courses are held on a semester basis in the Fall and Spring semesters.
- (2) Furthermore, as part of the academic year, a summer session is held for at most eight weeks with at least a six-week lecture period followed by an exam period.
- (3) Dates and periods pertaining to registration, classes, examinations and other important academic events are announced in the Senate-approved academic calendar. All stakeholders are required to abide by this calendar.

Levels

ARTICLE 6 –

- (1) The English Preparatory Program has three levels: A2 (Elementary), B1 (Intermediate), and B2 (Upper Intermediate).
- (2) Each level lasts for a semester. The total weekly class hours for each level is set by the School of Languages, provided that they are no less than 20 hours per week.

Summer Session

ARTICLE 7 –

- (1) Courses to be offered during the Summer Session are determined by the School of Languages. Registered students in the English Preparatory Program can participate in the Summer Session.
- (2) The summer session tuition is half of the regular semester tuition that students are required to pay. However, the summer session tuition is waived for students who started the English Preparatory Program at the A2 (Elementary) level and successfully completed the B1 (Intermediate) level by the end of the Spring semester in their first academic year.

Period of Study

ARTICLE 8 –

- (1) The regular period of study in the English Preparatory Program is one academic year, while the maximum period of study is two academic years. Failure to complete the English Preparatory Program within its maximum period of study will result in dismissal from the University subject to the decision of the Executive Board of the School of Languages.
- (2) Semesters spent in the English Preparatory Program are not counted towards the regular period of study for undergraduate programs.
- (3) Dismissed students reserve the right to take up to three English Proficiency Examinations administered by the University on the dates announced in the University's academic calendar or submit a valid exam score report of an equivalent external English proficiency examination recognized by the University Senate within three years from the date of dismissal. Students who achieve the minimum passing score in the English Proficiency Examination or external examinations may re-enroll in the University and matriculate to their undergraduate programs.

SECTION THREE Provisions on English Proficiency

Placement Test

ARTICLE 9 –

- (1) Placement Test is administered by the School of Languages in order to assess the English level of students admitted to the undergraduate programs of the University. Students who achieve at least 60 points out of 100 in the Placement Test qualify to take the English Proficiency Examination. Students who obtain at least 65 out of 100 in the English Proficiency Examination directly matriculate to their undergraduate programs. No make-up exam is administered for the Placement Test or the English Proficiency Examination.
- (2) Students who are unable to take or achieve the aforementioned minimum passing scores in the Placement Test and English Proficiency Examination are not eligible to start their undergraduate programs. These students are admitted to the English Preparatory Program. A student's level in the English Preparatory Program is determined by the School of Languages based on their exam score.

English Proficiency Examination –

ARTICLE 10 –

- (1) Students who meet the requirements stipulated in these rules and regulations take the English Proficiency Examinations administered by the School of Languages at the beginning of the academic year, and at the end of the Fall and Spring semesters.
- (2) In the second academic year, students who prepare for the proficiency examination either as the registered students of the English Preparatory Program or as external preparatory students for their maximum period of study has ended take the English Proficiency Examination administered at the end of the Spring semester in the same academic year.
- (3) The validity period of the English Proficiency Examination is two years from the date of administration.

Graduate Students

ARTICLE 11 –

- (1) The English Proficiency requirement for prospective graduate students as well as the admission of graduate students who fail to meet the English Proficiency requirement to the English Preparatory Program are governed by the University's Rules and Regulations for Graduate Programs.

English Proficiency Requirement for Turkish-Medium Undergraduate Programs

ARTICLE 12 –

- (1) The English Preparatory Program is optional for Turkish-medium undergraduate programs.
- (2) Students sit the Placement Test administered at the time of enrolment in their Turkish-medium undergraduate programs. Students who wish to attend the English Preparatory Program are placed into the appropriate levels based on their exam results.
- (3) At the end of the Fall and Spring semesters, students attending the English Preparatory Program are requested to indicate their preferences for either continuing to attend the English Preparatory Program or starting their undergraduate programs. Based on their preferences, students either continue to attend the English Preparatory Program or start their undergraduate programs.
- (4) Students who achieve a minimum of 65 points in the English Proficiency Examination or meet any of the requirements listed in Article 13 of these rules and regulations are eligible to register for English-medium courses offered by the University.
- (5) Students who start their undergraduate program before completing the English Preparatory Program may still take the English Proficiency Examinations administered during the academic year by submitting an application.

Exemption from the English Preparatory Program

ARTICLE 13 –

- (1) Students who attended English-medium secondary education institutions in English-speaking countries within at least the last three years and graduated from these institutions within at most the last two years;
- (2) Students who can prove that they obtained the minimum passing score determined by the Senate on one of the national and/or international English proficiency examinations, which are recognized by the Council of Higher Education (CoHe) and the Senate, within the last two years are entitled to matriculate to their undergraduate programs.
- (3) For such scores to be deemed acceptable, students must present their original exam results and the exam must have been taken within the last three years unless the validity period of the exam is not exceeded. The School of Languages reserves the right to investigate or reject exam results it deems suspicious.

**SECTION FOUR
Provisions on Enrolments****Registration Renewal****ARTICLE 14 –**

- (1) At the beginning of the fall and spring semesters and within the periods announced in the academic calendar, students are personally required to renew their registration by paying their tuition and fulfilling any other obligations against the University, if any.
- (2) Students who fail to renew their registration within the periods announced in the academic calendar may complete late registration by the last business day of the second week following the start of classes in the respective semester, provided that their reason for late registration is deemed acceptable by the School of Languages. Students who complete late registration may be asked to fulfil other obligations determined by the University.
- (3) Students who fail to renew their registrations receive the status of “unregistered students”. Such students cannot attend courses or sit examinations, nor can they obtain grades or retain their student privileges during the semesters they spend as “unregistered students”. Tuition waivers and additional scholarships, if any, awarded to unregistered students are terminated during the semesters they spend as unregistered students. However, should unregistered students apply to return to the University, their scholarships are reinstated. Returning students must pay the tuition set for the current academic year based on the year in which they were first admitted to the University. The semesters spent as an unregistered student are counted towards the term of scholarship announced in the year of the student’s first admission to the University. Also, the semesters spent as an unregistered student are counted towards the period of study.
- (4) Unregistered students may renew their registrations upon the decision of the School Executive Board at the beginning of the respective semester provided that they submit an application to the Director’s Office at the School of Languages before the start of classes. Students whose status is changed from “Unregistered” to “Registered” are subject to the curricula applicable to newly admitted students for that academic year.

External Preparatory Students**ARTICLE 15 –**

- (1) The following students may apply to receive the status of “External Preparatory Students” to improve their English language proficiency by their own means:
 - a) Students who are unable to successfully complete the English Preparatory Program by the end of the first academic year
 - b) Students who successfully complete the B2 level in any semester within their maximum period of study but are unable to pass the English Proficiency Examination
- (2) Students who apply to receive the status of “external preparatory students” by the last business day of the fourth week following the start of classes must pay half of the applicable tuition for the semesters in which they will be considered “external preparatory students”. Students who successfully complete the B2 level but fail the English Proficiency Examination are not required to pay any fees.
- (3) Students who apply to receive the status of “external preparatory students” after the last business day of the fourth week following the start of classes must pay the full tuition for the respective semesters.
- (4) Tuition paid for the semesters students spend as “external preparatory students” are not refunded or offset by the tuition of subsequent semesters. All courses for which the student who is granted the status of “external preparatory student” is registered are dropped for the respective semester.
- (5) Semesters spent under the status of “external preparatory students” are counted towards the regular period of study.
- (6) “External preparatory students” may take the English Proficiency Examination administered at the end of the spring semester of their second academic year. Among these students, those who successfully completed the B2 level are entitled to sit all the English Proficiency Examinations to be administered by the end of the spring semester of their second academic year.

Leave of Absence**ARTICLE 16 –**

- (1) Students may request a leave of absence due to medical, financial, personal or academic reasons, or to complete their military service, to study abroad or as a result of family circumstances or other unexpected or unavoidable cases provided that documentation is produced.
- (2) Students wishing to take a leave of absence must apply to the School of Languages along with a written petition and supporting documentation.
- (3) Leave of absence applications are reviewed and leaves of absence are granted by the School Executive Board. Student may take a leave of absence for a maximum of two semesters in total. In the case of unavoidable circumstances, a longer leave of absence may be granted, subject to the approval of the University Executive Board. The time the student spends on a leave of absence is not counted towards the student's maximum period of study. Students who exceeded their maximum periods of study are not eligible for a leave of absence request.
- (4) For the granted leave of absence to take effect, the student must have paid half of the applicable tuition for the semesters for which the student is granted a leave of absence, and must have no debts to the University. Students who submit their leave of absence applications after the last business day of the fourth week following the start of classes must pay the full tuition for the respective semesters. Tuition paid for the semesters for which a leave of absence is taken is not refunded or offset by the tuition of the subsequent semesters. All courses taken in the given semester by the student who is granted a leave of absence are dropped for the respective semester.
- (5) At the end of their leave of absence, students must renew their registration and resume their studies. Of the students who are granted a leave of absence for multiple semesters, those who wish to resume their studies at the end of the first semester must apply in writing to the School Director's Office before the start of course registrations. The tuition previously paid by the student who returns early from the leave of absence upon the decision of the School Executive Board is deducted from the tuition for the registered semester. The English level of students wishing to return from their leaves of absence and renew their registrations in order to resume their studies is determined based on a score report of an examination recognized by the School Executive Board. Students resume their studies based on their level of English.
- (6) Students who are arrested or imprisoned can be granted a leave of absence with the approval of the University Executive Board upon the student's request. Should arrested or imprisoned students fail to request a leave of absence, such students cannot make any claim against the University if the penal institution or other relevant authorities do not allow the student to sit the exams or fulfil other academic obligations.

Withdrawal from University

ARTICLE 17 –

- (1) Students who wish to withdraw from the University must apply to Student Services in order to initiate the withdrawal proceedings. Enrolments of these students are terminated on the day they fulfil all of their obligations to the University.
- (2) Newly enrolled students who request to withdraw from the University anytime between the date of enrolment and the end of the first semester are required to pay the full tuition for that semester. These students are not eligible for any refund.
- (3) Among current students who paid their semester tuition and duly renewed their semester registrations, those who wish to withdraw from the University or whose enrolments are terminated are refunded for the tuition they paid based on the principles set forth by the Board of Trustees. However, after the specified deadline has passed, students are not refunded.
- (4) Among students who duly paid their summer school fees and registered for their courses, those who withdraw from the University or the summer school are not refunded.
- (5) Students who withdraw from the University at their own discretion or who are dismissed from the University by the University for any reason must have no obligations against the University, and must have returned all items and equipment issued for their use by the University in good working condition in order to claim the personal documents in their files and be refunded, should a refund, if any, be awarded.
- (6) Should students withdraw from the University within the course registration period, all courses for which the student registered are dropped for the given semester. In a case in which students withdraw from the University after the end of the course registration period, courses that have not been assigned final grades are denoted with a letter "W" on the student's record indicating the student withdrew. However, courses that have been assigned final grades are recorded with the assigned grades.

SECTION FIVE

Provisions on Courses, Examinations, Grades and Academic Assessment

Academic Advising

ARTICLE 18 –

- (1) In the English Preparatory Program, one of the student's course instructors is assigned as an advisor to monitor the student's academic performance and provide academic guidance.

Attendance

ARTICLE 19 –

- (1) Students are required to attend at least 80% of the total class and practice hours in their respective levels. Students are not allowed to be absent for more than 20% of the total class hours in a level for any reason, even if the student presents a sick leave report issued for health problems in compliance with the principles set forth by the University or is suspended on the grounds of disciplinary action.

- (2) Course instructors keep records of students' attendance.
- (3) Students who fail to meet the attendance requirement are not allowed to sit level assessment tests, and they are considered to have failed that level.

Examinations

ARTICLE 20 –

- (1) Midterm dates are determined by the School of Languages. Placement Tests, English Proficiency Examinations, and Level Assessment Tests are administered on the dates announced in the academic calendar.
- (2) Students are required to take the exams. Students are considered to have failed the exam(s) they do not take. However, the situation of students who fail to take their examinations due to unavoidable or unexpected cases, such as sudden illness, is evaluated by the School of Languages. Should the School of Languages deem the student's reason acceptable, a make-up examination is given to the student. The date and scope of the make-up examination are determined by the School of Languages. No make-up exam is administered for the English Proficiency Examinations.
- (3) Exam papers are kept by the Director's Office at the School of Languages for five years from the date of administration, after which they are destroyed.

Objections to Examination Results

ARTICLE 21 –

- (1) Students may file a written petition at the School of Languages for a review of their examination results within three business days from the announcement of the exam results. In such a case, a re-assessment will be conducted and the result will be announced by the School of Languages within seven business days from the due date for appeals.

Grades

ARTICLE 22 –

- (1) Students are assigned either a letter grade of Successful (S) or a letter grade of Unsuccessful (U) for their academic performance in courses and examinations.
- (2) After grades are entered into student records, they are announced via the Student Information System on the dates announced in the academic calendar. Transcripts documenting the courses taken, grades obtained and academic standing achieved are issued upon the request of students. All the courses for which the student has registered to date are listed on the transcript.
- (3) Factual errors in the posted grades are corrected based on a final decision from the Executive Board of the School of Languages. Grade amendments for grades assigned in any semester must be made within ten business days from the announcement of grades.

Academic Evaluation

ARTICLE 23 –

- (1) Students who successfully complete the A2 and B1 levels are eligible to advance to the subsequent level. The B2 level is the last level that students must complete in the English Preparatory Program.
- (2) Students who fail a level must repeat the level.
- (3) The requirements that students must meet in order to successfully complete the A2, B1, and B2 levels are determined and announced at the beginning of each academic year by the School of Languages.
- (4) Students who successfully complete the B2 level are eligible to take the English Proficiency Examination. Students who complete the B2 level at the end of the fall or spring semester take the English Proficiency Examination at the end of the respective semester, while students who complete the B2 level at the end of the summer school take the English Proficiency Examination administered at the beginning of the following academic year. Students who pass the English Proficiency Examination or who are deemed proficient in English as per Article 13 of these rules and regulations may matriculate to their undergraduate programs. Students who fail the English Proficiency Examination must either repeat the B2 level or prepare for the examination off-campus by their own means under the status of "external preparatory students" to take the English Proficiency Examination again at the end of the respective semester. Students who complete the B2 level with a minimum of 80 points are exempt from the English Proficiency Examination. These students may matriculate to their undergraduate programs in the subsequent semester.

SECTION SIX Miscellaneous and Final Provisions

Student Discipline

ARTICLE 24 –

- (1) Student discipline and disciplinary proceedings in the English Preparatory Program are governed based on the Rules and Regulations on Student Discipline at Higher Education Institutions published in the Official Gazette No:28388 on August 18, 2012.

- (2) The scholarships and student privileges of students who received disciplinary action as per the Rules and Regulations for Student Discipline at Higher Education Institutions shall be governed by the Principles for the Impact of Disciplinary Action on Scholarships and Student Privileges set forth by the Senate.

Tuition and Scholarships

Article 25 –

- (1) Education offered at OzU is subject to tuition. Tuition and payment methods for both current and newly admitted students are determined and announced annually by the Board of Trustees. Students are required to pay their tuition at the beginning of the fall and spring semesters, within the period announced in the academic calendar. Students who fail to pay their tuition within the posted periods are not allowed to complete their enrolment, renew semester registration, nor take a leave of absence. Also, such students do not retain their student privileges.
- (2) The scope, application requirements, allocation, and continuity of tuition waivers (admission scholarships) or additional in-study scholarships awarded to students are determined upon the decision of the Senate and the approval of the Board of Trustees.
- (3) Students may benefit from the scholarships under the terms and conditions the University guaranteed in the year of their enrolment. Should a student whose enrolment at the University was terminated for any reason re-enroll in the University as per effective legislations, the tuition and scholarship amount, and the terms and conditions for scholarships are determined by the Board of Trustees as per the respective legislations in effect.
- (4) Summer session fees are not included in the tuition and fees paid for the fall and spring semesters, and are charged separately for courses taught during the summer session.

Notifications

ARTICLE 26 –

- (1) All of the notifications addressed to students are sent to the email addresses the University created for each student, as per the relevant legislations.
- (2) Students are personally responsible for regularly checking their OzU emails to stay informed about the notifications sent by the University.

Absence of Provisions

ARTICLE 27–

- (1) In the absence of provisions within these rules and regulations, the decisions of the University Executive Board and the Senate as well as the provisions of other relevant legislations shall prevail.

Abolished Rules and Regulations

ARTICLE 28 –

- (1) The Rules and Regulations for the Özyeğin University English Preparatory Program published in the Official Gazette No: 28951 on March 23, 2014 have been abolished.

Effectiveness

ARTICLE 29 –

- (1) These rules and regulations shall enter into force as of the date of publication.

Execution

ARTICLE 30 –

- (1) These directives are executed by Özyeğin University's Rector.