

From Antalya Bilim University:

**ANTALYA BİLİM UNIVERSITY DIRECTIVE ON  
SCHOOL OF FOREIGN LANGUAGES ENGLISH  
LANGUAGE TRAINING PROGRAM**

**PART ONE**

**Objective, Scope, Grounds, and Definitions**

**Objective**

**ARTICLE 1** – The objective of this directive is to clarify the principles governing the English language training program offered to the students admitted to the undergraduate programs of Antalya Bilim University so that they improve their English to the sufficient level to follow the courses offered in the university.

**Scope**

**ARTICLE 2** – This directive covers the provisions regarding the English Language Training Program offered at Antalya Bilim University School of Foreign Languages.

**Grounds**

**ARTICLE 3** – This directive is based on **Articles 14 and 49** of the Higher Education Law No. 2547 dated 04/11/1981.

**Definitions**

**ARTICLE 4 – (1)** The concepts and terms used in this directive are as follows:

- a) Academic year: Two semesters, namely fall and spring semesters,
- b) Placement Test: The test administered to assess the levels of English of the students who will start the English Languages Training Program,
- c) English Language Training Program: Antalya Bilim University, School of Foreign Languages, English Language Training Program,
- d) Proficiency Test: Antalya Bilim University English Proficiency Test,
- e) Undergraduate: A higher education program covering at least eight semesters,
- f) Rector: Rector of Antalya Bilim University,
- g) Rectorate: Rectorate of Antalya Bilim University, Board of School of Foreign Languages:
- h) Senate: Senate of Antalya Bilim University,
- i) University: Antalya Bilim University,
- j) CoHE: Council of Higher Education,
- k) Board: Board of Antalya Bilim University School of Foreign Languages,
- l) Administrative Board: Administrative Board of Antalya Bilim University School of Foreign Languages,

**PART TWO****Principles Regarding the Education at English Language Training Program****Duration of Education**

**ARTICLE 5 – (1)** An academic year at English Language Training Program consists of four modules, each one continuing for maximum 9 weeks including seven weeks of classes and then an examination period. The classes are organized based on fall and spring semesters.

(2) English Language Training Program may offer classes in the summer school with the decision of the Board and the University Senate.

(3) The academic calendar, which shows the important periods and dates, such as registration, course durations, tests, etc., is approved by the Senate each year and then released. All those who are related must comply with this calendar.

(4) The regular duration of studies at the English Language Training Program is an academic year; and the maximum duration is two academic years. Those who cannot successfully complete the ELTP within two academic years will be dismissed from the program according to the provisions of the Directive on the Principles regarding Foreign Language Education and Education in a Foreign Language at Higher Education Institutions, which was published in the Official Gazette no. 29662, and dated 23/03/2016.

**Summer School**

**ARTICLE 6 – (1)** The levels and the specifications of the courses to be offered at the English Language Training Program are determined by the Board. Students from other state and foundation universities will be accepted into the summer school.

(2) The summer school courses are optional, not compulsory.

(3) The attendance is compulsory in the summer school.

(4) Only the students who are registered to the summer school and who have met the attendance criteria can take the English Proficiency Test administered at the end of the summer school.

(5) The fee of the summer school is determined and announced by the Rectorate.

**Levels**

**ARTICLE 7 – (1)** English Language Training Program consists of five levels, which are respectively elementary (A1), pre-intermediate (A2), intermediate (B1), upper-intermediate (B2) and pre-faculty (B2+).

(2) The weekly course hours for each level are determined by the Board.

**PART THREE****Principles Regarding English Placement Test and English Proficiency Test****Placement Test**

**ARTICLE 8 – (1)** The levels of the students in the ELTP are determined according to the results of the English Placement Test, or other tests prepared and administered by the department. The weekly course hours and the achievement criteria to pass the levels are determined by the Board at the beginning of each academic year.

**English Proficiency Test**

**ARTICLE 9 – (1)** A Proficiency Test is administered at least three times a year: at the beginning of each academic year, at the end of the fall semester, and at the end of the spring semester. If necessary, a Proficiency test may be administered at the end of the summer school term for the students who have been admitted to the university with additional placement, undergraduate transfer or the permission by the CoHE.

(2) The passing grade for the Proficiency Test is 70 out of 100.

(3) For the Proficiency Test administered at the beginning of the academic year, the eligible students are those who are at least at the intermediate level (B1) according to the Placement Test among the newly registered students, and those from all levels who failed the Proficiency Test the previous year, who meet the criteria in the article no.11 of the second module to take the Proficiency Test at the end of the fall semester, who completed the intermediate level (B1) successfully, who are at the upper-intermediate (B2) and pre-faculty (B2+) levels, and who meet the criteria in the article no.11 of the fourth module to take the Proficiency Test at the end of the spring semester.

(4) At least in the last three years, students who completed their secondary education in a school of a country where the medium of instruction is the same as ABU, together with the citizens of this country, are exempt from the Proficiency Test. These students can start the undergraduate program directly.

(5) Those who have not taken the Proficiency Test for a reason will not be given a make-up test.

(6) Students who have successfully completed their ELTP year previously at another higher education institution, may apply for exemption from the Proficiency Test with the documents showing their situation. The Administrative Board decides if these students will be exempt from the Proficiency Test and ELTP year or not. Those who are not found eligible for exemption must take the Proficiency Test and are required to take the minimum points determined by the Senate.

(8) Students who cannot document their English proficiency levels and who have not been able to successfully complete the ELTP year in their previous higher education institution must take the Proficiency Test and are required to take the minimum points determined by the Senate. Otherwise, they are liable to attend the ELTP year offered by the SOFL.

(9) Student who repeat the English Preparatory Class can take the English Proficiency Exams which are held during the fall and spring semesters of the relevant academic year.

### **Proficiency Based on Tests Administered by Other Institutions**

**ARTICLE 10** – (1) Students who can document that they are proficient in English by meeting the achievement criteria determined by the Senate on one of the international tests again recognized by the Senate can start their undergraduate programs directly.

(2) In order that the test results will be considered, the originals of the result documents must be submitted within the period in which the test results are valid. The SOFL has the right to investigate the results and reject the test results which are found suspicious.

## **PART FOUR**

### **Principles regarding Courses, Tests, Grades and Assessment of Achievement**

#### **Compulsory Attendance**

**ARTICLE 11** – (1) Attendance is compulsory for the English Language Training Program education. Students must attend at least 80% of the course hours of their level. Instructors are not authorized to give permission to the student to be absent. Students who enter the class after the instructor and/or leave the classroom before the instructor will be marked absent for that whole hour. Students whose absenteeism exceeds 20% of the total course hours will fail the level and repeat it.

(2) Medical reports are evaluated in accordance with the decisions taken by the Board. “Antalya Bilim University’s Regulations on Make-Up Exams,” will be applied for all exams, except for the English Proficiency Exam.

(3) The attendance of the students must be tracked and entered into the Student Information System by the relevant instructor. Students are liable to follow their state of attendance on the Student Information System themselves.

(4) If necessary, courses and tests may be held on Saturdays and Sundays upon the proposal of the SOFL and approval of the Rectorate.

**Tests**

**ARTICLE 12** – (1) The Placement Test, level completion tests and the Proficiency Test will be administered on the dates stated in the academic calendar. No make-up tests will be given for these tests. Students who have not taken these tests will be considered to have failed.

(2) The dates of the midterms will be determined by the SOFL. Students will be considered as unsuccessful on the tests which they do not take. However, the situations of the students who cannot take midterm tests will be considered by the Administrative Board. For those whose excuses are found valid, a make-up test will be administered on an appropriate date. Students do not have a second chance for the make-up test.

(3) Students are obliged to comply with the principles determined by the SOFL regarding tests.

(4) The SOFL may change the dates and hours of the tests if necessary.

(5) Students will be informed about the tests by the relevant instructor at the beginning of the module.

(6) The papers of the short tests will be kept by the relevant instructor until the end of the relevant academic year and will be destroyed at the beginning of the following academic year.

(7) The papers of the Placement Test, level completion tests and the Proficiency Test will be kept in the SOFL for two years and destroyed at the end of the two years.

**Objection to Test Results and Mistake of Fact**

**ARTICLE 13** – (1) Students may apply in written to the Directorate of SOFL to ask for re-examination of their test papers in terms of mistake of fact within three working days of the announcement of the test results at the latest. SOFL is liable to perform the necessary examination and make a decision within five working days. If SOFL decides to change the test result and consequently the achievement situation of the student, the necessary changes will be made within ten working days of the announcement of the grades.

**Grades**

**ARTICLE 14** - (1) The grades of the students for the relevant level will be announced on the student information system. The results of level tests and Proficiency Test will be announced as “Successful” and “Unsuccessful.”

(2) Grades of level tests and the Proficiency Test will be announced on the Student Information System within the period for the announcement of the grades stated in the academic calendar.

**Achievement and Assessment**

**ARTICLE 15** – (1) The achievement criteria for the students to complete elementary (A1), pre-intermediate (A2), intermediate (B1), upper-intermediate (B2) and pre-faculty (B2+) levels are determined and announced by the SOFL at the beginning of each academic year.

(2) Students who fail at a level must repeat the relevant level.

(3) The achievement of the ELTP students are assessed with the Proficiency Test. Students who meet the conditions stated in the 11<sup>th</sup> article have the right to take the Proficiency Test. Students who complete the pre-faculty (B2+) level successfully are regarded as successful on the Proficiency Test.

(4) In the event that a student takes a test, but s/he is later found to fail to meet the criteria to take that test at that time, the grade taken will be considered invalid even though it has already been announced.

**PART FIVE****Principles regarding Leave of Absence****Leave of Absence**

**ARTICLE 16** – (1) Students may apply for a leave of absence for a limited time due to unexpected and compelling reasons related to health issues, military service obligation, financial, personal or family issues, or overseas education, etc.

(2) To request a leave of absence, students should submit a reasoned letter of application and documents, if available, supporting their reason, to the Directorate of Student Affairs of ABU.

(3) Students who take a leave of absence may take the Proficiency Test at the end of the semester, in which they take their leave of absence, on the condition that they apply to take the test. They can also take the Proficiency Test to be administered at the beginning of the following academic year after they renew their registration to the university.

**PART SIX****Miscellaneous and Final Provisions****Disciplinary Issues**

**ARTICLE 17** – (1) The procedures regarding the disciplinary issues of the ELTP students are performed according to the provisions of the Student Disciplinary Regulations for Higher Education Institutions published in the Official Gazette dated 18/8/2012 and no. 28388.

**Notice and Stating Address**

**ARTICLE 18** – (1) All kinds of notices by the university are sent to the postal addresses of the students which are in the official records, to the e-mail addresses provided by the university or to the e-mail addresses stated by the students.

(2) Students are liable to check the notices sent to the e-mail addresses provided by the university or the e-mail addresses stated by themselves.

(3) In the event that students do not inform the relevant departments about any changes in their addresses which were stated during their registration to the university, or that students give an inaccurate or incomplete address, the notices sent to these useless addresses will be regarded as valid.

**Situations for which there are No Provisions**

**ARTICLE 19** – (1) Regarding cases for which there are no provisions in this directive, other relevant legislation provisions, and decisions of the Senate, the Board of the SOFL, and the Administrative Board apply.

**The Directive which was Abolished**

**ARTICLE 20** – (1) Antalya International University Directive on School of Foreign Languages English Language Training Program which was published in the Official Gazette no. 28449 and dated 22/10/2012 was abolished.

**Date of Effect**

**ARTICLE 21** – (1) This directive becomes effective on the date it is published.

**Enforcement**

**ARTICLE 22** – (1) The provisions of this directive are enforced by the Rector of Antalya Bilim University.

| The Official Gazette in which the Regulation was Published |       |
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