

**T.R.**  
**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**EDUCATION-TRAINING AND EXAM DIRECTION**  
**FIRST SECTION**  
**Objective, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1** - (1) The purpose of this directive is to regulate the procedures and principles to be applied in compulsory and optional foreign language preparatory classes as well as in compulsory foreign language exams at Nevşehir Hacı Bektaş Veli University.

**Scope**

**ARTICLE 2** - (1) This directive covers the provisions regarding the procedures and principles to be applied in education, proficiency exams and other exams to be carried out in compulsory and optional foreign language preparatory classes and compulsory foreign language courses at Nevşehir Hacı Bektaş Veli University. Foreign language courses other than the preparatory class and compulsory foreign language courses are organized by the relevant academic unit.

**Basis**

**ARTICLE 3** - (1) This directive has been prepared on the basis of Articles 14, 44 and 49 of the Higher Education Law dated 4/11/1981 and numbered 2547 and on the basis of the provisions of the Regulation on Foreign Language Teaching in Higher Education Institutions and the Principles to be followed in Foreign Language Teaching published in the Official Gazette dated 4/12/2008 and numbered 27074, and the provisions of the Regulation on Foreign Language Teaching and the Principles to be followed in Foreign Language Teaching in Higher Education Institutions dated 23/03/2016 and numbered 29662.

**Definitions**

**ARTICLE 4** - (1) In this directive;

- a) Faculty / Institute / School and Vocational School refer to Faculty / Institute / School and Vocational Schools affiliated to the Nevşehir Hacı Bektaş Veli University,
- b) Preparatory Program refers to Nevşehir Hacı Bektaş Veli University's Compulsory and Optional Foreign Language Preparatory Program,
- c) ÖSYM stands for Assessment Selection and Placement Center,
- ç) Rector refers to the rector of Nevşehir Hacı Bektaş Veli University,
- d) Senate refers to the Senate of Nevşehir Hacı Bektaş Veli University,
- e) Exam Preparation Unit refers to the unit that is responsible for preparing the exams for English courses established within the Nevşehir Hacı Bektaş Veli University School of Foreign Languages and the exams for all foreign language courses taught in English, either mandatory or elective at the university.

f) University refers to Nevşehir Hacı Bektaş Veli University,

g) Foreign Language Proficiency and Level Determination Exam refers to the exam that determines whether the students will be exempt from the compulsory preparatory class and the students who are not exempt will be placed in classes according to their levels,

ğ) School refers to Nevşehir Hacı Bektaş Veli University, School of Foreign Languages,

h) School Board refers to Nevşehir Hacı Bektaş Veli University, School of Foreign Languages Board,

ı) School Directorate refers to the Directorate of School of Foreign Languages, Nevşehir Hacı Bektaş Veli University,

i) Compulsory Foreign Language Courses Exemption Exam refers to the exam that determines whether the students who enroll at the university will be exempt from the foreign language courses they have to take in accordance with the subparagraph (ı) of the first paragraph of Article 5 of the Law numbered 2547.

## **SECOND SECTION**

### **Principles Regarding Foreign Language Preparatory Education and Teaching**

#### **The Purpose of Education in the Compulsory Foreign Language Preparatory Class**

**ARTICLE 5 - (1)** The purpose of foreign language preparatory class education is to provide students with a language education in accordance with the principles of the Common European Framework of Reference for Languages CEFR. For this purpose, it is aimed to bring the reading, writing, speaking and listening skills of Students enrolled in programs that partially teach in a foreign language in foreign language preparatory education to at least B1 and above. It is aimed to bring the reading, writing, speaking and listening skills of students enrolled in programs that offer education in a completely foreign language to at least B2 and above for the English compulsory preparatory class and to at least B1 for the German compulsory preparatory class.

#### **Students Subject to Education in the Compulsory Foreign Language Preparatory Class**

**ARTICLE 6 - (1)** Compulsory Foreign Language Preparatory Class students are students who have registered to a program at the University where either partially or completely foreign language education is offered at the undergraduate level or has a foreign language preparatory class and did not take the Foreign Language Proficiency Exam held at the beginning of the academic term or failed this exam.

(2) According to the provisions of Nevşehir Hacı Bektaş Veli University Postgraduate Education and Examination Regulation, students who have been accepted to a postgraduate program in which education is partially or completely in a foreign language but have not taken the Foreign Language Proficiency Exam or failed this exam are admitted to the preparatory class at the beginning of the new academic term. These students are subject to the provisions of this directive like other preparatory students.

#### **Compulsory Foreign Language Preparatory Education**

**ARTICLE 7 - (1)** The preparatory class is compulsory in the Faculty / Institute / School or Vocational Schools that provide education partially or completely in foreign language.

(2) Foreign language levels of students enrolled in the compulsory foreign language preparatory program are determined by the foreign language proficiency and level determination exam administered by the School, if necessary. Students are placed in groups at the appropriate level according to their foreign language proficiency and placement exam results and continue their foreign language preparatory education.

(3) If the school deems necessary, it may change the practices and principles of compulsory foreign language preparatory education within the academic year / semester with the decision of the school board at the beginning of the relevant academic year / semester.

### **Optional Foreign Language Preparatory Education**

**ARTICLE 8** - (1) The preparatory class is optional, within the limits of the quota determined by the decision of the University Senate in the Faculty / Institute / Schools or Vocational Schools where the language of instruction is Turkish, but the program includes optional courses taught in a foreign language partially or completely and in programs where the language of instruction is completely Turkish.

(2) The duration of the optional foreign language preparatory education is one academic year at most.

(3) Students who will receive optional foreign language preparatory education report their demands to their academic units or School within the dates specified in the academic calendar.

(4) Those who are not successful in the optional foreign language preparatory program continue to the program they were placed in.

(5) Those who have successfully completed the optional foreign language preparatory program are exempt from the Compulsory Foreign Language (English) courses they need to take, with a GPA of AA, provided that they are at least 2 (two) at most 4 (four) semesters and not more than 4 (four) hours per week.

### **Academic Calendar and Duration of Education**

**ARTICLE 9** - (1) The Academic Calendar of the Foreign Language Preparatory Class is determined by the Senate upon the recommendation of the School Directorate. Each academic year consists of fall and spring semesters. Summer school can be opened with the recommendation of the school and the approval of the Senate.

(2) Education in the foreign language preparatory class is carried out on the basis of the Common European Framework of Reference for Languages CEFR.

(3) The foreign language preparatory class is not included in the legal education period stipulated by the education programs in which students are enrolled. The time spent in the foreign language preparatory class is not taken into account in terms of credit hours for the courses the student is obliged to take in the undergraduate, undergraduate or graduate program.

(4) Students cannot take courses from the education programs they are enrolled in as long as they are studying in the preparatory class.

### **Exams, Assessment and Content**

**ARTICLE 10** - (1) Proficiency and placement exam, midterm exam, quiz, final exam and make-up exam are applied in the preparatory program.

(2) The exam preparation unit is obliged to work in coordination with other units and faculty members / instructors, if any, within the School, and to prepare objective, reliable and highly valid exams. The instructors to be assigned in the exam preparation unit are appointed for a term or indefinite period within the academic year / semester with the decision of the School Board.

(3) The Foreign Language Proficiency and Placement Exam is held at the beginning of the academic year to determine whether the compulsory preparatory year students will be exempted from the preparatory class and at the same time the foreign language levels of the students who are not exempt. All students who want to be exempt from the foreign language preparatory program, including those who failed for any reason in previous years, can participate in the proficiency exams.

(4) All students who want to take the foreign language proficiency and placement exam must apply to the School Directorate with a petition at least 7 (seven) days before the announced exam date. There is no make-up exam for the foreign language proficiency and placement exam.

**ARTICLE 11** - (1) There are two stages of the proficiency and level determination exam for programs that partially teach in a foreign language. The first stage measures grammar, vocabulary and reading skills. The second stage measures writing and listening skills. A system of 100 is used in the evaluation of success. Grades are calculated by taking 50% of the first stage and 50% of the second stage, and students with an average of 60 (sixty) points and above are considered successful in the proficiency exam.

(2) Students have to get at least 50 (fifty) points from both stages in order for their scores to be considered. Students who cannot get 50 (fifty) points or more from the first stage cannot participate in the second stage.

**ARTICLE 12** – (1) The proficiency and level determination exams for programs that provide education completely in a foreign language consist of two stages. The first stage measures grammar, vocabulary and reading skills. The second stage measures writing, listening and speaking skills. Grades are calculated by taking 50% of the first stage and 50% of the second stage, and students with an average of 75 (seventy-five) points and above are considered successful.

(2) Students must get at least 50 (fifty) points from both stages in order for their scores to be considered. Students who cannot get 50 (fifty) points or more from the first stage cannot participate in the second stage.

**ARTICLE 13** - (1) Midterm Exams: It consists of exams that measure grammar, reading, writing, speaking (in the 2nd and 4th midterm exams) and listening skills and a total of 4 (four) midterm exams are held. Exams that measure speaking skills are included only in the 2nd and 4th midterm exams.

**ARTICLE 14** - (1) Quizzes: It consists of short-term exams held with or without notice throughout the program. A total of 6 (six) quizzes are held during the academic year.

**ARTICLE 15** - (1) End of Year Exam: It is a two-stage exam administered to compulsory and optional preparatory classes at the end of the second semester. The first stage measures grammar, vocabulary and reading skills. The second stage measures writing and listening skills. Grades are calculated by taking 50% of the first stage and 50% of the second stage. Students with an annual grade point average of 40 (forty) points and above can participate in this exam. How to calculate the average of the yearly success grade is explained in Table 1.

(2) Yearly achievement grade consists of 4 (four) midterm exams, 6 (six) quizzes, 2 (two) portfolio grades and in-class performance grades in total, and the weighted average of the grades are given in Table 1.

**TABLE 1. Calculation of the Success Grades Within the Year and End of the Year**

WITHIN THE YEAR SUCCESS GRADE	1 Midterm (first term)	%7,5	% 60
	2 Midterm (first term)	%7,5	
	3 Midterm (second term)	%7,5	
	4 Midterm (second term)	%7,5	
	Three Quizzes (first term)	%7,5	
	Three Quizzes (second term)	%7,5	
	First and second term portfolio	%7,5	
	First and second term Intra-course success grade (intra-course participation, having course related materials, assignments)	%7,5	
Final Exam Grade			%40
Total			%100

(3) End of the year success grade is 60 (sixty) out of 100 (one hundred) for programs providing partially foreign language education and selective preparatory programs, and 75 (seventy-five) points out of 100 (one hundred) for programs providing entirely foreign language education. The end of the year success grade of the student is calculated by taking 60% of the average of the success grade within the year and 40% of the final exam. How to calculate the end of the year grade is stated below with an example.

**Calculation of the End of the Year Success Grade**

60% of within the year success grade + 40% of final exam grade = end of the year success grade

Exp:

Within the year Success Grade	%60	Final Exam Grade	%40	End of the Year Success Grade
75	45	80	32	45+32: 77

(4) In case the students' success grade within the year is 80 (eighty) or above in partially foreign language education and selective preparatory class programs, and the students' success grade within the year is 85 (eighty-five) and above in the entirely foreign language education programs; the students are considered to be successful in the preparatory class before taking the final exam.

**ARTICLE 16 - (1) Retake Exam:** It is the exam applied to students who fail in the final exam. In order to take this exam, it is necessary to have the right to take the final exam. The success conditions of the retake exam are the same as the final exam.

**ARTICLE 17 - (1) Make-up Exam:** Students whose excuses are accepted as valid by the School Administrative Board are given the right to take a maximum of 2 (two) make-up exams in an academic year only for midterm exams. Make-up exams are held on the dates determined by the School Directorate, provided that they are announced at least 7 (seven) days in advance.

**ARTICLE 18 - (1) Objection to the Exam Results:** Students may object to the exam results within seven working days from the day following the announcement date. The objection is made to the School

Directorate with a petition. Students cannot object to the class participation and portfolio grades of the lecturers.

**ARTICLE 19** - (1) Exam content: The school may change the content of the exams when it is necessary.

### **Attendance Status**

**ARTICLE 20** - (1) Attendance to the preparatory class is compulsory for the students enrolled in the compulsory and selective foreign language preparatory classes. Students must attend at least 85% of the classes. Students who do not attend more than 15% of the courses are considered unsuccessful. The list of students declared unsuccessful due to their absenteeism is announced before the final exam. Students declared absent are not taken to the final and retake exams. Health reports are not valid for the students' attendance.

(2) Students who fail due to absenteeism cannot take the final exam. Students who fail in the compulsory foreign language preparatory class due to absenteeism repeat the preparatory class if they take the proficiency exam at the beginning of the new semester and fail. Students who fail except for absenteeism also take the proficiency and placement exams at the beginning of the new semester and repeat the preparatory class if they fail. However, these students do not have to attend the courses.

### **Success Status**

**ARTICLE 21** - (1) On the transcripts of students who have attended and successfully completed foreign language preparatory class, it is written that they have completed the foreign language preparatory class successfully.

(2) Students who meets the attendance conditions by being enrolled to the compulsory foreign language preparatory class education program but are unsuccessful; or who fail to certify that they have received satisfactory scores (Table 2 and Table 3) from the international exams accepted by OSYM repeat the preparatory class and cannot start the education program they get into.

(3) In the event that students fail in the final exam despite meeting the conditions of attendance, OSYM can, upon his/her request, get him/her into an equivalent program having Turkish medium education system at the university he is enrolled or at another university; in case there is no equivalent program, he/she can be placed in a related program. However, as of the year the student enrolls, the university entrance score of the student must not be lower than the base score of the program to be placed.

(4) The provisions of this directive are also applied to students who enroll in associate degree, undergraduate and graduate education programs in a foreign language through lateral or vertical transfer.

**TABLE 2. Equivalence Scores for Partially Foreign Language Education Programs**

Foreign language s	Proficiency score	TOEFL/IB T	PEARSON PTE	CA E	TESTDA F	TELC Deusch GmbH	DEL F	CELI	DELE
English	60	72	55	C	-	-	-	-	-
German	60	-	-		TDN 3	60(B2)	-	-	-

<b>French</b>	<b>60</b>	-	-		-	-	<b>60(DELFB1)</b>	-	-
<b>Italian</b>	<b>60</b>	-	-		-	-	-	<b>60 (CELI-B1)</b>	-
<b>Spanish</b>	<b>60</b>	-	-		-	-	-		<b>60 (NIVEL B1)</b>

**TABLE 3. Equivalence Scores for Entirely Foreign Language Education Programs**

<b>Foreign languages</b>	<b>Proficiency score</b>	<b>TOEFL/IBT</b>	<b>PEARSON PTE</b>	<b>CAE</b>	<b>TESTDAF</b>	<b>TELC Deusch GmbH</b>	<b>DELFB</b>	<b>CELI</b>	<b>DELE</b>
<b>English</b>	<b>75</b>	<b>84</b>	<b>71</b>	<b>B</b>	-	-	-	-	-
<b>German</b>	75	-	-		<b>TDN 4</b>	<b>75(C1)</b>	-	-	-
<b>French</b>	75	-	-		-	-	<b>75(DELFB2)</b>	-	-
<b>Italian</b>	75	-	-		-	-	-	<b>75(CELI-B2)</b>	-
<b>Spanish</b>	75	-	-		-	-	-		<b>75 (NIVEL B2)</b>

### **Exemption from Prep class**

**ARTICLE 22** - (1) In order for students to be exempted from Foreign Language Preparatory Education, they must fulfill at least one of the following conditions:

- a) To be successful in the proficiency or placement exam,
- b) In the last 3 (three) years, to study and complete his/ her secondary education with the citizens in a country where the foreign language being taught is the mother tongue.
- c) To document that the student has passed the foreign language by the degree of B1 and above for the programs having partially foreign language education; at least B2 and above for English Compulsory Prep Class having entirely foreign language education, and at least B1 for German Compulsory Prep Class.
- ç) In the last 3 (three) years, to get at least the foreign language preparatory class equivalence score shown in the following tables from the internationally valid foreign language exams conducted for the purpose of determining the minimum level of foreign language required for higher education in countries where the language is spoken as a native language.

### **Prep Class Summer School**

**ARTICLE 23** - (1) A preparatory class summer school program can be opened in order to prepare students who fail in the preparatory class for the following proficiency and placement exams. Students who fulfill the attendance requirements, have a yearly success grade of at least 40 (forty) points in partially foreign language education programs and at least 50 (fifty) points in entirely foreign language education programs; and are not successful can enroll to the summer school.

(2) The duration of the summer school program is 7 (seven) weeks and the start and end dates are determined by the Senate upon the recommendation of the School Directorate.

(3) In the summer school, a minimum of 24 (twenty-four) and a maximum of 30 (thirty) hours of courses per week are held. Students must attend at least 80% of the courses in the summer school. Students who do not attend more than 20% of the courses cannot take the summer school proficiency exam.

(4) The students who have enrolled at the summer school and have not exceeded the summer school absenteeism limit can take the summer school proficiency exam held at the end of the summer school. Students who fail in the proficiency exam held at the end of the summer school can take the proficiency and placement exam held at the beginning of the following academic year, in September.

(5) The passing grade of the proficiency exam at the end of the summer school is 60 (sixty) out of 100 (one hundred) for partially foreign language education programs and 75 (seventy-five) out of 100 (one hundred) for entirely foreign language education programs.

(6) 1 (one) midterm exam, 2 (two) quizzes and 1 (one) summer school proficiency exam are applied in the summer school. The student's summer school grade is calculated by taking 60% of the midterm and quizzes and 40% of the summer school proficiency exam.

(7) The fee to be collected from students who want to attend the summer school is determined by the University Administrative Board every year.

### **THIRD SECTION**

#### **Principles Regarding Compulsory Foreign Language Courses and Exams**

##### **Compulsory Foreign Language Courses**

**ARTICLE 24** - (1) Compulsory foreign language courses are the foreign language courses that the students enrolling at the university are obliged to take in accordance with the clause (i) of the first item of the 5th article of the law numbered 2547. These courses are organized at least 2 (two) hours a week.

(2) The academic member / lecturers who will teach the compulsory foreign language courses are appointed by the School Directorate upon the request of the Faculty / Institute / School and Vocational Schools.

(3) The College may decide to teach Foreign Language courses, not exceeding 4 (four) hours a week in the academic units of the university, via distant learning in order to use the incorporated academic staff more effectively.

##### **Exemption from Compulsory Foreign Language Courses**

**ARTICLE 25** - (1) Students must fulfill at least one of the following conditions in order to be exempted from compulsory Foreign Language I and II courses:

- a) From the Compulsory Foreign Language Exemption Exam held once at the beginning of the academic year by the Directorate of the High school, students have to get at least 50 (fifty) points if he / she takes 2 (two) hours of lessons per week; at least 55 if he / she takes 3 (three) hours of course a week; at least 60 (sixty) points if he / she takes 4 (four) hours of course per week; at least 65 (sixty-five) points if he / she takes 6 (six) hours of course a week; at least 70 (seventy) points if he / she takes 6 (six) hours of course or more,



- b) To document that they have taken these courses from another higher education institution before and that they have been successful,
- c) Selective preparatory program students who successfully complete the preparatory program will both be successful in the preparatory program and exempt from Compulsory English Courses - which they are obliged to take not more than four hours a week in their departments - with an AA for at least 2 (two) maximum 4 (four) semesters.

(2) Other decisions regarding the exemption of the student from compulsory foreign language courses are made by the Administrative Board of the Faculty / Institute / School and Vocational School where she/ he is registered.

#### **Exams of Compulsory Foreign Language Courses**

**ARTICLE 26** - (1) The exam preparation unit which is mentioned in the second paragraph of Article 10 of this directive is responsible for the preparation of all the exams in the academic year / semester for compulsory foreign language courses.

#### **Success Status of Compulsory Foreign Language Course**

**ARTICLE 27** - (1) The success Status of Compulsory Foreign Language Courses are determined according to the provisions of Nevşehir Hacı Bektaş Veli University Undergraduate Education Directive.

#### **Validity**

**ARTICLE 28** - This directive takes effect on the date it is approved by the Senate. The other School of Foreign Languages Education and Exam directive published before has been abolished.

#### **Executive**

**ARTICLE 29** - The School Director carries out the provisions of this directive on behalf of the Rector.