

ISTANBUL BEYKENT UNIVERSITY
REGULATION ON FOREIGN LANGUAGE PREPARATORY PROGRAMME
EDUCATION-TRAINING AND EXAMINATION
(Senate Decision no. 2024/16 of 13/09/2024)

CHAPTER ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1-

The purpose of this Regulation is to regulate the procedures and principles governing foreign language education and examinations conducted by the Foreign Language Preparatory Classes at Istanbul Beykent University School of Foreign Languages with the aim of equipping students who will pursue their studies in a foreign language with the necessary level-appropriate skills in writing, reading, listening, speaking, and grammar and vocabulary, enabling them to engage in academic activities in the relevant language, while also ensuring the high quality of education that meets both national and international quality standards.

Scope

ARTICLE 2-

This Regulation contains provisions regarding the standards, scope, course levels, in-class and out-of-class activities, attendance requirements, examinations, success criteria, and exemptions for compulsory or elective foreign language preparatory education. It applies to students enrolled in associate or bachelor's degree programs at Istanbul Beykent University, where instruction is conducted either fully or at least 30% in a foreign language. This includes students admitted through central placement, special talent examinations, changes of major, vertical transfers, double major or minor programs, as well as exchange programs.

Basis

ARTICLE 3-

This Regulation is based on Articles 5, 14, and 49 of Higher Education Law No. 2547, as well as the Regulation on Foreign Language Teaching and Education in a Foreign Language at Higher Education Institutions.

Definitions

ARTICLE 4 - (1) Definitions of certain terms used in this Regulation:

- a) A1/A2: Elementary Language Competency Level,
- b) A2/B1: Pre-Intermediate Language Competency Level,
- c) B1/B1+: Intermediate Language Competency Level,
- ç) B1+/B2: Upper-Intermediate Language Competency Level,
- d) B2/B2+: Pre-Advanced Language Competency Level,
- e) Proficiency: Foreign Language Proficiency Exam Preparation Level,
- f) Academic Calendar: School of Foreign Languages' Academic Calendar,
- g) CEFR: Common European Framework of Reference for Languages,
- ğ) DBS: Placement Test,
- h) BULET: Beykent University Language Exemption Test,
- ı) Term: Two-module integrated semester system,
- i) GSE: Global Scale of English,
- j) English Preparatory Class: The English Preparatory Programme delivered by Istanbul University School of Foreign Languages,

- k) Central Examination: Higher Education Institutions Examination (YKS),
- l) Module: A short-term designed with a minimum duration of 4 weeks or 140 course hours,
- m) Directorate: The Directorate of Istanbul Beykent University's School of Foreign Languages,
- n) Board of Trustees: The Board of Trustees of Istanbul Beykent University,
- o) ÖSYM: Centre for Assessment, Selection and Placement
- ö) Rector: Rector of Istanbul Beykent University,
- p) Russian Preparatory Class: The Russian Preparatory Programme delivered by İstanbul University School of Foreign Languages,
- r) Foreign Language Preparatory Class: The Preparatory Programme delivered by Istanbul Beykent University,
- s) Steering Committee: The Steering Committee of the School of Foreign Languages at Istanbul Beykent University,
- ş) University: Referring to Istanbul Beykent University.

CHAPTER TWO

Registration, Exemption, and Exams

Admission and Registration

ARTICLE 5-

- 1) Students newly enrolled in the University's associate or bachelor's degree programs, where instruction is conducted entirely or at least 30% in a foreign language other than Turkish, are initially enrolled in the Preparatory Class for compulsory foreign language education.
- 2) Students who submit the necessary documentation to be exempted from the foreign language preparatory education outlined in Article 6 of this Regulation to the Registrar's Office during the registration period, and/or who achieve success in the exemption test, will be directly enrolled in their associate or bachelor's degree program.
- 3) Preparatory education incurs a fee. The tuition fee is established and announced by the Board of Trustees at the beginning of each academic year.
- 4) The scholarships of students enrolled in the University's associate or bachelor's degree programs, where instruction is conducted entirely or at least 30% in a foreign language other than Turkish, are also applicable in the compulsory Foreign Language Preparatory Class.
- 5) Students enrolled in an associate or bachelor's degree program where the medium of instruction is Turkish may, upon request, attend the Optional Foreign Language Preparatory Class, provided they pay the tuition fee. The duration of the optional foreign language preparatory education program is one year. Students who do not pass by the end of the year are not permitted to repeat the preparatory class, even if they request to do so.
- 6) First-time registration at the university occurs on the dates designated by ÖSYM, while registration renewal procedures are conducted within the timeframes outlined in the academic calendar.
- 7) For students placed through additional quota and enrolled in the compulsory and/or optional Foreign Language Preparatory Class for the first time, the preparatory education extends until the last day of the courses specified in the academic calendar. Upon completion of this period, the student receives a certificate of achievement corresponding to the level of the module successfully completed.

Exemption

ARTICLE 6-

- 1) Students enrolled in the Foreign Language Preparatory Class who will continue their education in an associate or bachelor's degree program where instruction is conducted entirely or at least 30% in a foreign language (excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature Bachelor's Degree programs, and the Applied English and Translation Associate Degree program) are exempt from the compulsory Foreign Language Preparatory Class if they achieve the score corresponding to the B1+ proficiency level in the Placement Test (DBS) held on the date announced in the academic calendar at the beginning of the academic year and pass the Foreign Language Proficiency Exam (BULET) administered thereafter. On the other hand, students enrolled in the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature Bachelor's Degree programs, and/or the Applied English and Translation Associate Degree program are exempt from the compulsory Foreign Language Preparatory Class and may continue directly to their enrolled program if they attain a score corresponding to B2 level proficiency on the Placement Test conducted at the beginning of the academic year, as announced in the academic calendar, and are successful in the Foreign Language Proficiency Examination (BULET) administered thereafter.
- 2) To be exempt from the Foreign Language Preparatory Class, students must submit a petition to the Registrar's Office stating their request and including their national and/or international examination documents. Students who will continue their education in associate or bachelor's degree programs delivered entirely or at least 30% in English, (except for the Departments of English Translation and Interpreting, English Language and Literature, and the Applied English and Translation Program) must provide evidence of achieving a minimum score of 60 points on the YDS (Foreign Language Test) or an equivalent score from national or international language exams as specified in the ÖSYM conversion table. Alternatively, students who have completed their last three years of secondary education in a country where the designated foreign language is the primary language of instruction and is spoken as the first language must present original documents certifying this status to the Registrar's Office at the time of registration. Students meeting these criteria will be exempt from the compulsory English Preparatory Class, subject to the approval of Steering Committee, and may proceed directly to their respective associate or bachelor's degree programs. On the other hand, students who will continue their studies in the English Translation and Interpreting, English Language and Literature Bachelor's Degree Programs, and the Applied English and Translation Associate Degree Program, must submit their exemption request with documentation showing they have obtained at least 75 points on the YDS or an equivalent score from the national or international language exams outlined in the ÖSYM conversion table. Additionally, students who have completed their last three years of secondary education in a country where the designated foreign language is the primary language of instruction and is spoken as the first language must present original documents certifying this status to the Registrar's Office at the time of registration.
- 3) To be exempt from the Foreign Language Preparatory Class for languages other than English, the validity of the national and/or international examination documents submitted to the Registrar's Office, as well as the eligibility for exemption, must be confirmed by a

decision of the Steering Committee.

- 4) In order for the scores obtained in the national and/or international exams specified in the second and third paragraphs to be evaluated according to the provisions of this Regulation, the validity period determined by the relevant institutions conducting the exam is taken into account. If the validity period of the exam is not specified, this period is determined by the Council of Higher Education.
- 5) As for newly enrolled students who already studied at a Preparatory Programme at another institution, they may be exempt from the Preparatory Classes based on their achievements and grades obtained at their previous institution, provided that the medium of instruction is the same as that of their current program. These students are required to submit a language certificate equivalent to the proficiency level specified in Article 6, paragraph 1 of this Regulation. Upon approval from the Steering Committee, they may be granted an exemption from the Preparatory Classes. To be considered for this exemption, the issue date of the language certificate must be within the last three years or applicants must demonstrate that they have completed and passed at least three courses in the relevant foreign language, at the faculty or school level at another university within one year following their proficiency assessment in the Foreign Language Preparatory Class. Compulsory language courses mandated by the Council of Higher Education (YÖK) will not be considered for this exemption criteria.
- 6) Students who do not fall within the scope of the second and fifth paragraphs are required to take the Placement Test.

Change-of-Major and Vertical Transfer

ARTICLE 7-

- 1) Students who transfer through a change of major or vertical transfer to a bachelor's or associate degree program at the University, where instruction is provided entirely or at least 30% in a foreign language other than Turkish, may apply for exemption from the Foreign Language Preparatory Class. To apply, students must submit the original documentation to the Registrar's Office, demonstrating that they successfully completed the Preparatory Class in the same foreign language at their previous higher education institution. The exemption request will be evaluated in accordance with Article 6, paragraph 5. Following this evaluation, students granted exemption from the Foreign Language Preparatory Program may proceed directly to the associate or bachelor's degree program to which they have transferred.
- 2) For students who do not meet the exemption requirements for the Foreign Language Preparatory Program, actions will be taken in accordance with Article 6, paragraph 1 of this Regulation.

CHAPTER THREE

Education Programmes and Durations

Foreign Language Preparatory Education Programme

ARTICLE 8-

- 1) In the English Preparatory Programme, a CEFR- and/or GSE-compliant modular system consisting of six different contents at A1/A2, A2/B1, B1/B1+, B1+/B2, B2/B2+ and Proficiency levels is applied. In the Russian Preparatory Class and Evening Education English Preparatory Class, a semester system consisting of three different levels of content, namely A1/B1, B1/B2 and Proficiency level in accordance with CEFR and/or GSE, is applied.

- 2) The Foreign Language Preparatory Program is conducted over one academic year, in accordance with the academic calendar set by the University Senate. Each module is structured for a minimum duration of 4 weeks and includes both in-module and end-of-module examinations, totalling no fewer than 140 lesson hours. Courses may be offered face-to-face and/or through blended learning, incorporating synchronous online instruction supplemented with asynchronous digital platforms.
- 3) In the Foreign Language Preparatory Class, an intensive foreign language program is offered, comprising no fewer than 24 lesson hours per week for each module structured. This program is implemented using a series of course books determined by the Directorate at the beginning of the academic year, which align with CEFR and/or GSE standards. Additionally, the program is supplemented with electronic and/or printed materials prepared by the Curriculum and Material Development Unit.
- 4) The weekly course schedules and hours for the modules are established and announced by the Directorate at the beginning of the academic year.
- 5) In the Foreign Language Preparatory Class, courses and/or examinations may also be conducted on weekends at the discretion of the University Administrative Board.

Joint Study Programmes

ARTICLE 9-

- 1) Joint study programmes may be organised with foreign language education institutions in Türkiye or abroad.
- 2) Students enrolled in the Foreign Language Preparatory Class may, at their discretion, undertake a minimum of one module per semester at an institution in Türkiye or abroad with which the university has an agreement.
- 3) The level successfully completed by students enrolled in the Foreign Language Preparatory Class at another institution in Türkiye or abroad, with which the University has an agreement is considered equivalent to the module or semester they are required to complete in the Preparatory Class, subject to the decision of the Steering Committee.
- 4) The enrolment status of Foreign Language Preparatory Class students participating in a joint study program remains active during their time at the partner institution, and this period is deducted from their overall foreign language preparatory education duration.
- 5) The conditions for success in the Foreign Language Preparatory Class apply equally to students studying at the partner institution.
- 6) If students do not successfully complete the level at the partner institution, they are required to repeat the same level in the Preparatory Class.
- 7) Joint study programs incur a fee, with the tuition amount determined and announced by the Board of Trustees at the beginning of each academic year. Students participating in the joint study program are required to pay the tuition fee directly to the University.

Attendance Requirements

ARTICLE 10-

- 1) In the Foreign Language Preparatory Class, attendance and participation in all course-related activities (such as homework, projects, and internet-based class registration) are mandatory.
- 2) Students are permitted to miss a maximum of 30 class hours per module. All medical reports and similar documents obtained from healthcare institutions are considered within this 30-hour limit and do not serve as valid excuses for additional absences. However, in the event of the death of a first-degree relative (i.e. mother, father, or sibling), students may be excused for up to three days, provided they submit verifiable documentation and apply for an excuse in writing. Beyond these circumstances, if a document classified as a

'health-related rest (incapacity to work) report' in accordance with Senate decision no. 2018/05 is submitted to the Registrar's Office, the validity of the excuse will be determined following an evaluation by the Health Commission of the Faculty of Medicine.

- 3) In the modular system, students who miss 31 or more classes in any module, with or without an excuse, and in the semester system, students who miss 61 or more classes in any semester, are classified as "absent" and "fail" the relevant module or semester. These students must repeat the corresponding level in the following module or semester.
- 4) Instructors track and monitor student attendance in each lesson by collecting their signatures on an attendance sheet. Attendance records are submitted daily to the Secretary of the School of Foreign Languages (SFL). Students may appeal to their recorded attendance by submitting a written petition to the Registrar's Office within five working days of the announcement of the absenteeism records. Appeals will be evaluated upon submission. Once the module or semester has concluded and the total absence hours for that period are announced, retrospective attendance appeals will not be considered. In attendance records, the records maintained by instructors are deemed final, and only factual errors will be taken into account in attendance-related appeals.
- 5) Appeals to attendance records can be reviewed retrospectively within a maximum period of five working days.
- 6) Students are not permitted to participate in the course without the required course materials specified by the Directorate at the beginning of the academic year. Those who do not possess the necessary course materials will not be allowed to attend the class.
- 7) Students are required to possess original copies of the course books designated by the Directorate at the beginning of the academic year, along with a valid invoice. Students who possess non-original textbooks on university premises will be held responsible for any legal and financial penalties that may arise against the university in this regard.

CHAPTER FOUR

Preparatory Class Exams

Exam Types

ARTICLE 11-

- 1) At the beginning of the academic year, on the date specified in the academic calendar, a Placement Test is administered to newly enrolled students who will be studying in the Foreign Language Preparatory Class at the University. Throughout the academic year, scheduled quizzes are conducted to assess and monitor students' progress in language skills. At the conclusion of each module, an End-of-Module Exam is conducted to measure students' success, determine their eligibility for advancement to the next level, and assess their proficiency levels. Additionally, Beykent University Language Exemption Test (BULET) is administered after the successful completion of the minimum required level to measure foreign language proficiency and after the Placement Test to determine the exemption status of students.
- 2) Examinations may be paper-based, computer-based and/or internet-based, written, spoken or both written and spoken.
- 3) The exams are developed by the Assessment and Evaluation Unit of the Foreign Language Preparatory Class and/or sourced from international third-party institutions and organizations. The preparation, procurement, and administration of these exams are overseen by the Head of the Preparatory Program for the relevant foreign language.
- 4) Make-up exams for exams administered in the Foreign Language Preparatory Class will only be granted in cases of force majeure as defined in Senate Meeting No. 2018/05. Students who wish to request a make-up exam must document their reasons and submit a

written petition within five working days following the exam date. A make-up exam may be granted at the discretion of the Steering Committee.

- 5) The level of all examinations and assessment practices is established in accordance with the learning outcomes of the CEFR and/or GSE frameworks. The processes and implementation are subject to audits by third parties and institutions recognized as authorities in the field of foreign language education, both nationally and internationally.

Placement Test

ARTICLE 12-

- 1) In order to be placed into a level in the Foreign Language Preparatory Class, students must first take the Placement Test. Therefore, those enrolling at the University for the first time and who will participate in the Compulsory Foreign Language Preparatory Class are required to take the Placement Test at the beginning of the academic year, during the period specified in the academic calendar. Students who do not take the Placement Test will be placed in the lowest available level group within the Foreign Language Preparatory Program. Once placed, students cannot challenge their assigned level or request to take the Placement Test at a later date.
- 2) In the Placement Test, students are not permitted to leave the exam room within the first 20 minutes.
- 3) Students are placed into levels based on their Placement Exam results. Classes for each module are organised according to the number of students enrolled, and their student ID numbers.
- 4) In the Foreign Language Preparatory Class, a double shift system is implemented. Based on Placement Test results, students whose student number end in an odd digit are assigned to the morning group, while those whose student ID ends with an even-number are placed in the afternoon group at the start of the academic year. In the Spring Term, at the beginning of the third module, these groups are switched. However, students who apply and provide documentation of parenthood or disability status from a Ministry of Health-authorized state hospital may choose their preferred shift (morning or afternoon). Additionally, if the total number of students at any level is fewer than 24, the morning and afternoon groups for that level may be merged.
- 5) Compulsory or optional Foreign Language Preparatory Class students enrolled in the evening education programmes of the University are placed in evening classes regardless of their student numbers. However, if students who wish to continue the Foreign Language Preparatory Class in the formal education programme for various reasons apply to the Registrar's Office with a petition by the end of the add-drop period and if the Steering Committee approves, they are admitted to the formal education programme within the framework of Article 12, paragraph 4. This situation applies solely to the Preparatory Programme, and the student's type of education will remain unchanged until the completion of the programme. In Module 5, which is defined as the summer module, compulsory or optional Foreign Language Preparatory Class students enrolled in the evening education programmes of the university can be admitted to the formal education classes of the Preparatory Programme.
- 6) The Placement Test is valid for 1 (one) year from the date of the exam.

Language Exemption Test (BULET)

ARTICLE 13-

- 1) The Language Exemption Test (BULET) is designed to evaluate whether students possess sufficient language proficiency to succeed in their departmental courses. This exam is

administered as the second stage of the Placement Test and allows students to be exempted from the Compulsory Foreign Language Preparatory Class. Additionally, it serves as a measure of students' foreign language proficiency upon completion of the Compulsory Preparatory Class.

- 2) BULET consists of writing and speaking parts.
- 3) Foreign Language Preparatory Class students, who meet the specified requirements as outlined in the provisions of this regulation, are given the opportunity to take the Foreign Language Exemption Test (BULET) up to four times throughout the academic year: once at the beginning of the academic year, once at the end of both the fall and spring terms and once at the end of the summer module.
- 4) Students who achieve a score corresponding to at least the B1+ level in the Placement Exam must also take the Foreign Language Exemption Test (BULET) to qualify for exemption from the Compulsory Foreign Language Preparatory Class. A student who is granted exemption according to their results of the Foreign Language Exemption Test (BULET), administered following the Placement Test, is not permitted to attend the Preparatory Class, even if they request to do so.
- 5) There are two versions of the BULET exam, each designed to assess different proficiency levels. For students enrolled in the undergraduate programmes of English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature, and the associate degree programme in Applied English and Translation, BULET assesses B2 level proficiency. For students enrolled in other undergraduate or associate degree programmes, where instruction is conducted either entirely or at least 30% in a foreign language, BULET assesses proficiency at the B1+ level.
- 6) A student who, has begun their studies in the Foreign Language Preparatory Class based on their Placement Exam results, and successfully completed the minimum required courses and exams within the module and/or term-based system is required to take the Foreign Language Exemption Test (BULET) in order to demonstrate proficiency in the Foreign Language Preparatory Class. The minimum prerequisite for completing the Foreign Language Preparatory Class, provided attendance obligations are met and exams are successfully passed, is achieving a B1+ level for students enrolled in undergraduate or associate degree programmes conducted entirely or at least 30% in a foreign language; excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature, and Applied English and Translation associate degree programmes. For students in the above-mentioned programmes, the required level is B2.
- 7) BULET results are announced via notice boards, the student information system, and/or the university's website within a maximum of five working days after the exam has taken place.
- 8) A student who scores at least 60 out of 100 on the Foreign Language Exemption Test (BULET) qualifies to proceed to their undergraduate or associate degree programme.
- 9) Students who are eligible to take BULET based on their Placement Test results but fail to score at least 60 out of 100 are placed in the level determined by their Placement Test results. However, if a student enrolled in an undergraduate or associate degree programme where instruction is delivered entirely or at least 30% in a foreign language, excluding English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature, and Applied English and Translation associate degree programmes, achieves a score corresponding to B2 level or higher in the Placement Test but fails BULET, will be placed at the B1 level, as they do not meet the proficiency requirements of their enrolled programme. A student who successfully completes the minimum level required by their enrolled programme during their time in the Preparatory Class but fails to score at least 60 out of 100 on BULET will be placed at the Proficiency level and will continue their studies at this level until the following BULET exam.

- 10) The Foreign Language Exemption Test (BULET) remains valid for a period of two years following the date of its administration.

Quizzes

ARTICLE 14-

- 1) Quizzes are conducted at least four times per module in the English Preparatory Class on the dates and times determined by the Head of the English Preparatory Programme. In the Russian Preparatory Programme, quizzes are held at least twice per academic term on the dates and times determined by the Head of the Russian Preparatory Programme.
- 2) Quizzes may be administered in various formats, such as online tests, module-based reading assignments and/or *reader quizzes*, writing assignments on in-class reading topics and/or *writing quizzes*, and language and grammar use (use of English) quizzes.
- 3) Students who miss a quiz are not entitled to a make-up exam except in cases of force majeure as defined in Senate Meeting no. 2018/05.

Midterms

ARTICLE 15-

- 1) Midterms are conducted once per term in the Russian Preparatory Programme and in the evening education of the English Preparatory Programme.
- 2) Students who miss a midterm exam are not entitled to a make-up exam except in cases of force majeure as defined in Senate Meeting no. 2018/05.

End of Module/End of Term Exams

ARTICLE 16-

- 1) The End of Module/End of Term Exams are administered once for each module or term, following the completion of the respective courses. These exams are scheduled on dates announced in advance in the academic calendar.
- 2) These exams consist of components such as grammar, vocabulary, reading comprehension, listening comprehension, and written and/or oral expression.
- 3) Students who do not meet the attendance requirements are not allowed to take the End of Module/End of Term Exam for the relevant module/term.
- 4) Make-up exams for students who miss the End of Module/End of Term Exam are not offered except in cases of force majeure as defined in Senate Meeting no. 2018/05.
- 5) The results of the End of Module/End of Term Exams are announced via notice boards, the student information system, and/or the university's website within a maximum of five calendar days following the exam.

Appeals Against Exam Grades

ARTICLE 17-

- 1) Appeals should be made in writing to the Registrar's Office within 3 (three) working days following the announcement of the exam results.
- 2) In order to identify any potential errors in the examination, the exam papers of the complainant will be reviewed by a commission comprising three members, including one representative from the Testing and Assessment Unit. The findings of the commission will be considered official upon approval by the Steering Committee during its meeting.

Performance and Evaluation

ARTICLE 18.

- 1) In the English Preparatory Programme, performance evaluation is conducted on a module-based system. Students who successfully complete a module advance to the next level. The

module success grade is calculated by weighting 40% of the average score from quizzes and 60% from the End of Module Exam, with a minimum passing grade of 60 for each module. In contrast, the Russian Preparatory Programme and the evening classes of the English Preparatory Programme implement a semester-based performance evaluation. In the Russian Preparatory Class, the term success grade is determined by allocating 40% to the average score from quizzes, 20% to the Midterm Exam score, and 40% to the End of Term Exam score. Similarly, in the evening classes of the English Preparatory Class, the term success grade is calculated using the same distribution: 40% from quizzes, 20% from the Midterm Exam, and 40% from the End of Term Exam, with a minimum passing grade of 60 per academic term. A student who achieves a module or term success grade of 60 or above meets the proficiency requirements and advances to the next level.

- 2) Students enrolled in undergraduate or associate degree programmes where instruction is delivered entirely or at least 30% in a foreign language, excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, and Applied English and Translation associate degree programme, must complete at least B1+ level during the academic year and subsequently pass the Foreign Language Exemption Test (BULET) to be considered successful in the Foreign Language Preparatory Class. Students enrolled in the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, and the Applied English and Translation associate degree programme must complete at least B2 level during the academic year and subsequently pass the Foreign Language Exemption Test (BULET) to be considered successful in the Foreign Language Preparatory Class. Students who submit a certificate of exemption under Article 6 of this regulation and are approved by the Steering Committee will also be exempt from the Foreign Language Preparatory Class. Students who fail the Foreign Language Preparatory Class during their studies or at the end of the academic year can also be exempted from the Foreign Language Preparatory Class if they provide the required documents for exemption as specified in the second paragraph of Article 6. This exemption will apply from the end of the academic term in which they are currently enrolled.
- 3) Students who are enrolled in undergraduate or associate degree programmes at the university where instruction is delivered entirely or at least 30% in a foreign language, and are attending the Compulsory Foreign Language Preparatory Class, as well as students who are enrolled in undergraduate or associate degree programmes where the language of instruction is Turkish and are attending the Optional Foreign Language Preparatory Class, will be awarded a "Certificate of Achievement and Proficiency" if they meet the success criteria for the Foreign Language Preparatory Class as outlined in this regulation. This certificate indicates the level of proficiency achieved in the module they have successfully completed.
- 4) Students who successfully complete the Optional Foreign Language Preparatory Class by meeting the attendance requirements and passing the Foreign Language Exemption Test (BULET) will be exempt from the Foreign Language Preparatory Class if, within three years, they enrol in an undergraduate or associate degree programme, where instruction is delivered entirely or partially in a foreign language, through central exams, vertical transfer exams, change of major, or as double major/minor students in such programmes.
- 5) A student enrolled in the Foreign Language Preparatory Class must attend the programme for at least one academic year. However, during the spring term course registration period, students who meet the conditions specified in the second paragraph of Article 6 may proceed to their undergraduate or associate degree programmes in the spring term of the Foreign Language Preparatory Class.
- 6) During the academic year, until the end of the spring term add-drop period, students enrolled

in undergraduate or associate degree programmes where instruction is delivered entirely or at least 30% in a foreign language, - excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, and Applied English and Translation associate degree programme - may proceed to their undergraduate or associate degree programmes in the spring term if they successfully complete the B1+ level of the Foreign Language Preparatory Class and pass the Foreign Language Exemption Test (BULET). Similarly, students who are enrolled in the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, or the Applied English and Translation associate degree programme may proceed to their undergraduate or associate degree programmes in the spring term if they successfully complete the B2 level of the Foreign Language Preparatory Class and pass the Foreign Language Exemption Test (BULET). Students who do not proceed to their undergraduate or associate degree programmes will continue their studies by progressing to a higher level until the end of the relevant academic year. Students who successfully complete the higher level will receive a "Certificate of Achievement and Proficiency" at the end of the module, indicating the level of proficiency achieved in that module.

Failure

ARTICLE 19-

- 1) Attendance to Foreign Language Preparatory Class is compulsory in undergraduate/associate degree programmes where instruction is conducted entirely or at least 30% in a foreign language. In the Foreign Language Preparatory Class, if a student enrolled in an undergraduate or associate degree programme where instruction is conducted entirely or at least 30% in a foreign language—excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, and Applied English and Translation associate degree programme—fails to achieve B1+ level proficiency and/or does not meet the success criteria by the end of the first academic year, they will be considered unsuccessful in the Preparatory Class. Similarly, if a student enrolled in the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, or the Applied English and Translation associate degree programme, fails to achieve B2 level proficiency or do not meet the success criteria by the end of the first academic year, they will also be deemed unsuccessful in the Preparatory Class.
- 2) At the end of an academic year in the Foreign Language Preparatory Class, students enrolled in undergraduate or associate degree programmes where instruction is conducted entirely or at least 30% in a foreign language—excluding the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, and Applied English and Translation associate degree programme—will continue their studies in the Foreign Language Preparatory Class if they do not complete at least the B1+ level. They will remain in the Preparatory Class until they successfully complete the B1+ level and pass the Foreign Language Exemption Test (BULET). Similarly, students enrolled in the English Translation and Interpreting, Russian Translation and Interpreting, English Language and Literature undergraduate programmes, or the Applied English and Translation associate degree programme will continue their studies in the Foreign Language Preparatory Class if they do not complete at least the B2 level. They will remain in the Preparatory Class until they successfully complete the B2 level and pass the Foreign Language Exemption Test (BULET). If the student successfully completes the required level within the second year or provides the necessary documentation for

exemption as specified in Article 6, paragraph 2, they may begin their studies in the registered programme starting from the date of fulfilling the proficiency requirements by submitting a written application to the Registrar's Office within the registration period determined for additional quota and/or by the end of the add-drop period of the following academic term.

- 3) Students enrolled in undergraduate or associate degree programmes where the language of instruction is Turkish, and who attend the Optional Foreign Language Preparatory Class, will begin their academic year in their respective undergraduate or associate degree programmes in the following academic year, even if they do not meet the success criteria stipulated in this regulation for the Foreign Language Preparatory Class within one year.
- 4) If students who are enrolled in undergraduate or associate degree programmes where the instruction is fully or at least 30% in a foreign language, and therefore attend the compulsory Foreign Language Preparatory Class, fail to meet the success criteria specified in Article 18 of this regulation, they may request a transfer to an equivalent programme, provided that the programme is offered in Turkish and they meet the requirements. However, upon request, these students may also be centrally placed in a Turkish-medium programme by the ÖSYM (Centre for Assessment, Selection and Placement), provided that this occurs only once and that their university entrance score for the year of enrolment is not lower than the minimum score required for the programme they wish to transfer to.

Suspension of Studies

ARTICLE 20-

- 1) Students who, upon first enrolling at the University, either after taking the Placement Test (DBS) or without taking it, suspend their Preparatory Class education for at least one academic term or two consecutive modules, whether with or without providing a reason, will be eligible to take the Placement Test upon their written request and will continue at the level corresponding to their exam results, upon resuming their Preparatory Class education.
- 2) Students who suspend their Preparatory Class education, whether with or without providing a reason, and do not continue their studies, will take the Placement Test upon their written request and may be eligible for exemption according to the provisions of Article 6, Paragraph 1 of this regulation, upon resuming their Preparatory Class education.

Maximum Duration of Education

ARTICLE 21-

- 1) The maximum duration for the compulsory foreign language preparatory class is two years. The maximum duration for the optional foreign language preparatory class is one year.
- 2) Students who fail the optional foreign language preparatory class will continue their education with their respective programme/department in the following academic year.

CHAPTER FIVE

Miscellaneous and Final Provisions

Unspecified Cases

ARTICLE 22-

In cases not covered by this regulation, the provisions of Law No. 2923 dated 14/10/1983, Law No. 2547, the Regulation on Principles for Foreign Language Education in Higher Education Institutions, the Associate and Undergraduate Education and Training Regulation of Istanbul Beykent University, and decisions made by the Council of Higher Education (YÖK), the Senate, and the School of Foreign Languages Administrative Board shall apply.

Disciplinary Procedures

ARTICLE 23-

Disciplinary actions and procedures for Foreign Language Preparatory Class students shall be governed by the provisions of Article 54 of Law No. 2547 on Higher Education.

Announcements, Notices and Language of Communication

ARTICLE 24-

Written academic announcements and notices made to students in the Preparatory Class, including those in classrooms and during exams, shall be in the relevant foreign language (medium of instruction).

Examination Standards

ARTICLE 25-

- 1) Only the language of instruction shall be used in the exam question papers and answer keys.
- 2) For each exam conducted, both questions and answer keys are prepared in writing.
- 3) All types of teaching and examination materials must be electronically stored by the relevant unit and submitted to the Directorate in a digital format by the end of the working day on the first day of the following week for archiving purposes.

Effective Date

ARTICLE 26-

This Regulation shall come into effect on the date of its approval by the University Senate.

Implementation

ARTICLE 27-

The provisions of this regulation shall be implemented by the Rector of Istanbul Beykent University.