

**ISTINYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
27/12/2018	10.30	21

**ISTINYE UNIVERSITY  
DIRECTIVE FOR ENGLISH FOUNDATION PROGRAM**

**SECTION ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose and scope**

**Article 1 - (1)** The purpose of this directive is to regulate the principles concerning the education and examinations of English foundation class programs implemented in İstinye University.

(2) The directive applies to the students who are admitted to associate degree, undergraduate and graduate programs and required to complete English Foundation Program.

**Basis**

**Article 2 - (1)** This directive has been issued based on the articles 44 and 49 of Higher Education Law no. 2547 and the Regulation on Foreign Language Education at Higher Education Institutions and the Principles to be Followed in Foreign Language Medium Education that was published in the Official Gazette dated 23/03/2016 with no.29662.

**Definitions**

**Article 3 - (1)** In this directive;

- a) Unit: refers to Deans' Offices of Faculties, School Directorates and Directorates of Vocational Schools,
- b) Department: refers to İstinye University Department of Foreign Languages,
- b) Foundation program: refers to English Language Foundation Class,
- c) English Proficiency Exam/ISTEP: refers to the exam that the students, who achieved higher than the base point determined and announced by İstinye University Department of Foreign Languages, may take based on the results of English Placement Test,
- d) Board of Trustees: refers to the Board of Trustees of İstinye University,
- e) Rector: refers to the Rector of İstinye University,
- f) Senate: refers to the İstinye University Senate,
- g) University: refers to İstinye University,
- h) Website: refers to the official website of İstinye University with the address [www.istinye.edu.tr](http://www.istinye.edu.tr),
- i) Board of Directors: refers to the administrative boards of the faculties, vocational schools and institutes within İstinye University.

**SECTION TWO**

**English Foundation Program and Assessment**

**Foundation program**

**Article 4 - (1)** The purpose of the foundation program is to test the English knowledge of the students who made their registration to associate degree, undergraduate and graduate programs for the first time and to improve their current language level so as to enable them to follow the courses at the university.

(2) The students who were admitted to the departments providing English medium education but could not meet the exemption requirement of failed in ISTEP must attend the foundation program.

(3) The following students shall be exempt from foundation program:

- a) Those who scored higher than the points determined by the Senate at the English Proficiency Exam (ISTEP) held by the Department

b) Those who received education during at least their last three years and completed their secondary education at the secondary education institutions of a country where the foreign language that is stated as the medium of education is used as the mother tongue.

c) Those, who passed international foreign language tests that are considered equivalent to the central foreign language tests which are deemed acceptable by the Council of Higher Education, with scores determined by the Senate. In this case, the validity period of the international foreign language tests that are deemed equivalent, as specified by the relevant institutions holding the tests, is required to be not expired. Besides, if a student submits a foreign language test score in this way, that score shall be put into force after the end of the present term.

(4) The students who returned as a result of YKS (Higher Education Institutions Exam), amnesty laws etc. after their dismissal from the University in the past and those who passed foundation program of another higher education institution providing English medium education should take ISTEP or meet the exemption requirements defined in this directive. The Senate decides on the method for the application of these requirements to the students who were externally transferred to the University.

(5) The students who were admitted to the departments providing Turkish medium education may also be admitted to the foundation program upon their request. The students who were admitted to the foundation program upon their request shall also be subject to the provisions of this directive. On the other hand, the students who were admitted to the foundation program upon their request may continue with the program they signed up for even if they failed at the end of first year. The students who attended the foundation program voluntarily may be given a certificate evidencing their attendance/achievement level upon their request, subject to the approval of the Rectorate.

#### **English placement test**

**Article 5 - (1)** The students who were admitted to the departments providing English medium education and those who signed up for the foundation program voluntarily are required to take English Placement Test.

(2) Whether a student can take ISTEP or not and at what level he/she will take education at the foundation program shall be decided according to his/her score in the placement test. The Administrative Board of the University decides on and publishes at the website the base point to take ISTEP, the score intervals indicating the levels at the foundation program and the rules for level upgrading, upon the proposal of the Department.

(3) The Department decides on and publishes at the website the curriculums for each level and other requirements to pass each level.

(4) No make-up exams shall be held for Placement Test. The students who failed to take the exam shall start the foundation program from the lowest level.

#### **English proficiency exam**

**Article 6 - (1)** The Administrative Board of the University decides on and publishes at the website the scores to be achieved at ISTEP for being exempt from the foundation program, upon the proposal of the Department.

(2) ISTEP is held at the beginning of each academic year and at the end of each semester.

(3) No make-up exams shall be held for ISTEP. The students who failed to the exam shall be deemed failed.

#### **Education period and summer semester**

**Article 7 - (1)** The education period of the foundation program is two semesters. If required, it may be deployed during the summer semester upon request. The relevant school calendar and education periods are defined in the academic calendar that was approved by the Senate each year.

(2) Among the students who failed to achieve sufficient scores at ISTEP for attendance to their departments at the end of the second semester and who want to improve their levels, those who satisfy the attendance conditions may attend the summer semester. The Administrative Board of the University determines and publishes at the website the attendance conditions for the summer semester, upon the proposal of the Department.

#### **Attendance**

**Article 8 - (1)** The attendance to the courses at the foundation program is obligatory to the extent and subject to the conditions to be set by the Department. The students who failed to satisfy the attendance requirement without any valid excuse shall be deemed to fail at their classes.

### **Achievement in the foundation program and its assessment**

**Article 9 - (1)** The students who passed ISTEP exam can attend the program they are registered to, at the following semester.

(2) The students who failed at the proficiency exam that was held at the end of the second semester and/or summer semester may take the proficiency exam to be held at the beginning of the next academic year. If they also failed at this exam, they may attend the foundation program for one or two semesters or they make take the next 3 (three) ISTEP exams without any attendance requirement. The conditions for taking the proficiency exam to be applied to the students who want to take the proficiency exam without attending the foundation program shall be announced prior to each exam period. Those who could not pass any of those exams shall be dismissed from the University.

### **Registration freeze**

**Article 10 - (1)** The students who study at the foundation program and request a registration freeze shall make a written application to the dean's / headmaster's office that they are registered to. Those students may be allowed to freeze their registration upon the decision of the relevant unit's Board of Administrators.

### **Other issues**

**Article 11 - (1)** The resolution of either the Administrative Board of the University or the Senate shall apply to other issues that are not incorporated into this directive.

### **Effective Date**

**Article 12 -** This Directive shall become effective on the date of its approval by the Board of Trustees.

### **Execution**

**Article 13 -** This directive shall be executed by the Rector of İstinye University.