

**ISTINYE UNIVERSITY
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NUMBER
12 August 2026	13.30	22

**ISTINYE UNIVERSITY
DIRECTIVE ON THE ENGLISH PREPARATORY PROGRAM**

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

Purpose and Scope

ARTICLE 1 – (1) This Directive establishes the principles for education, instruction, and examinations within İstinye University's English preparatory programs.
(2) It applies to associate degree, undergraduate, and graduate students who are required to complete the English Preparatory Program.

Legal Basis

ARTICLE 2 – (1) This Directive is based on Articles 44 and 49 of Higher Education Law No. 2547 and the "Regulation on the Principles to Be Followed in Foreign Language Teaching and Teaching in a Foreign Language at Higher Education Institutions," published in the Official Gazette dated 23/03/2016 and numbered 29662.

ARTICLE 3 – (1) For the purposes of this Directive:

- (a) **Academic Unit:** Refers to the Dean's Offices of the Faculties, the Directorate of the Graduate Education Institute, and the Directorates of the Vocational Schools affiliated with the University.
- (b) **Department:** Refers to the Department of Foreign Languages of İstinye University.
- (c) **English Proficiency Examination/ISTEP Examination:** The English Proficiency Examination available to students who achieve a score above the minimum set and announced by the Department of Foreign Languages of İstinye University in the English Placement Examination.
- (d) **Level Achievement Test (LAT):** The examination used to determine which English Preparatory Program students, meeting attendance and grade point average criteria, are eligible to progress to the next level.
- (e) **Level:** The English proficiency classes within the English Preparatory Program, categorized as Basic, Mid, High, and Proficiency.
- (f) **Board of Trustees:** Refers to the Board of Trustees of İstinye University.
- (g) **Rector:** Refers to the Rector of İstinye University.
- (h) **Senate:** Refers to the Senate of İstinye University.
- (i) **University:** Refers to İstinye University.
- (j) **Administrative Board:** Refers to the administrative boards of the faculties, the Graduate Education Institute, and the vocational schools within İstinye University.

Vadi Kampüs: Ayazağa Mah. Azerbaycan Cad. (Vadi İstanbul 4A Blok) No: 3H Sarıyer, İstanbul,
3439 T: 0850 283 60 00 F: +90 212 481 36 88 K: istinyeuniversitesi@hs03.kep.tr W:
www.istinye.edu.tr

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(k) **Department Administrative Board:** Refers to the Administrative Board of the Department of Foreign Languages.

(l) **Website:** Refers to the website of the Department of Foreign Languages of İstinye University at <https://www.istinye.edu.tr/tr/yabancidiller>.

**CHAPTER TWO
English Preparatory Program and Assessment**

English Preparatory Program

ARTICLE 4 – (1) The English Preparatory Program aims to assess the English language proficiency of students enrolled in associate degree, undergraduate, and graduate programs and to develop their language skills to a level that enables them to follow their academic courses.

(2) Students admitted to programs/departments where the medium of instruction is English, who do not meet the exemption requirements or fail the ISTEP Examination, must attend the English Preparatory Program.

(3) Exemption from the English Preparatory Program is granted according to the criteria specified in the Department of Foreign Languages English Preparatory Program Exemption Requirements. The procedures and deadlines for submitting exemption documentation are announced in the English Preparatory Program Academic Calendar.

(4) Students admitted to departments where the medium of instruction is Turkish may optionally enroll in the English Preparatory Program. Such students are subject to this Directive's provisions. However, even if they are unsuccessful at the end of the first year, they may continue in their enrolled program.

(5) Registration will be cancelled for any person found to have enrolled in the English Preparatory Program using incorrect or false information, or forged documents. All rights acquired on this basis will be deemed invalid, and legal proceedings will be initiated.

English Placement Examination

ARTICLE 5 – (1) Students admitted to English-medium departments and those optionally enrolling in the preparatory program must take the English Placement Examination. Based on their results, students are placed into appropriate classes at the Basic, Mid, High, and Proficiency levels.

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(2) Eligibility to take the ISTEP Examination and the preparatory program level for study are determined by the Placement Examination score. The minimum ISTEP score, preparatory program level score ranges, rules for advancing to a higher level, course schedules, and other requirements for successful completion of each level are determined by the Department Administrative Board, approved by the Senate, and announced in the English Preparatory Program Student Handbook and course syllabi.

(3) No make-up examination is provided for the English Placement Examination. A student who does not take the examination will begin the English Preparatory Program at the lowest level.

English Proficiency Examination

ARTICLE 6 – (1) The ISTEP Examination scores required for exemption from the English Preparatory Program are determined by the Senate upon the Department's recommendation and announced on the website.

(2) The ISTEP Examination is administered on the dates specified in the English Preparatory Program Academic Calendar, at the beginning of each academic year, and at the end of each semester.

(3) No make-up examination is provided for the ISTEP Examination. Students who do not take the examination are deemed unsuccessful.

(4) Students who achieve the required ISTEP Examination score are deemed successful and may not continue attending classes in the English Preparatory Program.

Duration of Education and Summer Term

ARTICLE 7 – (1) The English Preparatory Program's duration is two semesters (fall and spring) for students starting at the Mid, High, or Proficiency level. For students starting at the Basic level, it is three semesters (fall, spring, and summer). Students who begin at the Mid, High, or Proficiency level may optionally attend the summer term; in this case, they accept all applicable assessment requirements and criteria for the summer term. The academic calendar and education duration are determined annually by the Senate-approved academic calendar.

(2) At the end of the second semester, students who have not achieved a sufficient ISTEP Examination score to continue in their departments and wish to improve their level may attend the summer term, provided they meet the participation requirements. Summer term participation requirements are determined by the Department Administrative Board and announced on the website.

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Attendance

ARTICLE 8 – (1) Attendance in the English Preparatory Program is compulsory at the rates and under the conditions determined by the Department Administrative Board. Attendance requirements and the consequences of non-compliance are explained to students in the first class. Students without a valid excuse, or who fail to submit documentation of their excuse to the Head of the Department of Foreign Languages no later than the last working day of the second week of each semester in accordance with the İstinye University Principles for the Implementation of Excuses, are deemed not to have met the attendance requirement and are considered unsuccessful in their current class. A decision concerning the status of such students is taken by the Department Administrative Board.

Level Assessment and Success Criteria

ARTICLE 9 – (1) English Preparatory Program education is provided at four levels: Basic, Mid, High, and Proficiency. Compulsory attendance at each level, at rates and under conditions determined by the Department, is a prerequisite for level success assessment. Students who fail due to absenteeism are deemed unsuccessful at their level, regardless of their grade point average.

(2) Students who meet attendance requirements and are successful in examinations, assignments, and participation grades, at rates and under conditions determined by the Department, are eligible to take the Level Achievement Test (LAT). Students who pass the LAT are deemed to have completed their level.

Success and Proficiency in the English Preparatory Program

ARTICLE 10 – (1) Students who pass the ISTEP Examination will continue in their enrolled program in the following semester.

(2) Students unsuccessful in the ISTEP Examination administered at the end of the second semester and/or the summer term may take the ISTEP Examination at the beginning of the subsequent academic year. If they are also unsuccessful in this examination, they may renew their registration and continue the preparatory program for one or two semesters, or they may suspend their registration. Students who renew their registration must comply with all rules specified in the course syllabus. Students who suspend their registration may take four (4) ISTEP examinations administered in subsequent semesters. Students who fail all these examinations and have reached the maximum study period in the English Preparatory Program will be dismissed from their enrolled program. Dismissed associate degree,

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undergraduate, and graduate students may enroll in an equivalent Turkish-medium program at their respective Faculty, Vocational School, or Graduate Education Institute. Applications are to be submitted to the Academic Unit to which the student's registered program is affiliated. However, upon request, such students may be centrally placed by the Presidency of the Measurement, Selection and Placement Center, on a one-time basis, into a Turkish-medium program, provided their university entrance score in the year of initial enrolment was not lower than the minimum score required for admission to the placement program.

Suspension of Registration

ARTICLE 11 – (1) Preparatory program students wishing to suspend their registration must apply in writing to their registered Dean's Office/Directorate. Permission to suspend registration may be granted by decision of the relevant Academic Unit Administrative Board.

Other Matters

ARTICLE 12 – (1) In matters not covered by this Directive, decisions taken by the University Administrative Board or the Senate, upon the recommendation of the Head of the Department, will apply.

(2) Procedures concerning students with disabilities are carried out in accordance with the İstinye University Directive on the Accessible Student Unit and the İstinye University Accessible Student Unit Procedures and Principles for Examination Administration.

Entry into Force

ARTICLE 13 –This Directive enters into force on the date it is approved by the Board of Trustees.

Enforcement

ARTICLE 14 –This Directive is enforced by the Rector of İstinye University.