TED UNIVERSITY ENGLISH LANGUAGE SCHOOL
ACADEMIC RULES AND REGULATIONS

SECTION 1
Objective, Scope, Basis, Definitions and Organization

Objective and Scope
ARTICLE 1
(1) The objective of this document is to regulate the academic principles of teaching, education, and examinations conducted at TED University English Language School.

Basis
ARTICLE 2
(1) These regulations have been based on Articles 14, 44 and 49 of the Higher Education Law No. 2547, dated November 6, 1981.

Definitions
ARTICLE 3
(1) Definition of the terms used in this document:
  a) Academic year: Fall and Spring semesters
  b) English Language School (ELS): TED University English Language School
  c) Undergraduate Program: Higher education program consisted of eight semesters
  d) Board of Trustees: TED University Board of Trustees
  e) Rector: TED University Rector
  f) Rectorate: TED University Office of the Rector
  g) Level: English level of the student determined by the English Placement Exam, from D (lowest) to A (highest)
  h) English Placement Exam (EPL): TED University English placement exam.
  i) University: TED University
  j) University Administrative Board (UAB): TED University Administrative Board
  k) English Proficiency Exam (EPE): TED University English Proficiency Exam

Academic Organization
ARTICLE 4
(1) English Language School administrative organization is as given below:
  a) Academic Board: The ELS Academic Board is a board composed of full-time ELS instructors. Chaired by the Director of ELS, it reviews and makes suggestions on the preparation and implementation of the educational programs of the ELS.
  b) ELS Executive Board: The ELS Executive board is composed of the Director, two Assistant Directors, and representatives from Curriculum Development Unit, Testing Team, EPE Team, Material Development Unit, Team Leaders, Professional Development Unit. This board takes decisions on the preparation and implementation of the educational programs. These decisions are subject to the approval of the Rector and/or University Administrative Board or the Senate.
c) ELS Administrative Board: The Administrative Board consists of the Director of ELS, Assistant Directors, and two ELS instructors assigned by the Executive Board. The Board takes decisions on isolated incidences such as health certificates, exams, and absenteeism issues of students.

d) Curriculum Development Unit: This unit is composed of ELS instructors who were selected and assigned by the ELS Director. Curriculum is designed by this unit in consideration with the needs of students and revised according to the feedbacks received thereof.

d) Testing Team: This team is composed of ELS instructors who were selected and assigned by ELS Director. Testing and assessment elements to be used during the academic year are designed by this team.

e) EPE Team: This team is composed of ELS instructors who were selected and assigned by ELS Director. This team is responsible for the preparation and conduct of English Proficiency and English Placement examinations.

f) Material Development Unit: This unit is composed of ELS instructors who were selected and assigned by ELS Director. Course materials to be used during the academic year are designed by this unit.

g) Team Leaders: ELS instructors selected and assigned as team leaders by ELS Director. They are responsible for the coordination of instructors through regular meetings in order to ensure efficient implementation of education programs at each level.

h) Professional Development Unit: This unit is composed of ELS instructors who were selected and assigned by ELS Director. It is responsible for determining professional development aspects for the instructors and organizing in-house training programs in order to ensure the efficient implementation of education programs and to keep abreast of developments in the related field.

SECTION 2

Principles on Teaching and Education

Objectives of Teaching and Education

ARTICLE 5

(1) The education offered at TEDU ELS aims at equipping students with the necessary skills to be able to continue their departmental studies easily, to keep up with various publications and research related to their field of study, to actively participate in seminars or discussions, and to communicate fluently in social interactions beyond the classroom.

Duration of Education

ARTICLE 6

(1) In TEDU ELS, the normal duration of education is one academic year, and the maximum
duration is two academic years. The students who are successful at the end of the Fall and Spring semesters can commence their undergraduate studies.

(2) The duration of education and the exam dates are announced in the Academic Calendar.

(3) The Summer School rules and regulations are determined by the ELS Executive Board.

Exemption from ELS Program, English Placement Exam (EPL),
English Proficiency Exam (EPE)

ARTICLE 7
(1) Following students are exempt from the ELS program;
   a) Students who pass the criteria determined by ELS,
   b) Students who have documented the minimum required score at national or international exams determined by the Senate.
   c) Students who are nationals of English-speaking countries, or who have attended during the past three years and graduated from secondary education or higher education institutions in English-speaking countries where nationals of these countries have attended.
   d) Students who have been placed with the central placement exam or registered via external lateral transfer who have previously passed the proficiency exam conducted by another institution with 100% English medium, provided that not more than two years have passed after the exam.

(2) Following procedures are applied to the students who are subjected to the ELS program at the beginning of each Fall semester:
   a) All students take the EPL at the beginning of the Academic Year. Students are placed into either one of the four categories, A (highest level), B, C, or D (lowest level). Students who are placed into Level A also take the EPE; those who score 65 and over out of 100 points at the EPE are held exempt from the ELS program; those who receive 64 and less begin the ELS program at Level A.
   b) Students who have not taken EPL are placed into the lowest level (D).

(3) Following procedures are applied at the end of Fall semester to the students who have attended the Level A ELS program;
   a) Students who have fulfilled the required attendance and scored an average of 60 or over through the assessments during the period are qualified for the EPE. Final grade of the student is calculated by adding 30% of the term score (through exams, assignments, etc.) and 70% of the EPE score. Hence, students who receive 65 and over start their undergraduate programs.
   b) Students who have qualified for but failed the EPE at the end of the Fall semester, continue to attend the Level A program during the Spring semester. These students are not required to fulfill success level during the term (term average 60 or over) but they are required to fulfill attendance condition.

(4) The EPE is held four times every Academic Year. Prerequisites to taking this exam are as given below;
   a) Students who have scored A at the EPL and students who have completed Level A successfully in the preceding year but failed at the EPE can take the EPE in the beginning of Fall Semester.
   b) Students who have completed Level A successfully can take the EPE held at the end of Fall Semester.
   c) Students who have completed all levels successfully can take the EPE held at the end of Spring Semester.
Students who have failed the EPE held at the end of Spring Semester can take the EPE held in July.

(5) Differences between programs in terms of exemption from ELS program are specified at the equivalency table by the University Senate.

(6) There is no make-up examination for those who did not take EPE or EPL for any reason.

Success and Assessment

ARTICLE 8

(1) Students at the end of the level who have earned minimum 60 points out of 100 and fulfilled the condition of 85% attendance pass on to the next level and are eligible to take EPL.

(2) One mid-term and one final exam will be held by the ELS as well as 6 to 10 quizzes and assignments for each level per semester to be able to assess the students.

(3) In case of absenteeism due to health issues, the following rules will be applied;

* Absenteeism for the days certified with a health report covering 1 to 3 days received from a single physician is not accepted as a valid excuse.
* Absenteeism for the days certified with a health report covering 4 days and over is accepted as a valid excuse.
* Isolated cases where a health report is not available or the health issue cannot be documented are separately evaluated by the ELS Administrative Board.
* Compensation procedures for the courses missed during the certified period are followed according to the guidelines documented at the ELS Student’s Handbook.
* Students cannot attend courses or take exams during a documented sick leave. Any exams taken or grades received during this period are considered invalid.
* Students should submit their health reports in 3 work days after the ending date of the report to the office of the related faculty or ELS.

(4) ELS students can object to examination results due to error of fact within three (3) days. Objections should be made through petition to the Dept. of Documentation.

(5) Students who fail to pass their levels at the end of Fall Semester repeat their levels at the Spring Semester.

(6) Students who fail in an academic year are placed to a new level according to the score they receive at the EPL in the subsequent year.

Students Who Are Unsuccessful

ARTICLE 9

(1) The procedures to be implemented for students who have been unsuccessful during their second year in the ELS program are as follows:

a) Students who fail to document their English proficiency by the end of this term are dismissed from the University. They can apply to the ÖSYS (Student Selection and Placement Exam) to be transferred to another university where the medium of education is Turkish in accordance with the principles determined by Turkish Higher Education Council.

b) Students who have been dismissed are granted the right to take the EPE administered at the beginning of the academic year for three consecutive years. Students within this context should apply for the EPE in order to take the exam.

c) Students may submit an equivalent national/international document as approved by the Senate at the beginning of the academic year for three consecutive years.
Leaves of Absence

ARTICLE 10

(1) Students may apply for a leave because of health issues, military enlistment, family issues, financial issues, studies at higher education institutions both in their countries and abroad, improving their English by their own means, or else due to unexpected mandatory reasons. Time spent on leave of absence does not count towards maximum education period.

(2) University Administrative Board decision is required for leaves exceeding one academic year upon proposal by ELS Administrative Board.

(3) Student must be free of any financial liability for the semester to be spent on leave and payments made for that semester cannot be counted towards due payments for subsequent years.

(4) Students who want to return before the termination of leave of absence period are expected to apply to ELS with a petition before registrations begin. These students may register to their undergraduate programs provided that they have received a passing score at EPE and EPL held at the beginning of the subsequent semester, or at national and/or international exams accepted as equivalent by the Senate.

SECTION 3

Miscellaneous and Final Provisions

Invalidated Regulation

ARTICLE 11

(1) TED University English Language School Academic Rules And Regulations document approved by the University Senate on 30.07.2018 is no longer valid.

Situations for Which There Are No Applicable Provisions

ARTICLE 12

(1) For situations where an applicable provision is non-existent in this document, the provisions in the regulations, directives and other legislation of TEDU, as well as the decisions of the University Senate, will apply.

Provisional Clauses

ARTICLE 13

(1) This regulation wholly applies to the students registered in 2019-2020 Academic Year.

(2) Students registered in and before 2018-2019 Academic Year can benefit from the provisions of the invalidated regulation dated 30.07.2018 for only one time and only during
2019-2020 Academic Year.

Enforcement

ARTICLE 14

(1) This regulation is approved on 02.09.2019 by the Senate and effective as of the beginning of 2019-2020 Academic Year.

Execution

ARTICLE 15

(1) This regulation is executed by TED University Rector.

SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

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