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## 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 are 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
  - ç) Board of Trustees: TED University Board of Trustees
  - d) Rector: TED University Rector
  - e) Rectorate: TED University Office of the Rector
  - f) Senate: The Senate of TED University
  - g) Level: English level of the student as determined by the English Placement Exam as D (*the lowest*), C, B and A.
  - 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


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## 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 ELS Director, 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 the *Curriculum Development Unit*, *Testing Team*, *EPE Team*, *Material Development Unit*, *Team Leaders*, and the *Professional Development Unit*. The 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 *ELS Administrative Board* consists of the ELS Director, Assistant Directors, and two ELS instructors assigned by the *ELS Executive Board*. The Board takes decisions on individual cases such as health certificates, exams, and absenteeism issues of students.
- ç) **Curriculum Development Unit:** This unit is composed of ELS instructors who were selected and assigned by the ELS Director. Curriculum is to be 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 the ELS Director. Testing and assessment tools to be used during the academic year, as well as the *English Placement Exam*, are designed by this team.
- e) **EPE Team:** This team is composed of ELS instructors who were selected and assigned by the ELS Director. This team is responsible for the preparation and conduct of the English Proficiency Exam.
- f) **Material Development Unit:** This unit is composed of ELS instructors who were selected and assigned by the 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 the 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

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selected and assigned by the ELS Director. It is responsible for determining professional development aspects for the instructors and organizing in-house training programs in order to ensure efficient implementation of education programs and to keep abreast of developments in the related field as well as arranging training programs to improve the ELS course quality based upon observations during classes.

## **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 academic competences to be able to attend their departmental studies, 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.

#### **Period of Study**


##### **ARTICLE 6**

- (1) In TEDU ELS, the normal period of study is one academic year, and the maximum period 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 periods of study and the exam dates are to be announced in the Academic Calendar.
- (3) The Summer School rules and regulations are to be established 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 have passed the criteria established by the ELS,
  - b) Students who have certified the minimum required score at national or international exams determined by the Senate.
  - c) Students who are nationals of English-speaking countries, or students who have

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attended a secondary or a higher education institution for the past three years in an English-speaking country designated for the citizens of this country and graduated from this institution.

- c) Among students who have been placed with the central placement exam, those who have previously been held exempted from or completed the preparatory program offered by another university with 100% English medium in the past two academic years.


(2) Following procedures apply to the students who are subjected to attend the ELS program at the beginning of each Fall semester:

- a) All students are required to take the EPL at the beginning of the Academic Year. Students are placed into either one of the four categories, A (the highest level), B, C, or D (the lowest level). Students placed in the A Level will take the EPE as well; and those who score 65 and over out of 100 points at the EPE (*75, for the students of English Language Education and English Language and Literature departments*) will be held exempted from the ELS program; those who receive 64 and less will start the ELS program at the A Level.
- b) No make-up exam will be available for the students who have not taken EPE and EPL.
- c) Students who have not taken the EPL will be considered as absent until their levels are determined.

(3) Following procedures apply at the end of the Fall semester to the students who have attended the A Level ELS program;

- a) Students who have fulfilled the attendance requirements and collected 90 points or higher in the semester assessment are qualified to start their undergraduate study without taking the EPE. Students who have fulfilled the attendance requirements and scored between 60 and 89 points in the semester assessment are required to take the EPE in order to start their undergraduate study. The final grade of the student is calculated by adding up 60% of the semester score and 40% of the EPE score. Hence, in order to move on to undergraduate study, the final grade of the student must sum up to 65 or higher (*75 or higher, for the students of English Language Education and English Language and Literature departments*).

- b) Students who have not fulfilled the attendance requirements and/or who have received up


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- to 59 points in the semester assessment are to repeat the A Level in the Spring semester.
- c) A Level students who have qualified for but failed the EPE in the Fall semester will be placed in the A Success Level for the Spring semester. These students are not expected to fulfill the success level for the semester (*60 pts or higher in the semester assessment*) but they are expected to fulfill the attendance requirements.
- (4) The EPE is administered four times every academic year. Prerequisites for taking the exam are as given below;
- a) The EPE held at the beginning of the Fall Semester can be taken by the students who have placed in the A Level according to the EPL score.
- b) The EPE held at the end of the Fall Semester can be taken by the students who have completed the A Level successfully.
- c) The EPE held at the end of the Spring Semester can be taken by the students who have completed their current level successfully.
- c) The EPE held in July/August can be taken by the students who have qualified for but failed the EPE held at the end of the Spring Semester.
- (5) Differences between programs in terms of exemption from the ELS program are specified at the equivalency table as designated by the University Senate.

## **Success and Assessment**

### **ARTICLE 8**

- (1) Students who have scored at least 60/100 points at the end of the level and fulfilled the 85% attendance requirement will pass on to the next level.
- (2) Students will be assessed at each level via one mid-term and one final exam as well as quizzes and assignments to be prepared by the ELS.
- (3) In case of absenteeism due to health issues, the following rules will be applied;
- a) A health certificate covering 1 to 3 days is not accepted as a valid excuse for the student's absence during these days.
- b) A health certificate covering 4 or more days is accepted as a valid excuse for the student's absence during these days.


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- c) Individual cases where a health report is not available or the health issue cannot be documented are to be evaluated by the ELS Administrative Board.
- ç) Guidelines given at the ELS Student's Handbook are to be followed for the compensation procedures of the missing exams during the certified period.
- d) Students cannot attend courses or take exams during a documented sick leave. Any exams taken or grades received during this period are considered invalid.
- e) Students must submit their health certificate to the Office of the ELS Secretary in 3 workdays following the ending date of the certificate.
- (4) ELS students who wish to appeal against an exam result due to error of fact must submit their appeal to the *Department of Documentation and Registry Management* within three (3) workdays in the form of petition. Examination appeals will not be processed otherwise.
- (5) Students who have failed to pass their current level at the end of the Fall semester will be placed in the same level in the Spring semester. Students will also attend the contents of the upper level(s) in addition to the contents of the repeated level.
- (6) Students who have failed to succeed in an academic year will be placed in the appropriate level based on their EPL score received in the following year.

## Unsuccessful Students

### ARTICLE 9

- (1) The procedures to be followed for the students who have failed to succeed at the end of their second academic year in the ELS program are as below:
  - a) Students who have failed to certify their English proficiency by the end of this term are to be dismissed from the University. These students can apply to the ÖSYM (*Student Selection and Placement Center*) to be transferred to another university where the medium of education is Turkish in accordance with the principles established by the *Council of Higher Education*.
  - b) Students who have been dismissed will have the right to take the EPE for a total of three times within three years following their dismissal. These students are required to apply to the ELS up to one week prior to the exam date as indicated in the academic calendar at the latest.
  - c) Students who have been dismissed may present an equivalent national and/or international

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language proficiency certificate accepted by the Senate within three years.

## **Leaves of Absence**

### **ARTICLE 10**

- (1) Students may apply for a leave due to health issues, military enlistment, family issues, financial issues, studies at higher education institutions both in their countries and abroad, or due to unexpected mandatory reasons. Time spent on leave of absence due to one of these reasons does not count towards the maximum period of study.
- (2) Students who have failed in their first year and wish to improve their English by their own means may also apply for a leave.
- (3) *University Administrative Board* decision is required for leaves exceeding one academic year upon proposal by *ELS Administrative Board*.
- (4) 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.
- (5) Students who want to return before the termination of leave of absence period are expected to apply to ELS with a petition at least 2 weeks prior to the EPE of the related semester. These students may register to their undergraduate programs provided that they have scored a passing grade in the 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**

## **Legal Clauses**

### **ARTICLE 11**

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

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## **Enforcement**

### **ARTICLE 12**

- (1) These regulations are approved by the Senate with Decree No. 2021/20, and entered into force on 09.09.2021.

## **Execution**

### **ARTICLE 13**

- (1) These regulations are to be executed by TED University Rector.

## **SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED**

<b>DATE</b>	<b>DECREE NO.</b>	<b>EXPLANATION</b>
29.08.2012	2012-5	ELS Regulation
07.06.2013	2013-4	Revisions on Article 12
05.12.2013	2013-9	Amendments on Articles 9 and 14.
16.01.2014	2014-1	Paragraph (7) of Article 12.
10.04.2014	2014-4	Paragraph (5) of Article 12.
14.07.2016		Entire document
18.08.2016		Amendments on Article 10
11.01.2017	2017-1	Amendments on Article 10
29.06.2017	2017-8	Entire document
13.09.2017	2017-13	Amendments on Paragraph 3 of Article 8
30.07.2018	2018-12	Entire document
02.09.2019	2019-8	Entire document
12.12.2019	2019-13	Article 8
06.02.2020	2020-04	Article 7 – 1 – c
07.01.2021	2021-01	Article 9 – b – c
04.03.2021	2021/06	Amendments on Articles 7,8,9,10,"11,14
09.09.2021	2021/20	Entire document