

# RULES AND REGULATIONS ON EDUCATION AT THE PREPARATORY SCHOOL OF CELAL BAYAR UNIVERSITY

## SECTION ONE

### OBJECTIVE, CONTENT AND DESCRIPTIONS

#### CONTENT

##### ARTICLE 2 – (2)

These rules and regulations include the organization of the Preparatory Class, student registration and assessing the students' success.

Article in Law of Higher Education

**ARTICLE 3 – (1)** These rules and regulations are set according to the Law of Higher Education article number, 7; volume number, d/2 and 14/49, dated 4/11/1981

#### DESCRIPTIONS AND ABBREVIATIONS

**ARTICLE 4 – (4)** In this regulation document,

- a) Unit describes; Faculties, schools, vocational schools or institute at Celal Bayar University.
- b) Executive Board describes; Faculties, schools, vocational schools or the Executive Board of the institute at Celal Bayar University.
- c) IELTS: International English Language Testing System
- d) KPDS: Foreign Language Proficiency Exam for Civil Servants
- e) Rector: The rector of the university
- f) TOEFL: Test of English as a Foreign
- g) UDS: Interuniversity Foreign Language Examination
- h) University: Celal Bayar University
- i) Executive Board of the University: The Executive Board of Celal Bayar University

## SECTION TWO

### Proficiency Exam and Placement Test

#### Objectives of the Program

**ARTICLE 5 – (1)** The objectives of the Preparatory School are stated as follows:

- To provide our learners with the basic information and skills of the foreign language they will be in need of throughout their lives,
- To equip them with the skills that will enable them to learn the foreign language independently,
- To give a contemporary and high-quality language teaching by means of contemporary approaches and methodologies in the field of language teaching,
- To evaluate the present curriculum and to make modifications for the curricula of the following years,
- To make the preparatory education appropriate for the basic objectives and the needs of the learners and their future departments,
- To evaluate the quality of the teaching materials.

**ARTICLE 6 – (1)** Preparatory School offers one-year education that includes the Fall and Spring Terms.

(2) Students who can not get the required grade (65) from the Proficiency Test might be given a placement test by the Department of Foreign Languages or can be placed into classes according to their grades from the proficiency exam. The ones who do not take the proficiency exam are considered as elementary students and placed accordingly.

(3) The academic courses and course hours are organized by the Department of Foreign Languages and approved by the rector.

### **Proficiency Test & Placement Tests**

**ARTICLE 7 – (1)** Proficiency Tests for the required departments and institutes are held on the dates that are organized by the decision of the Executive Board upon the suggestions of The Department of Foreign Languages.

(2) Proficiency Tests are held yearly on September and June. The students who get 65 or more out of 100 are considered as “successful” and they can register for their departments.

(3) The ones who get 64 or less from the proficiency test are obliged to take the Preparatory School Program. These students are placed in accordance with the Common European Framework as,

- a) A1 (elementary),
- b) A2 (pre-intermediate)
- c) B1 (intermediate),
- d) B2 (upper-intermediate) according to their exam results.

(4) The course hours are organized and executed as 20-30 hours in a week. The students are placed according to their exam results into their classes. (5) After the final examination at Preparatory School, the students who cannot pass the Preparatory School Program can take the proficiency exam held in June every year.

**ARTICLE 8 – (1)** Students, who completed their bachelor degrees or master degrees abroad on the required foreign language and have the required grades from equivalent exams, can be exemplified from the preparatory program by the approval of University Executive Board. It is required to give these documents one week before the proficiency exam to the Department of Foreign Languages.

(2) Students who do not have the required documents cannot be exemplified from the preparatory program. Moreover, students whose documents are not approved are also supposed to take the preparatory program.

(3) Equivalent tests and the required grades from these tests are stated as follows:

TOEFL (Test of English as a Foreign Language) 500(old system) - 173 (new system)  
IELTS (International English Language Testing System) 6.0  
FCE (First Certificate in English) B  
CAE (Certificate in Advanced English) C  
CPE (Certificate of Proficiency in English) C  
UDS (Interuniversity Foreign Language Examination) 50  
KPDS (Foreign Language Proficiency Exam for Civil Servants) 50

(4) Students registered for the departments for which English Preparatory Program is compulsory have to take the proficiency test unless they have the required equivalences mentioned above. They are placed into their classes according to their exam results.

## REGULATIONS FOR PREP CLASSES

### SECTION THREE

**Assessment, Grading System, Compulsory Attendance, Make-up Exams, Objection to Exam Results, Leave of Absence, Summer Course**

#### Assessment

Article 9 – (1) The general achievement score for the students attending prep school is 65 out of 100. The achievement score is calculated by adding 50 % of their Academic Year Achievement Score with 50 % of their year- end Proficiency Test Score. However, the required score in the year- end Proficiency Test is 60 out of 100. Assessments of the academic year comprise the following:

(a) Studies during the academic year: mid-term exams, quizzes, in-class activities and participation, and projects. In each term, minimum two mid- terms are given to each class. The dates of the exams are determined by the Headship of Foreign Language Department before each academic year and submitted for the approval of the Rectorate.

(b) In order for the students to be regarded successful, the achievement score as calculated above is required to be 65 out of the total grade 100 and they are required to score minimum 60 in the year-end exam.

(c) Quizzes (exams evaluating taught knowledge) can be given without making announcements. Within the framework of the academic calendar approved by the University Senate, dates of mid-terms, proficiency tests administered in June and September and whether oral, written or both oral and written exams are going to be given, are announced to the students within seven days following the beginning of each term after being determined by the Headship of Foreign Language Department and approved by the University Administrative Committee.

(d) The students are obliged to take the exams on the announced day, time and place and keep their identity cards and other required documents available. Otherwise, their exams are declared invalid. If the students take an exam they are not obliged to, their grades are cancelled even if their results are announced. Documents of written exams are kept for minimum five years and the exam results are announced within fifteen days.

#### Grading System

Article 10 – (1) Grades of achievement and percentages represented by achievement scores are as follows:

### **Points (100-point system)**

<b>Percentage</b>	<b>Grades</b>	<b>Quality Points</b>
90-100	AA	4.0
85-89	BA	3.5
78-84	BB	3.0
70-77	CB	2.5
65-69	CC	2.0
64-00	FF	1.0

### **Successful and Unsuccessful Students**

Article 11 – (1) Students who successfully complete the prep class move onto their vocational, undergraduate and graduate studies in their departments in the following year. Graduate students who fail to fulfill the requirements of the prep class are dismissed from university regardless of the medium of instruction. Students studying in vocational and undergraduate programmes where the medium of instruction is Turkish are obliged to pass the proficiency test until graduation if they fail to fulfill the requirements of the prep class within the set period of time. Students who fail to pass the proficiency test until graduation are dismissed from university.

(2) Students who study in vocational and undergraduate programmes where minimum 30 % of the courses are taught in English can continue their studies provided that they attend and pass the prep class. Those who fail to fulfill the requirements of the prep class are dismissed from university. These students, if they wish, can be placed by ÖSYM (The Student Selection and Placement Center) in the programmes of other universities where the medium of instruction is Turkish provided that their score in the university admissions exam is not lower than the minimum score of the higher education institution they wish to be transferred into. If there is no Turkish equivalent programme, the students are allowed by ÖSYM to choose another programme compatible with the one they were dismissed from.

### **Compulsory Attendance**

Article 12 – (1) In prep class, 85 % attendance to classes is mandatory. Students who do not fulfill the attendance requirement within two successive terms are declared unsuccessful and cannot take the year-end exam.

(2) These students can take the proficiency tests given in June and September. The students who pass these exams continue their undergraduate studies in their departments. Those who fail, on the other hand, repeat the prep class.

### **Excuse Examinations**

**Article 13 – (1)** With the suggestion of Department Chair and decision of University Administrative Council, excuse examination is given to a student who couldn't take any midterms with an excuse justified and valid in Celal Bayar University Education and Instruction Regulation published in 7/5/2008 dated and 26869 numbered Official Newspaper.

**(2)** Excuse examination is not given to a student for competence and level determination exams, final exams and excuse exams. However, the exam right of the students will be reserved if their excuses are accepted by the Department of Foreign Languages Council's suggestion and University Administrative Council's decision. The students that didn't take these exams without an excuse are accepted to be unsuccessful and earn 0 (zero) as the note. If student have an excuse related to health, the excuse must be documented with the health report.

#### **Objection to the Exam Results**

**Article 14 – (1)** Students can make an objection to the exam results in seven days beginning from the day following the announcement date and only in terms of error in fact. Objection is made with a petition given to Department of Foreign Languages Chairmanship. At the end of the analysis if any error in fact is found, the fault will be fixed in accordance with the Department of Foreign Languages Chairman's suggestion and University Administrative Council's decision after informing related academic staff.

#### **Interruption Permission of Education**

**Article 15 – (1)** If there is an acceptable and valid excuse, with the suggestion of Department Chair and decision of University Administrative Council, interruption permission of education can be given to prep class students in one go for only two semester time period; interruption permission of education isn't given for one semester time period. In this case, students will take the next competence and level determination exam.

**(2)** Students enrolled in preparation education that wants to be on leave of absence for one academic year because of economical and personal reasons, apply to Department of Foreign Languages Chair in first four weeks of fall semester. In an academic year, interruption permission can be given for the occasions that can not be foreseen such as health, detention, military service, natural disaster etc. In this case, student must apply to Department of Foreign Languages Chairmanship with required documents, at the latest in fifteen days beginning from the excuse reason existence.

(3) The interruption time period of the student that has the interruption permission of instruction because of the reasons given above will be added to the education duration stated in Celal Bayar University Education and Instruction Regulation.

#### **Summer Course**

**Article 16 – (1)** Students who took preparation education and couldn't be successful and who are new registered and want to be prepared for the competence and level determination exam can enroll in the summer school courses. Summer school takes four-six week time and arbitrary. Students, who complete the courses, take the competence and level determination exam that is held for new registered students.

(2) Fees of summer courses are determined by the Department of Foreign Languages Chairmanship's suggestion and University Administrative Council's approval and announced beforehand.

## **STUDENT DISCIPLINARY REGULATIONS OF THE HIGHER EDUCATION COUNCIL**

### **DISCIPLINARY PENALTIES**

**ARTICLE 5:** Disciplinary penalties are as follows:

- a) Warning: It will be announced to the students in a way that they should behave appropriately at all times and fulfill the assignments given.
- b) Condemnations: It will be announced to the students that they are considered as deficient related to their misbehaviour.
- c) Evacuate the students from school for at most a month or at least a week. It will be announced to the students that they are evacuated from school for the stated periods above and during this period using student rights is prohibited.
- d) Evacuate the students from school either for a term or two terms. It will be announced to the students that they are evacuated from school for the stated periods and during this period using the student rights is prohibited.
- e) Dismissal from the university. It will be announced to the students that they are no longer a student and will never be in any other universities.

Warning penalties given to disciplinary offences.

### **WARNING PENALTIES GIVEN TO DISCIPLINARY OFFENCES**

**ARTICLE 6:** Warning penalties given to misbehaviour below.

- a) misbehave at all times.

- b) Cheating, lying, cursing, verbal abuse, or making rude signs or body language, interrupting the others, singing during the lecture, littering, not speaking respectfully to others.
- c) Without any acceptable reasons, it is not to reply the questions asked by the authorities.
- d) Without any permission, it is to take a seat that is reserved for the lecturers or the guests.

#### **CONDEMNATION PENALTIES GIVEN TO DISCIPLINARY OFFENCES**

**ARTICLE 7:** Condemnation penalties given to misbehaviour below.

- a) showing misbehaviour that contradicts to the expected ideal student model.
- b) careless or unauthorized use of school property, facilities.
- c) giving inaccurate reply to the information necessary for the school authorities.
- d) hanging up advertisements without any legal permission.
- e) disturbing the regularity of studies like seminars ,conferences, laboratories, workshops or lectures.
- f) participating in the studies like seminars, lectures and conferences drunk.
- g) gambling or letting the others gamble.

#### **DISCIPLINE PENALTIES REQUIRING CONDEMNATION FROM ONE WEEK TO ONE MONTH FROM A HIGHER EDUCATION INSTITUTION**

**Article 8:** The actions and cases that require from one week to one month rustication punishment from a higher education establishment are listed below.

- Restriction of learning and teaching independence directly or indirectly; having behaviours that disrupt the serenity, peace and study order in a university campus,
- Having behaviours that disrupt ceremony coordination and contravene ceremony program,
- Involving in political activities in a university campus,
- Despite the warning, continuing to occupy the seats reserved to the academic staff or quests in the meetings and ceremonies,
- Preventing the execution of discipline prosecutions reliably,
- To hand out manifesto, to hang up posters and banners in a university campus,
- Make someone else use his/her own document taken from a higher education establishment or using another person's document taken from the same institution,

- Writing immoral texts, drawing or pasting picture to registered movable properties such as door, wall etc. in a higher education establishment,
- Tearing off, changing, scratching or polluting the announcements, programs etc. published by higher education establishment itself or published by the permission of the institution to another establishment.

#### **DISCIPLINE PENALTIES REQUIRING CONDEMNATION FROM ONE OR TWO SEMESTERS FROM A HIGHER EDUCATION INSTITUTION**

**Article 9:** The actions and cases that require from one or two semester rustication punishment from a higher education establishment are listed below.

- Threatening university managers, academic staff and other personnel, aggressing or insulting their honour, respect or characteristics by a verbal or an inscriptive way,
- Talking in an aggressive manner, publishing materials that targets higher education establishment managers' characteristics or decisions individually or in a group, provoking other students towards the managers or attempting these kinds of actions,
- Attempting actions like boycott, occupation, obstruction etc. apart from political and ideological purposes or having behaviours that disrupt higher education establishment services,
- Doing actions that cause polarizations in terms of language, race, skin colour, religion and denomination,
- Assaulting on institution personnel and other students,
- Writing ideological or political purposive texts, drawing or pasting emblem etc. to registered movable properties such as door, wall etc. in a higher education establishment,
- Stealing,
- Drinking alcoholic beverages in a higher education establishment,
- Provoking students or other people for an action that disrupts studies of higher education establishments,
- Arranging meetings in covered and open districts in a higher education establishment without having permission from authorized people, declaring and participating in meetings and ceremonies as student delegate although not having this authorization,

- Disobeying the decision that forbids to enter into higher education establishment buildings or entering, damaging or ruining forbidden buildings closed by authorized organizations,
- Keeping, copying and disseminating any kind of publications forbidden by the higher education establishment,

Cheating personally or causing someone to cheat in the examinations or attempting these kinds of actions