**T.C**

**ISTANBUL MEDIPOL UNIVERSITY**

**TURKISH PREPARATORY PROGRAM EDUCATION INSTRUCTION\***

**FIRST SECTION**

**Aim, Scope and Base**

**Aim**

**ARTICLE 1- (1)** The purpose of this instruction is to regulate the procedures and principles regarding foreign language teaching and exams conducted in Istanbul Medipol University Turkish preparatory class.

(2) This instruction was published in the Official Gazette dated 10/12/2018 and numbered 30621 and entered into force in the 18th ARTICLE of the Istanbul Medipol University Associate and Undergraduate Education Regulations. It has been prepared in accordance with ARTICLE 18.

**SECOND SECTION**

**Education**

**ARTICLE 2- (1)** Turkish preparatory class is organized based on the academic year.

With the decision of the Senate, educational programs can be opened outside the academic calendar.

**Education Coordinator**

**ARTICLE 3- (1)** The planning and coordination of Turkish preparatory class education is done by the Prep Class Coordinator appointed by the Rector.

**Exemption**

**ARTICLE 4- (1)** Students who enrol in education programs with a compulsory foreign language preparatory class must register and succeed in the foreign language preparatory class.

Students who want to be exempted from the preparatory class submit their requests in writing to the Preparatory Program Coordinator and attach a certified copy of the foreign language proficiency documents previously obtained to their petitions. Applications are evaluated and finalized by the Foreign Language Preparatory Program Coordinator.

1. In order to determine whether students are exempt from the Compulsory Turkish preparatory class and to determine their level of Turkish language knowledge, the Turkish Exemption Exam is held before the academic year begins.
2. Exemption exams can be repeated on dates deemed appropriate by the Rectorate.
3. The following students are exempt from foreign language preparatory class education and are entitled to attend the first year of the education program they are registered in:
4. Those who have completed their secondary education in a country where the foreign language is determined as the language of instruction is spoken, at least in the last three years, in secondary education institutions attended by the citizens of that country.
5. Those who score 70 and above in the Turkish Exemption Exam conducted by the university.
6. Those who have scored between 55-70 in the Turkish Exemption Exam held by the university are successful in the speaking exam.

ç) Those who have completed their last three years of education in international high schools abroad and in high schools belonging to the Maarif Foundation, where the language of education is Turkish and the curriculum is determined and approved by the Turkish Ministry of National Education.

1. Those who have obtained a C1 certificate with a score between 71-88 in the Turkish Proficiency Exam (YTS) organized by Yunus Emre Institute,

**Attendance Obligation**

**ARTICLE 5 – (1)** Attendance is compulsory in the Turkish Preparatory Class.

Students whose absenteeism exceeds 15% are considered unsuccessful.

1. The students' attendance status who are accepted to the preparatory class with an additional quota is calculated from the date they start the preparatory education.
2. Students who exceed the absenteeism limit can take the Turkish Exemption Exams to be held.

**Courses and Exams**

**ARTICLE 6- (1)** Students are grouped according to the results of the Turkish Exemption Exam held at the beginning of the academic year by the Turkish Preparatory School Coordinator. Different programs can be applied according to the level of knowledge of the students in the preparatory program.

(2) During the Turkish Preparatory Education, the following exams and assessments are made according to the determined schedule.

1. Attendance Evaluation Grade (Quiz): It is the exam that is planned considering the contents of the courses and is held at the end of the subject. Their numbers are determined within the track in proportion to the weight of the course. There is no obligation to announce these exams in advance, and there is no make-up.
2. Midtrack Exam: It is the exam held in the middle of each track and consists of all the courses that the student has taken in the track until that time.
3. Teacher Assessment: It is the evaluation made by taking into account the students' attendance, participation in the course, the completion of various assignments and their success in the course.

ç) Track Achievement Test: It is an exam held at the end of each track training and measures the knowledge taught throughout the slice.

1. Track System Grade: It is the numerical expression of the success in the education period covering a track. The value obtained by adding up 20% of the average of the attendance exams, 30% of the mid-course exam,

10% of the opinion grade and 40% of the end-of-course exam is recorded as the Track System Grade.

1. Final exam: It is an exam made at the end of the academic year and consists of five parts.
2. Make-up Exam: This is the exam for students who fail the Final exam.

**Calculation of Success Score**

**ARTICLE 7- (1**) It is not compulsory for students with an average of 80 points or more to take the Final Exam. The success grade of these students is the average of their grades. The success grade of the students participating in the Final exam is calculated by adding 60% of the average of the slice grades and 40% of the grade received in the Final exam. The success grade in the preparatory program is 70 out of 100 points.

**Status of Exemption from Turkish Preparatory Program**

**ARTICLE 8- (1)** Students who fail the Final Exam and the make-up exam can attend the Turkish Exemption Exams to be held later.

1. Students who fail all exams can attend the preparatory class in the next academic year if they wish. Students who do not want to attend the preparatory class must meet the conditions specified in ARTICLE 4 of this instruction.
2. Istanbul Medipol University Preparatory Program Coordinator's Proficiency Exam is held for students who come with internal transfer and have not studied the Turkish Preparatory Program at their university.
3. Attachments of preparatory students who failed all exams for two years

is terminated.

**THIRD SECTION**

**Conditions without Provisions**

**ARTICLE 9- (1)** In cases where there is no provision in this directive, the provisions of the relevant legislation, the decisions of the University Administrative Board, and the Senate are applied.

**Enforcement**

**ARTICLE 11- (1)** This instruction enters into force on the date it is accepted by the University Senate.

**ARTICLE 12- (1)**

**Execution**

The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 21/05/2021 and numbered 2021/07-02-02.