

**ISTANBUL MEDIPOL UNIVERSITY  
FOREIGN LANGUAGES COORDINATORSHIP  
ENGLISH PREPARATORY PROGRAM  
EDUCATION AND TRAINING DIRECTIVE**

**Purpose, Scope, and Legal Basis**

**Article 1** - The purpose of this directive is to regulate the procedures and principles regarding foreign language teaching and examinations conducted within the English Preparatory Program at Istanbul Medipol University.

(2) This directive has been based on the basis of Istanbul Medipol University Associate and Undergraduate Education and Instruction Regulations which entered into force after being published in the Official Gazette dated December 10, 2018, and numbered 30621.

**Definitions**

**Article 2** - In this regulation;

(1) Academic Board: The governing body of the General Coordinatorship of Foreign Languages at Istanbul Medipol University,

(2) English Preparatory Program: The English Preparatory Program of Istanbul Medipol University,

(3) Rector: The Rector of Istanbul Medipol University,

(4) Senate: The Senate of Istanbul Medipol University,

(5) University: Istanbul Medipol University,

(6) General Coordinatorship of Foreign Languages: The General Coordinatorship of Foreign Languages at Istanbul Medipol University,

**Education and Instruction**

**Article 3** – (1) Education in the English Preparatory Program is organized on the basis of the academic year. Education programs outside the academic calendar may be opened upon the decision of the Senate.

**Educational Coordinatorship**

**Article 4** - The planning and coordination of the English Preparatory Program are carried out by the General Coordinator of Foreign Languages, appointed by the Rector.

**Exemption**

**Article 5** - (1) Students enrolled in education programs with a compulsory English Preparatory Program must register for and successfully complete the foreign language preparatory class. Students who wish to be exempted from the English Preparatory Program submit their request in writing to the English Preparatory Program Coordinator and attach a certified copy of their previous foreign language proficiency certificates to

their petition. The applications are evaluated by the General Coordinatorship of Foreign Languages.

(2) The English Preparatory Program Exemption exam (Proficiency Exam) is held before the start of the academic year whether the students are exempt from the English Preparatory Program

(3) Exemption exams can be repeated on dates deemed appropriate by the Rectorate. Each registered student has the right to take the exemption exam once during the academic year within the scope of Article 9/5 of the Miscellaneous Provisions, except for the mid-term exemption exam.

(4) Students are exempt from the English Preparatory Program and are entitled to continue to the first year of the education program they are enrolled in:

a) Those who have studied in a country where the foreign language determined as the language of instruction is spoken as the mother tongue for at least the last three years, in secondary education institutions attended by the citizens of that country and completed their secondary education in these institutions,

b) Those who have achieved at least 70 points in YDS, e-YDS, YÖKDİL, or e-YÖKDİL exams administered by the Student Selection and Placement Center, or those who have an equivalent score as determined by ÖSYM's equivalency table in international foreign language exams recognized by the Higher Education Council (YÖK).

c) Those who have scored 75 or above in the face-to-face English Preparatory Program Exemption Exam conducted by the university and those who have scored between 60–74 and are successful in the speaking exam are exempt from the preparatory program. If the English Preparatory Program Exemption Exam is administered online, all students scoring 60 or above must also take and pass the speaking exam with at least 75 points.

d) Those who are deemed successful in the “Oxford Test of English” organized by İstanbul Medipol University Test Center in accordance with paragraph (b) of subparagraph 4 of Article 5.

e) Those who have achieved an average score of 6.5 or above in the IELTS Academic exam.

(5) Exemption in Case of Transfer:

a) Students who have studied in an English Preparatory program at a university in Turkey or abroad, who have successfully completed this education and who submit this with the exemption/success certificate/transcript received from the university they come from, provided that their documents are verified, they are granted exemption from the English Preparatory Program education.

b) Students who have completed at least one academic year of study at in English at a college/university where the medium of instruction is English, who have successfully completed all the courses and who prove this by submitting their transcripts; are exempt from the English Preparatory Program education provided that their documents are verified

### **Attendance Requirement**

**Article 6** – (1) Attendance is compulsory in the English Preparatory Program. Students' absenteeism should not exceed 20% of the year-long courses.

(2) For students admitted through additional quotas to the preparatory program, attendance is calculated starting from the date they start preparatory education.

(3) Students who exceed the attendance limit may still take the English Preparatory Program Exemption Exams.

### **Courses and Exams**

**Article 7** – (1) Students who fail the English Preparatory Program Exemption Exam conducted by the English Preparatory Program Coordinator at the beginning of the academic year are given a Placement Test and students are grouped according to the results of the exam. Different programs can be applied based on students' level of knowledge in the English Preparatory Program. The English Preparatory Program consists of four tracks (two per semester).

(2) During the English Preparatory Program Education, the following exams and assessments are conducted according to the specified schedule.

(a) Project Grade: A set of tasks aimed at improving reading, listening, writing, and speaking skills, varying by faculty department.

(b) Portfolio Grade: It is a set of studies focusing on students' reading-listening-writing-and speaking skills. Its content may vary according to the departments of the students in the faculty.

(c) Online Assignments (Teacher's Assessment): Online assignments that aim to enhance reading and listening skills, grammar and vocabulary knowledge.

(d) Midtrack Exam: It is an exam conducted in the middle of each track, covering all the courses the student has studied up to that point in the track.

(e) Track Achievement Test (TAT): It is the exam administered at the end of each track and measures the knowledge taught during the track.

(f) ESP Exam: It is the exam of the course that aims to provide students with vocational vocabulary knowledge related to their department in the faculty.

(g) Track Grade: It is the numerical expression of the achievement in a semester of education that covers one track. For the 1st semester, 20 % of the project grade, 20% of the portfolio grade, 10% of the online assignment grade (teacher's assessment), 20% of

Mid-track exam and 30% of the end-of-track exam (TAT) are added together and the value obtained is recorded as “Track Grade”. For the 2nd Semester, these criteria are calculated by adding together 15% of the project, 15% of the portfolio, 10% of the online assignment (Teacher’s Assessment), 10% of ESP (Professional English), 20% of the Midtrack Exam, 30% of the end-of-track exam.

(h) General Exam (Preparatory Language Achievement Test-PLAT): It is the exam held at the end of the academic year, covering five sections (Use of English and Vocabulary, Reading, Writing, Listening, and Speaking). Students with over 20% absenteeism cannot take the PLAT exam.

(i) Make-Up Exam (PLAT-Make Up): It is the exam conducted for students who fail the Final Year Examination (PLAT). Students who exceed the 20% attendance limit cannot take the PLAT exam.

### **Calculation of Success Score**

**Article 8** – (1) The success grade in the preparatory class is calculated in two ways:

a) Students whose four-track average is 80 or above are not required to take the General Exam (PLAT). The average of these students is accepted as the grade point average of the 4 tracks.

b) The grade point average for students taking the General Examination (PLAT) is 70 out of 100 points. This score is calculated by adding 60% of the four track average and 40% of the grade obtained in the General Examination (PLAT).

### **Miscellaneous Provisions**

**Article 9** – (1) Students who fail both the End of Year Exam (PLAT) and the make-up exam can take the English Preparatory Program Exemption Exam of the following academic year.

(2) Students failing all exams can continue the preparatory class in the next academic year. Those who choose not to repeat must meet the conditions specified in Article 5 of this directive.

(3) For Transfer students who have not studied English Preparatory Program at the university they come from, an Exemption Exam is held by the General Coordinatorship of Foreign Languages of Istanbul Medipol University, the passing conditions in this exam are the same as the passing conditions of the students who enrolled in the school for the first time.

(4) In departments where the English Preparatory Program is not compulsory, students who are successful in the Exemption Exam conducted by the General Coordinatorship of Foreign Languages of Istanbul Medipol University or in the English Preparatory Program of other university can exempt from the compulsory foreign language courses in accordance with Article 5(i) of Law No. 2547 and the grade they get from the exemption exam is valid.

(5) The enrollees whose registration date is after the start of the academic year and who have missed the assessment and evaluation components of the General Coordinatorship of Foreign Languages English Preparatory Program in the fall semester of the relevant academic year must submit a petition between the announced deadlines to participate in the make-up exams of the assessment and evaluation components. Following the approval of the petitions by the General Coordinatorship of Foreign Languages, if the late registration status of the students is approved, these students will be taken to the make-up exams.

(6) The provisions of Article 5/5 are valid for international students in the new registration status.

### **Cases Without Provisions**

**Article 10** – (1) In cases where there are no provisions in this directive, the provisions of the relevant legislation and the decisions of the University Executive Board and Senate shall apply.

### **Repeal**

**Article 11** – (1) The directive titled 'English Preparatory Class Education and Training Directive,' adopted by the decision of the University Senate dated July 16, 2013 and numbered 2013/19-1 has been hereby repealed.

### **Enforcement**

**Article 12** – (1) This directive enters into force on the date it is adopted by the University Senate.

### **Execution**

**Article 13** (1) The provisions of this Directive shall be executed by the Rector of Istanbul Medipol University.

<b>Senate where the Directive was adopted</b>	
<b>Date</b>	<b>Number of Meetings and Decision Number</b>
08/01/2025	2025/01-02