

TED UNIVERSITY ENGLISH LANGUAGE SCHOOL (ELS) EDUCATION AND EXAMS DIRECTIVE

PART ONE

Objective, Scope, Baseline and Descriptions

Objective

Article 1- The objective of this directive is to regulate the educational activities of TED University, English Language School (ELS).

Scope

Article 2- This directive covers the educational provisions of TEDU, English Language School.

Baseline

Article 3- This directive is based on the Regulations for Higher Education Institutions, Education in Foreign Languages, Council of Higher Education, Article 2547, published in the Official Gazette, 6/11/1981 and TED University Undergraduate Education Regulations Article No. 17.

Descriptions

Article 4 – The terms of this Directive are explained below;

- a) **Academic Year:** Fall and Spring semesters,
- b) **English Placement Exam (EPL):** The exam which determines the language level of students who will follow the ELS,
- c) **English Proficiency Exam (EPE):** TED University English Proficiency Exam,
- d) **Bachelor's Degree:** Higher education which covers minimum eight semesters of education,
- e) **Board of Trustees:** TED University Board of Trustees,
- f) **Rector:** TED University Rector,
- g) **Rectorate:** TED University Rectorate,
- h) **University:** TED University,
- i) **English Language School (ELS):** TED University English Language School.

PART TWO Education

Academic Committees

Article 5- Academic Committees;

- a) **Academic Committee:** The committee is composed of all the faculty members who actually carry educational activities at the ELS. The Chairperson is the ELS Director. The committee reviews the regulation and implementation of the education activities of ELS and prepares proposals.
- b) **ELS Executive Committee:** Composed of one Director, one Deputy Manager and Faculty representatives. The committee submits the decisions concerning the

preparation and implementation of educational programs to the Rector and/or the University Executive Committee.

The objective of education

Article 6- The objective of the education given at the ELS is to provide the students with the required level of English for following their departmental courses with ease, following all kinds of publications related to their studies, participating actively to seminars and discussions, executing effectively the written and oral obligations of their courses and maintaining social relations.

The duration of education

Article 7- Education program of ELS is composed of 5 levels each of which consists of at least 7 weeks of education: beginner, elementary, pre-intermediate, intermediate and upper.

- a) The students who start from the beginner level, begin the 5th Upper level education in the summer school period.
- b) Students of other levels may continue their education during the summer school and the English Language School 7 weeks program (on condition that they pay the tuition fee) if they fail to succeed. The minimum number of students for opening the summer school is defined each year by the University Executive Committee.
- c) The time spent at the ELS is not included in the maximum education duration of the undergraduate programs.

English Placement Exam (EPL)

Article 8 – The students who register to the program take the English Placement Exam (EPL) given by the ELS.

- a) The students who receive the required level and grade defined by the ELS, take the English Proficiency Exam (EPE).
- b) The students who fail to reach the targeted level are placed in the suitable modules; the weekly schedule of these modules are defined by the ELS.
- c) The students who do not take the EPL start the ELS from the Beginner level.
- d) This exam is given only to newly registered students.
- e) There is no make-up exam for EPL.

English Proficiency Exam (EPE)

Article 9 – The medium of instruction at TED University is English. The proficiency of the students who are registered to undergraduate programs is defined by EPE, prepared by the ELS.

- a) EPE are given to upper level students at the beginning of the Fall semester and at the end of each level.
- b) EPE success grade is minimum %65.
- c) The students who succeed in the EPE are exempted from the ELS program and can start directly their undergraduate programs.
- d) The students who fail to meet these requirements register to the ELS program.
- e) The students who do not take the EPE for any reasons can not take a make-up exam.
- f) The students of upper levels who succeed in the EPE exam at the end of the module, can start their undergraduate studies in the Spring Semester.

Covalent National and International Certificates

Article 10- The covalent national and international exams and the required grades are mentioned below:

- a) KPDS/ÜDS/YDS: 67 / 100
- b) International exams and certificates:
 1. “Cambridge English Language Assessment” exam conducted by the British Council;
 - i. International English Language Testing System - Academic (IELTS): 6.5 (minimum 5.5 from each section)
 - ii. First Certificate in English (FCE): B
 - iii. Certificate in Advanced English (CAE): C
 - iv. Certificate of Proficiency in English (CPE): C
 2. Exams conducted by universities and the Turkish-American Association;
 - i. Internet Based TOEFL (TOEFL IBT): 79 / 20 (in total 79, minimum 20 from the writing section),
 - ii. Paper Based TOEFL (TOEFL PBT): 550 / 4 (in total 550, minimum 4 from the writing section),
 3. PTE (Pearson Test of English – Academic): 67 (minimum 59 from each section)
- c) The students who receive the required grade from exams conducted by international institutions defined by the University Senate.
- d) Certificates given by international institutions covalent to the EPE and accepted by the University Senate.
- e) The validity period for KPDS/ÜDS/YDS is 5 years and 2 years for international exams and certificates.

Tuition Fee

Article 11- The tuition fee of the ELS program and other fees requested for different purposes are defined each academic year by the Board of Trustees.

Article 12- The students who do not pay the tuition fee on the announced dates can not register to the program. These students can not benefit from their educational rights and are considered as non-registered students.

Success and Evaluation

Article 13- ELS program applies a level system.

- a) ELS includes five levels; beginner, elementary, pre-intermediate, intermediate, upper.
- b) The students who fail at one level repeat the related level.
- c) The success of the ELS students are evaluated through attendance to classes, exams and assignments.
- d) In each level there is at least one mid-term and one final exam.
- e) The students are evaluated according to these exams and according to their speaking and writing skills.
- f) At the end of the beginner, elementary, pre-intermediate and intermediate levels, the students who show %65 success and %85 attendance can pass to the upper level.
- g) The students of the Upper Level who receive %75 success rate and %85 attendance can pass to their undergraduate programs.

- h) The students of the Upper Level who can not show %75 success but have received 60-70 points during the level can take the EPE and may pass to their undergraduate programs if they show %65 success at the EPE.
- i) The students who stay under the %60 success rate and %85 attendance repeat the Upper Level.
- j) The students can follow the ELS program maximum for two years providing the required success and attendance rates.
- k) The students who can not show success after the two years of ELS, can not continue their studies at the ELS and they are dismissed from the university.
- l) %85 attendance is obligatory for the ELS. Attendance under %85 can only be accepted with a medical report and can not exceed %5. Isolated incidents are evaluated by the ELS Executive Committee.

Granted Leave of Absence

Article 14- The students who are granted with leave of absence for one academic year, take the EPL when they return.

Article 15- The students who are admitted through additional placement take the EPL and EPE on the dates defined by the ELS and either continue their studies at the suitable ELS level or are exempted from the ELS program. They can also be exempted from the ELS program providing the conditions mentioned in the Article 10 about the national and international exams and certificates.

PART THREE Miscellaneous Provisions

Article 16- This directive is valid beginning from the 14.07.2016, of the approval of the University Senate.

Article 17- This directive is conducted by the TED University Rector.