

KARABUK UNIVERSITY
THE SCHOOL OF FOREIGN LANGUAGES

FOREIGN LANGUAGE EDUCATION AND TRAINING AND TEST RUBRIC

THE FIRST SECTION

AIM, COVERING, GROUNDS AND DEFINITIONS

AIM

ARTICLE 1: The aim of this instruction is to regulate forms and principles to be applied in the education and training and exams of the School of Foreign Languages, Karabuk University.

COVERING

ARTICLE 2: This instruction covers provisions related to education-training exams of foreign language to be enforced by the School of Foreign Languages, Karabuk University.

GROUNDS

ARTICLE 3: This instruction has been prepared by being based on 14th and 49th ARTICLES of the law no 2547 and dated 4.11.1981 Higher Education Law.

DEFINITIONS

ARTICLE 4:

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|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) University | :Karabuk University |
| b) Rector | :Rector of Karabuk University |
| c) Senate | :Senate of Karabuk University |
| d) the School of Foreign Languages | : the School of Foreign Languages of Karabuk University |
| e) Administrative Board | :Administrative Board of Karabuk University |
| f) Preparatory Class | : Preparatory Class of Foreign Language |
| g) Midterm | : Exam tested during the term |
| h) Quiz | :Exams tested with or without date |
| i) General Test | :Exam which students of preparatory class, who have carried out compulsory attendance, attend at the end of the year |
| j) Make-up Examination | :Exam which students, who have a right to attend general test but haven't attended or who have attended and failed, attend |
| k) Excuse Examination | :Exam which is tested for students who couldn't attend to Midterm because of excuse accepted by decision of administrative board of the School of Foreign Languages |

- l) Placement Test : Exam which students, who firstly enroll in a school and who have failed in the preparatory class before, attend

THE SECOND SECTION

RULES ABOUT FOREIGN LANGUAGE TRAINING

AIM OF FOREIGN LANGUAGE TRAINING

ARTICLE 5: The aim of teaching foreign language is to have students in foreign language related to programmes of education and training where they have registered gain compulsory ability of foreign language in order to able to understand and comprehend what they read or hear about their own subjects, to translate texts into Turkish, to express themselves in written or spoken in the related foreign language, to watch international broadcast to attend symposium and arguing, and to perform their jobs in an international way in foreign language in registered education and training.

COMPULSORY FOREIGN LANGUAGE SUBJECTS

ARTICLE 6: (1) The aim of this subject is to enable students to able to teach them the basic rules of foreign language, to develop their vocabulary of foreign language, to understand what they read and hear in foreign language and express themselves in written or spoken.

(2) Students, who cannot be successful in placement test or cannot take exam, have to take foreign language subjects and to be successful in exams as required 2547 law's 5th ARTICLE.

(3) Compulsory foreign language subjects are programmed and taught as at least two terms and no less than 60 hours.

(4) Optional foreign language subjects can be opened for students, who are exempt from compulsory foreign language subjects or who have taken and have been successful, the following year.

FOREIGN LANGUAGE PREPARATION EDUCATION AND TRAINING

ARTICLE 7: The aim of preparation is to have students in foreign language preparation classes of University gain to understand what they read or hear in foreign language related to programmes of education and training where they have registered, to translate texts into Turkish, to express themselves in written or spoken, to have ability of language communication, which is compulsory in academic, cultural and social life.

DOUBLE MAJOR

ARTICLE 8: (1) It is compulsory for students who are in compulsory preparation class and have applied for its faculty and graduate school about double major to manage proficiency exam of foreign language to be given by the School of Foreign Languages. Applications of unsuccessful students in this exam cannot be evaluated. However, it is not compulsory for students of faculty or graduate school, which is located in partial or the whole foreign language optional subjects together with Turkish as an instruction language, to manage in this exam.

(2) Applications of students, who certify that they got passing mark from exams which are acceptable as national or international according to article 12th article b, are evaluated without taking an exam.

EDUCATION PERIOD

ARTICLE 9: (1) Preparation education period of foreign language is one year. One academic year consists of at least weeks which are divided into two terms- fall term and spring term. If it is compulsory, subject and exam can be taken at weekend with proposal of respective department and approval of Rector.

(2) Period which is passed in preparation class cannot be noticed with respect to credit hours related to subjects which (s)he has to study in his/her two-year degree, licence and postgraduate programmes.

(3) If students who has not won exemption right or has been unsuccessful at the end of the second term of preparation class education although (s)he has won departments of foreign language education wants,

- a) (S)he is discharged and is placed to programme where education language is Turkish and which is equivalent to another university or in the registered university by OSYM if s(he) wants. If there are no equivalent programmes, (s)he is placed to one of close programmes. However, for this to be possible, in respect of year of registration, mark of student to be able to have entered university is not less than base point of being placed to programme in order to register.
- b) Repetition right for education of preparation class is given one year more. At the end of this education, student who is unsuccessful is discharged from university and if s(he) wants, (s)he is discharged and is placed to programme where education language is Turkish and which is equivalent to another university or in the registered university by OSYM if s(he) wants. If there are no equivalent programmes, (s)he is placed to one of close programmes. However, for this to be possible, in respect of year of registration, mark of student to be able to have entered university is not less than base point of being placed to programme in order to register.

(4) Students of faculty, institution, academy, or vocational high school, whose programme is located in partial or the whole foreign language optional subjects together with Turkish as an instruction language, can continue two-year degree, licence and postgraduate programmes if they continue the preparation class at the end of the second term or if they want to continue although they are not successful in the exam of foreign language at the end of the second term or at the end of the next academic year .

(5) Student who study at preparation class of foreign language and is unsuccessful is given repetition right for education of at preparation class one- academic-year more. At the end of this education student who is unsuccessful again is discharged from the university because there are no Turkish equivalent programmes which can be placed by OSYM.

REGISTRATION OF SUBJECT

ARTICLE 10: Registrations of subject of preparation class students are two times a year between dates stated in the academic calendar.

COMPULSARY ATTENDANCE

ARTICLE 11: (1) According to the provisions of this instruction, apart from students who are exempt from foreign language placement test, students who have registered programmes or sections of two-year degree, licence and postgraduate have to continue preparation class of foreign language. A student has to attend a preparation class of foreign language in the ratio of 85; if his/her absence is more than the ratio of 15 of annual total period, this student is not accepted to general and make-up exams and is given F1 as a mark.

(2) Students who have not carried out compulsory attendance do not take final and make-up exam; these students can take placement tests at the beginning of the next academic year if they want. If they are unsuccessful, they have to continue preparation class of foreign language.

THE THIRD SECTION

EXEMPTION, KINDS OF EXAMS AND EVALUATION

EXEMPTION

ARTICE 12: (1) If students have one of the following condition, they are exempt from preparation class of foreign language and compulsory foreign language subjects:

- a) Students who have studied secondary education in country where English is spoken as a mother tongue and educational institutions where citizens continue,
- b) Students have a certain mark from the following one of equivalent exams in at least three years,

Placement test by the School of Foreign Languages	CAE	FCE	IELTS Level	TOEFL IBT	TOEFL CBT	TOEFL PBT	UDS	KPDS
70	C	C	5.5	60	140-142	460-461	65	65

- c) Students who have studied preparation of foreign language in another university while they are registered there and have been successful in at least three years, or students who have been successful in language proficiency test and have certificated it,
- d) Students who have studied preparation of foreign language and have been successful in equivalent programmes of only certain education of foreign language of university or students who have been successful in language proficiency test in at least three years,

PLACEMENT TESTS

ARTICLE 13: (1) Students who firstly have registered the university take an exam prepared by the School of Foreign Languages at the beginning of the registered academic year.

(2) Students in the preparation class who have been unsuccessful in the final and make-up exam of preparation classes or who cannot attend these exams are tested to placement test if they want.

(3) According to mark of placement test, these are determined;

- a) If a student is exempt from compulsory foreign language subject by virtue of (1st) item of 5th article of numbered 2547 law or not,
- b) If a student is exempt from compulsory foreign language preparation class or not,
- c) Studying from which level in the compulsory preparation class.

OTHER EXAMS

ARTICLE 14: (1) Midterms: They are made at least two times every education year by being paid attention to comprehension and goals of programmes having been applied during preparation education of foreign language. These exams are made by department of Foreign Languages, the School of Foreign Languages at the dates which are determined and announced at the beginning of the education year. Moreover, apart from midterms, quizzes can be made with date or without dates. For students who cannot take midterm and whose excuse is accepted by board decision of the School of Foreign Languages, excuse examination is made at the certain and announced date. There are rules about excuse examination:

- a) If students have right and valid reasons, they are accepted excusedly by the board decision of the School of Foreign Languages and Foreign Languages are informed by the School of Foreign Languages. Excused students who cannot take an exam have to inform by certifying this situation.
- b) Excuse documentation has to be given to Preparation Chief Department of Foreign Languages in 15 days when this documentation is organized. At the end of this time application is not accepted.
- c) Students who do not take excuse examination are not made excuse examination again.
- d) The mark which is taken by this exam substitutes for the mark of the last midterm exam which the student cannot take because of his/her excuse and is calculated according to it.
- e) For placement test and quizzes, excuse examination is not made.

CALCULATION OF PASS MARK

ARTICLE 15: (1) Pass mark is calculated by being paid attention to the percent of 40 of exams during the year and the percent of 60 of general and make-up exams. Taking at least 50 mark of 100 mark from general, make-up exams is necessary for a student to be successful.

(2) Works in the year is the average of marks of the student's quizzes and midterms.

OBJECTION TO RESULTS OF EXAM

ARTICLE 16: Students have to object to the School of Foreign Languages, Karabuk University in 3 working days after results are announced. Preparation Chief Department of Foreign Languages establishes a 3-person-commission including teachers who prepared the exam in order to examine the objection. Examinations and practices about objection finish in 5 working days following that objection is announced to members of commission and opinion of commission is announced to the School of Foreign Languages in written. The School of Foreign Languages conclude objection.

MARKS USED IN THE EDUCATION OF PREPARATION

ARTICLE 17: (1) Pass mark used in the education of preparation is:

G: It is given to the student who performed compulsory attendance, had at least 60 mark or over 60 and passed placement test, and is exempt; and the factor of this mark is zero.

(2) Invalid marks used in the education of preparation are:

- a) F1: It is given to the student who does not continue and does not have right to take general and make-up exams; and the factor of this mark is zero.
- b) F2: It is given to the student who continues but does not take general and make-up exams; and the factor of this mark is zero.
- c) K: It is given to the student who takes general and make-up exams but is unsuccessful; and the factor of this mark is zero.

BEING GRANTED LEAVE OF ABSENCE

ARTICLE 18: (1) Permission of half-term is not given to students who study in the preparation class of foreign language. Permission is given to students whose valid and rightful reasons are accepted by the related board of directors only one time by approval of Rector for permission of this half-term.

(2) Students who are accepted as being permitted for one year take placement test to be made at the beginning of the next education year together with new students.

THE FOURTH SECTION

THE LAST AND VARIOUS PROVISIONS

ARTICLE 19: (1) The provisions of this instruction is also applied for students who registered two-year degree, licence and postgraduate programmes in Karabuk University with lateral transfer or vertical transfer.

NO PROVISIONS IN THE INSTRUCTION

ARTICLE 20: (1) Education of foreign language and instructions about rules of education of foreign language and other provisions about decisions of senate are applied.

DISCIPLINE

ARTICLE 21: Discipline process of students are made according to rules determined by University as part of provisions of Student Discipline Instruction of Higher Education Institution.

(2) Students who got suspended from University cannot continue subjects and cannot take an exam during the tie of suspension.

THE CLOSING

ARTICLE 22: (1) This instruction becomes valid at the beginning of 2011-2012 education year.

EXECUTION

ARTICLE 23: (1) Provisions of this instruction are applied by Rector.