 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	1 / 9

TED UNIVERSITY
ENGLISH LANGUAGE SCHOOL
ACADEMIC RULES AND REGULATIONS

SECTION 1

Objective, Scope, Basis, and Definitions

Objective and Scope

ARTICLE 1

- (1) The objective of this document is to regulate the academic principles of teaching, education, and examinations conducted at TED University English Language School.

Basis


ARTICLE 2

- (1) . These regulations have been based on Articles 14, 44 and 49 of the Higher Education Law No. 2547, dated November 6, 1981.

Definitions

ARTICLE 3

- (1) Definition of the terms used in this document:
- a) Academic year: Fall and Spring semesters
 - b) English Language School (ELS): TED University English Language School
 - c) Undergraduate Program: Higher education program consisted of eight semesters
 - ç) Board of Trustees: TED University Board of Trustees
 - d) Rector: TED University Rector
 - e) Office of the Rector: TED University Office of the Rector
 - f) Senate: The Senate of TED University
 - g) Level: English level of the student as determined by the English Placement Exam as Elementary (lowest), Pre-Intermediate, Intermediate and Upper-Intermediate (highest), respectively.


 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	2 / 9

- h) English Placement Exam (EPL): TED University English placement exam.
- i) University: TED University
- j) University Administrative Board (UAB): TED University Administrative Board
- k) English Proficiency Exam (EPE): TED University English Proficiency Exam

Academic Organization

ARTICLE 4

- (1) English Language School administrative organization is as given below:
 - a) Academic Board: The ELS Academic Board is a board composed of full-time ELS instructors. Chaired by the Director of ELS, it reviews and makes suggestions on the preparation and implementation of the educational programs of the ELS.
 - b) ELS Executive Board: The ELS Executive board is composed of the Director, two Assistant Directors, and representatives from Curriculum Development Unit, Testing Team, EPE Team, Material Development Unit, and Level Leaders. This board takes decisions on the preparation and implementation of the educational programs. These decisions are subject to the approval of the Rector and/or University Administrative Board or the Senate.
 - c) ELS Administrative Board: The Administrative Board consists of the Director of ELS, Assistant Directors, and two ELS instructors assigned by the Executive Board. The Board takes decisions on isolated incidences such as health certificates, exams, and absenteeism issues of students.
 - ç) Curriculum Development Unit: This unit is composed of ELS instructors who were selected and assigned by the ELS Director. Curriculum is designed by this unit in consideration with the needs of students and revised according to the feedbacks received thereof.
 - d) Testing Team: This team is composed of ELS instructors who were selected and assigned by ELS Director. EPL and Testing and assessment elements to be used during the academic year are designed by this team.
 - e) EPE Team: This team is composed of ELS instructors who were selected and assigned by ELS Director. This team is responsible for the preparation and conduct of English Proficiency and English Placement examinations.
 - f) Material Development Unit: This unit is composed of ELS instructors who were selected and assigned by ELS Director. Course materials to be used during the academic year are designed by this unit.
 - g) Level Leaders: ELS instructors selected and assigned by the ELS Director. They are responsible for the coordination of instructors through regular meetings in order to ensure

 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	3 / 9

efficient implementation of education programs at each level.

SECTION TWO

Principles on Teaching and Education

Objectives of Teaching and Education

ARTICLE 5

- (1) The education offered at TEDU ELS aims at facilitating students with the necessary skills to be able to continue their academic studies in their departments more successfully, to follow and engage with publications and research related to their field of study, to actively participate in seminars or discussions, and to communicate fluently in social interactions beyond the classroom.


Period of Study

ARTICLE 6

- (1) The period of study at ELS may vary depending on the level of the student determined according to the EPL result. Accordingly, the period of study at ELS is a minimum of one academic term and a maximum of two academic years. Students who meet the success conditions at the end of the Fall or Spring Semester can start their undergraduate program.
- (2) The period of study for each of the *Elementary*, *Pre-Intermediate* and *Intermediate* levels at ELS is 8 weeks. For the Upper-Intermediate level, the period of study is determined according to the following conditions:
 - a) Students placed in the Upper-Intermediate level at the beginning of the Fall or Spring semester study for 16 weeks.
 - b) Students who are placed in the *Intermediate* level at the beginning of the Fall or Spring Semester and succeed at the end of the 8 week period are placed in the *Upper-Intermediate* level. The period of study for these students is 8 weeks. If they successfully complete Upper-Intermediate level, stages in Article 7 (2) g are followed.
- (3) The period of study and the exam dates are announced in the Academic Calendar.
- (4) The Summer School rules and regulations are determined by the ELS Executive Board.

Exemption from the ELS Program, English Placement Exam (EPL), English Proficiency


UNCLASSIFIED

 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	4 / 9


Exam (EPE)

ARTICLE 7

- (1) Following students are exempt from the ELS program;
- a) Students who meet the criteria determined by ELS,
 - b) Students who have documented the minimum required score at national or international exams determined by the Senate.
 - c) Students who are nationals of English-speaking countries, or who have attended during the past three years and graduated from secondary education or higher education institutions in English-speaking countries where nationals of these countries have attended.
 - e) Students placed in the university through the Central Placement Exam are exempted from the TEDU ELS program provided that they have been exempted from the preparatory program or have successfully completed a preparatory program in the past two academic years at a university that offers 100% English medium instruction.
 - d) *TEDU Undergraduate Transfer Regulations* are applied for students who are placed in TED University via transfer.
- (2) Following procedures are applied to the students who are subjected to the ELS program at the beginning of each academic year:
- a) All newly placed students at TED University are admitted to EPL at the beginning of each academic year. According to the EPL results determined and announced by the ELS Executive Board, students are to be placed in one of the *Upper - Intermediate* (highest), *Intermediate*, *Pre-Intermediate* and *Elementary* (lowest) levels, respectively. Students who are determined to be at Upper-Intermediate level as a result of EPL also take the EPE. Students who have scored at least 65 (75 for English Language Teaching and English Language and Literature departments) out of 100 points from the EPE are exempted from the ELS program; Students who have scored 64 and below start their study at the *Upper-Intermediate* level at ELS.
 - b) Students who have studied at *Elementary*, *Pre-Intermediate* or *Intermediate* levels in the previous academic year, as well as the students who have failed at the *Upper-Intermediate* level and not qualified for the EPE are to take the EPL at the beginning of the next academic year. In case they did not take the exam, they are to be placed in the next level of the one they have

 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	5 / 9

- c) completed successfully.
- d) Effective as of the Academic Year 2023/2024, students who have successfully completed the *Upper-Intermediate* level at the end of the previous academic year or who have studied in the *Upper Success* classes but failed the EPE are to take the EPE at the beginning of the new academic year, without taking the EPL. Students who have scored at least 65 (75 for English Language Education and English Language and Literature departments) out of 100 points from the EPE are exempted from the ELS program. Students who have scored 64 or less on this exam are placed in *Upper Success* classes. Students placed in *Upper Success* classes are not expected to achieve level success (at least 60 points in the semester evaluations), but they are expected to fulfill the attendance requirement to qualify for the EPE.
- e) Students whose levels have been determined via EPL and/or EPE cannot take another EPL and EPE in the same semester.
- f) Make-up exams are not available for those who did not take the EPL and EPE for any reason.
- g) Students who were eligible to take the EPL at the end of the Fall Semester of the Academic Year 2022/2023 but have failed the exam are to be placed in the *Upper Success* classes in the Spring semester.
- h) Students who have studied at the *Upper-Intermediate* level, have met the attendance requirement and have received 90 points or more (continuous assessment and the final exam) throughout their study at Upper-Intermediate level are entitled to start their undergraduate programs without taking the EPE. Students who have met the attendance requirement and scored between 60 and 89 (continuous assessment and the final exam) are required to take the EPE in order to start their undergraduate programs. The final grade of the students is calculated by adding 40% of the points they have collected through the assessments made in the *Upper-Intermediate* level where they have last studied, and 60% of their EPE score. As a result of this process, students who have scored at least 65 (75 for English Language Education and English Language and Literature departments) start their undergraduate programs.
- i) Students who did not meet the attendance requirement and/or scored 59 and below in the semester assessments are required to repeat the level they have failed.
- j) The conditions for taking the EPE, which is held three times in an academic year, are as follows;
- Students who are at the *Upper-Intermediate* level according to their EPL results can take the EPE held at the beginning of the Fall Semester.


 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	6 / 9

- Students who have successfully completed the *Upper-Intermediate* level and *Upper Success* students who have met the attendance requirement can take the EPE held at the end of the Fall Semester.
 - Students who have successfully completed the *Upper-Intermediate* level and *Upper Success* students who have met the attendance requirement can take the EPE held at the end of the Spring Semester.
- (3) Differences on the basis of programs for exemption from the ELS program are indicated in the EPE equivalence table determined by the University Senate.

Success and Assessment

ARTICLE 8

- (1) In order to take the final exam at the end of each level, students must meet the 85% attendance requirement. Students who score at least 60 points out of 100 at the end of the level (the sum of in-semester and end-of-semester evaluations) and meet the 85% attendance requirement advance to the next level. Students who succeed in Upper-Intermediate level are eligible to take the EPL.
- (2) To determine the success of the students, several tests are conducted depending on the level. The type and number of these tests are determined by the ELS. These tests include a short assessment (mini quiz), midterm assessment (quiz), written and spoken outcome, midterm (during 16-week *Upper-Intermediate* level) and the final exam.
- (3) The following rules apply in case of absenteeism due to health issues;
 - * Absenteeism for the days certified with a health report covering 1 to 3 days is not accepted as a valid excuse.
 - * Absenteeism for the days certified with a health report covering 4 subsequent days and over is accepted as a valid excuse.
 - * Isolated cases where a health report is not available or the health issue cannot be documented are separately evaluated by the ELS Administrative Board.
 - * Compensation procedures for the exams missed during the certified period are followed according to the guidelines documented at the ELS Student's Handbook.
 - * Students cannot attend courses or take exams during a documented sick leave. Any exams taken or grades received during this period are considered invalid.
 - * Students are required to submit their health reports in 3 work days after the ending date of the report to the Office of the ELS Secretary.
- (4) ELS students can object to all examination results due to material error within one (1) business day. Students can object to the writing and speaking sections of the EPE due to material error and/or

 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	7 / 9

request a re-evaluation. Objections must be filed to the *Department of Documentation and Registry Management* with a petition otherwise they will not be processed.

Unsuccessful Students


ARTICLE 9

- (1) The procedures to be implemented for students who have been failed to complete the ELS program successfully at the end of their second academic year are as follows:
 - a) Students who fail to complete the English preparation program by the end of this term are dismissed from the University. They can apply to the ÖSYM (Student Selection and Placement Center) to be transferred to another university where the medium of instruction is Turkish in accordance with the principles determined by the Council of Higher Education.
 - b) Students who have been dismissed are granted the right to take the EPE total three times in three years following their dismissal. These students should apply to ELS with a petition stating that they want to take the exam until one week before the exam date specified in the academic calendar.
 - c) Students who have been dismissed may submit a national/international language certificate approved as equivalent by the Senate in three years.

Leaves of Absence

ARTICLE 10

- (1) Students may apply for a leave due to health issues, military enlistment, family issues, financial issues, studies at higher education institutions both in their countries and abroad, or due to unexpected mandatory reasons. Time spent on leave of absence due to one of these reasons does not count towards maximum period of study.
- (2) University Administrative Board decision is required for leaves exceeding one academic year upon proposal by ELS Administrative Board.
- (3) Student must be free of any financial liability for the semester to be spent on leave and payments made for that semester cannot be counted towards due payments for subsequent years.
- (4) Students who have failed in their first year and wishing to improve their English by their own means may also apply for a leave.
- (5) University Administrative Board decision is required for leaves exceeding one academic year upon proposal by ELS Administrative Board.

 TED UNIVERSITY	TED UNIVERSITY ENGLISH LANGUAGE SCHOOL ACADEMIC RULES AND REGULATIONS			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-YN-09	29.08.2012	20 / 23.11.2023	8 / 9

- (6) Student must be free of any financial liability for the semester to be spent on leave and payments made for that semester cannot be counted towards due payments for subsequent years.
- (7) Students who want to return before the termination of leave of absence period are expected to apply to ELS with a petition at least 2 weeks prior to the EPE of the related semester. These students may register for their undergraduate programs provided that they have received a passing score at EPE held at the beginning of the subsequent semester, or at national and/or international exams accepted as equivalent by the Senate.

SECTION 3 Miscellaneous and Final Provisions

Situations for Which There Are No Applicable Provisions

ARTICLE 11

- (1) For situations where an applicable provision is non-existent in this document, the provisions in the regulations of TEDU and other legislation as well as the decisions of the University Senate will apply.

Enforcement

ARTICLE 12

- (1) This regulation has entered into force upon approval by the Senate on 29.08.2012, Decree No. 2012/05.

Execution

ARTICLE 13

- (1) Provisions of this regulation are to be executed by TED University Rector.

SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

DATE	DECREE No.	EXPLANATION
29.08.2012	2012-5	ELS Regulation
07.06.2013	2013-4	Revisions on Article 12
05.12.2013	2013-9	Amendments on Articles 9 and 14.
16.01.2014	2014-1	Paragraph (7) of Article 12.
10.04.2014	2014-4	Paragraph (5) of Article 12.
14.07.2016	2016-09	Entire document

UNCLASSIFIED



TED UNIVERSITY

**TED UNIVERSITY ENGLISH LANGUAGE SCHOOL
ACADEMIC RULES AND REGULATIONS**

Document No

Pub. Date

Rev. No / Rev. Date

Page No

KYS-YN-09

29.08.2012

20 / 23.11.2023

9 / 9

18.08.2016	2016-10	Amendments on Article 10
11.01.2017	2017-1	Amendments on Article 10
29.06.2017	2017-8	Entire document
13.09.2017	2017-13	Amendments on Paragraph 3 of Article 8
30.07.2018	2018-12	Entire document
02.09.2019	2019-8	Entire document
12.12.2019	2019-13	Article 8
06.02.2020	2020-04	Article 7 – 1 – c
07.01.2021	2021-01	Article 9 – b – c
04.03.2021	2021-06	Amendments on Articles 7,8,9,10,11,14
09.09.2021	2021/20	Entire document
13.09.2022	2022/19	Entire document
19.04.2023	2023/14	Article 7 – 2 – g
07.09.2023	2023/28	Article 6 – 2 – g
23.11.2023	2023/33	7. Removing the PROVISIONAL ARTICLE 1 in Article 2. from the directive 8. Updating Article 1.

UNCLASSIFIED