

	GEBZE TECHNICAL UNIVERSITY ASSOCIATE DEGREE-UNDERGRADUATE ENGLISH PREPARATION EDUCATION AND EXAM DIRECTIVE	Document No	YÖ-0002
		Publication Date	06.12.2017
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Objective

Article 1. (1) The objective of the Associate and Undergraduate English preparatory education at Gebze Technical University (GTU) is to provide students with the knowledge and skills to express themselves in written and oral English, and to follow scientific-technical developments and publications in English. This education and training program is carried out by GTU Foreign Languages Department (FLD).

Scope

Article 2. (1) This directive is published in the Official Gazette dated 23.03.2016 and numbered 29662 and the "Regulation on the Principles to be Followed in Teaching Foreign Languages and Teaching in Foreign Languages in Higher Education Institutions" published in the Official Gazette dated 21.11.2023 and numbered 32376. Within the framework of the "Gebze Technical University Associate Degree-Undergraduate Education and Training Regulation", it covers the provisions regarding the education and training carried out in the English language preparatory class at GTU before the Associate Degree and Bachelor's Degree and the exams to be administered.

Student Admission

Article 3. (1) Students who are placed in GTU Associate Degree and Undergraduate Departments by the Assessment, Selection and Placement Center and who have final registration, will be eligible for admission during the academic term provided that the 3rd paragraph of Article 6 of the Regulation on Foreign Language Teaching and the Principles to be Followed in Foreign Language Teaching in Higher Education Institutions remains reserved. Those who are not successful according to the results of the Associate Degree-Undergraduate English Proficiency Exam (ADUEPE) organized by GTU FLD at the beginning of the academic semester or those who do not take this exam for any reason are accepted to English preparatory education. Those who are not successful in the ADUEPE result and those who do not participate in the ADUEPE for any reason do not need to register separately with FLD. A list of these students is sent to FLD by GTU Student Affairs Department.

Associate's Degree-Undergraduate English Proficiency Exam (ADUEPE)

Article 4. (1) Students who are placed in GTU Associate and Undergraduate programs by the Assessment, Selection and Placement Center and who are definitely registered, and those who are not successful in the preparatory class, provided that the third paragraph of Article 6 of the Regulation on Foreign Language Teaching and the Principles to be Followed in Foreign Language Teaching in Higher Education Institutions are reserved, can participate in the ADUEPE organized by GTU FLD on the date announced by GTU Senate at the beginning of the academic term. Students who get at least 60 (CC) out of 100 in ADUEPE are considered proficient to follow English education and training in the programs they are enrolled in. Students who meet the required conditions at the end of the academic semester and those who were not successful in the preparatory class in the previous semester are accepted to ADUEPE. There is no make-up exam for ADUEPE. The letter grade equivalents of the scores obtained as a result of ADUEPE are stated in the table below.

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Score (Numeric)	Grade	Success Status
94 – 100	AA	Successful
86 – 93	BA	Successful
78 – 85	BB	Successful
69 – 77	CB	Successful
60 – 68	CC	Successful
51 - 59	F1	Unsuccessful
41-50	F2	Unsuccessful
31-40	F3	Unsuccessful
0-30	F4	Unsuccessful

Article 5. (1) Those who are not entitled to take the ADUEPE at the end of the English preparatory education, who are not successful as a result of the ADUEPE, and those who do not attend the ADUEPE for any reason are not required to attend repeated second-year courses in the English preparatory class. However, these students only take the ADUEPE Exams held on the dates specified in the academic calendar.

Validity of Exams and Documents

Article 6. (1) ADUEPE is valid for two years.

Grouping

Article 7. (1) Students admitted to the preparatory program take a placement exam to determine their language skill levels and are divided into courses and classes for each level according to their levels. Exchanges between courses or classes can be made within the first two weeks if requested by the relevant instructors and approved by the department chair.

Duration of Education, Course Hours and Success Status

Article 8. (1) Preparatory education

a) English preparatory education consists of two semesters, fall and spring, and is determined by the GTU Senate according to the academic calendar. However, if they receive an exemption by meeting one of the conditions accepted by the senate before the course registration ends, they can start department courses starting from the relevant semester.

b) FLD Presidency determines the weekly course schedule for each level at the beginning of the semester.

c) FLD Presidency determines the students' course programs and classes at the beginning of the course according to the evaluation criteria made in each level. Students can exchange students between classes in the first week of the course.

(2) As of the end of the spring semester;

1. In order to participate in the ADUEPE exam held at the end of the academic semester, students must have an average score of 65 out of 100 in the exams to be administered in the fall and spring semesters. Students who do not attend the exam without an excuse will receive a zero evaluation grade. At the beginning of each academic year, FLD announces to students the exams they are

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responsible for and the weight of these exams. FLD Presidency may change the number and weight of exams during the year in line with the program objectives.

2. Students whose average score is 65 and above in the exams to be administered in the fall semester are entitled to take the ADUEPE exam to be held in the fall semester. Students who get at least 60 (CC) out of 100 in ADUEPE are considered proficient to follow English education and training in the programs they are enrolled in. There is no make-up exam for ADUEPE.

Attendance Status

Article 9. (1) 85% attendance at FLD English Preparatory courses is mandatory for each level. Students who do not meet the attendance requirements without a valid excuse accepted by the FLD Presidency will be dismissed from their current class and cannot participate in the preparatory program exams. The remaining days of a student whose absence limit is not exceeded in a course will not be transferred to the next course.

Make-up Exams

Article 10. (1) The following procedures are applied regarding make-up exams.

1. Students who cannot take the midterm exams for justifiable and valid reasons are given the right to take make-up exams within the same semester, on the date and time determined by the instructor, upon the decision of FLD. In order for students to take the mid-term make-up exam; They must submit their excuse petitions to the FLD Presidency to which they are affiliated within 5 business days from the exam date.

2. There are no excuse exams for final exams and ADUEPE. However, in extraordinary situations such as disasters and epidemics, the right to make-up exams for final exams and ADUEPE is given by the decision of the FLD Presidency and on the day and time of make-up exams and ADUEPE determined by the FLD Presidency. In order for students to take the make-up exam for the final exams and ADUEPE; They must submit their excuse petitions to the FLD Presidency to which they are affiliated within 5 business days from the exam date. These petitions are evaluated by the FLD Presidency and it is decided whether the student can take the specified make-up exams.

Objection to Exam Result

Article 11. (1) After the announcement of the exam results, students can apply in writing to the Head of the Foreign Languages Department within 3 (three) business days at the latest for mid-term exams and ADUEPE and request that their exam papers and success evaluation be re-examined. In order to re-evaluate the objected exams, a commission consisting of exam consultants is established by the Department of Foreign Languages. The commission re-examines the contested exam papers and evaluation results. The result is notified to the student within 5 (five) business days at the latest from the date of submission of the petition. The commission's decision is final.

Repealed Directive

Article 12 - (1) "GTU Undergraduate English Preparatory Education and Examination Directive", which was put into effect by the decision of the University Senate dated 29.07.2009 and session

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number 2009/19, and amended by the decision of the University Senate dated 21.09.2006 and session number 2006/12.” has been repealed.

Article 13. (1) This Directive enters into force on the date it is accepted by the University Senate.

Execution Article 14. (1) The Rector of Gebze Technical University shall enforce the provisions of this Directive.

	Date of Acceptance of the Senate Decision on the Directive	
	Date	Number
	29.07.2009	2009/19
	Senate Decision Amending the Directive	
	Date	Number
1	22.08.2012	2012/25
2	10.09.2014	2014/31
3	24.12.2014	2014/40
4	06.05.2015	2015/05
5	24.08.2016	2016/08
6	03.08.2017	2017/08
7	04.12.2019	2019/14
8	10.03.2021	2021/04
9	22.07.2022	2022/14
10	23.02.2023	2023/05
11	03.08.2023	2023/22
12	21.12.2023	2023/35