	GRADUATE ENGLISH PREPARATORY EDUCATION-TEACHING AND EXAM DIRECTIVE	Document No	YÖ-0009
		Publication Date	06.12.2017
		Revision Date	14.06.2019
		Revision No	1
		Page	3-1

Definitions Article 1:

In this directive, abbreviations refer as follows; GTU: Gebze Technical University, DFL: Department of Foreign Languages, Institutes: Graduate School of Natural and Applied Sciences and Graduate School of Social Sciences, EPE: English Proficiency Exam, Student: A student admitted to the programs of GTU Graduate Schools. (2)

Purpose and Scope

Article 2:

This directive aims to measure students' knowledge of English and to provide arrangements and coordination for those who are regarded insufficient. This directive covers the procedures and principles to be applied in English language education and training and exams conducted by the DFL.

English Proficiency

Exams Article 3:

Graduate EPEs are held on three separate dates within one year, two at the beginning of the academic semesters and one at the end of the academic year (excluding the end of summer school exam if it is opened), by the DFL to measure the English proficiency of the students on the dates announced by the Rectorate and in accordance with the academic calendar determined by the GTU Senate. Students who are successful in IYS by getting at least 60 out of 100 or those who are exempted according to article 4 can enroll immediately in the department they are qualified. The method of application of the EPE is determined by the DFL Directorate. The decision about those who cannot take the EPS due to a medical report is made by the Directorate of DFL. (2)

Exemption


Article 4:

Students who meet the conditions specified in Article 6, Paragraph 3 of the Regulation on the Principles Regarding Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions, Article 9, Paragraph 1, Subparagraph (ğ) and Paragraph 2 of Gebze Technical University Graduate Education Regulations Senate Application Principles are exempted from the English Proficiency Exam.

English Preparation

Article 5:

At the beginning of each semester, students who are accepted within the quota determined by the DFL Directorate are given English preparatory education. Students who fail the EPEs for the first time inform DFL Directorate with a petition (form) to the Head of DFL within 1 week of the announcement of the results of the EPEs whether they want to enroll English Preparation. Those who will not enroll are prepared outside GTU in accordance with the curriculum followed by the DFL but with their own means and article 6 is applied to these students. If the number of the students who want to enroll English preparatory program exceeds the quota, the selection of students is made starting from the student with the highest score in the Graduate EPE. At the beginning of each semester, the Directorate of the DFL places the students who will continue the preparatory program in different classes according to their level

	GRADUATE ENGLISH PREPARATORY EDUCATION-TEACHING AND EXAM DIRECTIVE	Document No	YÖ-0009
		Publication Date	06.12.2017
		Revision Date	14.06.2019
		Revision No	1
		Page	3-2

and determines the number of hours of weekly classes for these classes at the beginning of each semester.

Counseling

Article 6:

Students who do not attend the preparatory courses are distributed among the lecturers determined by the Directorate of the DFL, so that one lecturer is appointed as an advisor for each student. Advisor allocates two hours of the weekly course load to these students.

Duration of Education and Attendance

Article 7:

English Preparatory Program lasts 2 (two) semesters for programs other than graduate programs with at least 30% English education and 4 (four) semesters for graduate programs with at least 30% English education. Students who do not attend the EPEs and whose excuses are not approved by the DFL Directorate and those who fail due to lack of attendance cannot continue the 2nd semester courses and are transferred to the status of students who do not attend the courses in article 6. When necessary, the courses and exams proposed by the DFL Directorate and approved by the Rectorate can be held on Saturdays and Sundays. Attendance rate of 80% is compulsory. Students who do not fulfill the attendance requirement without an excuse accepted by the DFL Directorate in line with the opinions of the relevant lecturers are dismissed from the courses. Report periods of reported students are first deducted from their attendance rights. The decision about the students who are absent for this reason is made by the Directorate of SFL in line with the opinions of the relevant lecturers. **(3)**

Summer School

Article 8:

GTU Senate may decide to open a summer school upon the proposal of the Directorate of DFL. It is not compulsory to attend the summer school, students who do not attend the courses within due to the quota can also participate in this program, but only students who attend the summer school and fulfill the attendance requirement can benefit from the proficiency exam to be held at the end of the summer school.

Enforcement


Article 9:

This Directive enters into force on the date of its publication, valid from the beginning of the 2004-2005 academic year.

Execution

Article 10:

The provisions of this Directive shall be enforced by the Rector of GTU.

	GRADUATE ENGLISH PREPARATORY EDUCATION-TEACHING AND EXAM DIRECTIVE	Document No	YÖ-0009
		Publication Date	06.12.2017
		Revision Date	14.06.2019
		Revision No	1
		Page	3-3

Senate Decision Approving the Directive		
	Date	Number
	27.08.2004	2004/09
Decisions of the Graduate School Senate Amending the Directive		
	History	Number
(1)	19.09.2005	2005/12
(2)	29.07.2009	2009/19
(3)	29.09.2010	2010/24
(4)	14.09.2011	2011/24
(5)	14.12.2011	2011/33
(6)	31.07.2013	2013/23
(7)	03.04.2014	2014/14
(8)	24.12.2014	2014/40
(9)	29.05.2019	2019/06-02