SECTION ONE
Purpose, Scope, Basis and Definitions

Purpose
ARTICLE 1- (1) The purpose of this directive is to determine the functioning of English courses given in English Preparatory Program and Undergraduate programs of the University of Turkish Aeronautical Association, and the principles concerning the lectures, exams and grading systems in this program.

Scope
ARTICLE 2- (1) This directive contains basic terms regarding the content, exams and equivalency matters of English courses given in English Preparatory Program and Undergraduate programs of the University of Turkish Aeronautical Association.

Basis
ARTICLE 3- (1) This directive was prepared based on the Directive on Binding Principles for Foreign Language Teaching and Teaching in a Foreign Language in Higher Education Institutions published in Official Gazette No. 27074, dated December 4th 2008.

Definitions
ARTICLE 4- (1) In this directive,
(a) University: University of Turkish Aeronautical Association,
(b) Senate: University Senate,
(c) Rectorate: University Rectorate
(d) English Preparatory Program: English education program in which students have to succeed before starting undergraduate programs in the University
(e) UTAA Proficiency Exam: UTAA English Proficiency Exam held by the University’s Department of Foreign Languages at the beginning of fall semester and at the end of both semesters and/or instead of UTAA Proficiency Exam, one of the internationally recognized exams that are approved with the Senate’s decision,
(f) English Proficiency Exam for exemption and placement: Two-stage exam as Preliminary Test the first stage and UTAA Proficiency Exam the second stage held at the beginning of the academic year by the Department of Foreign Languages in which the level of students who will study in this program and the students who will be exempted from English Preparatory Program are determined,
(g) Component: Each part which constitutes the whole exam,
(h) TOEFL-IBT: Test of English as a Foreign Language Internet-Based Test
(i) TOEFL-ITP: Test of English as a Foreign Language Institutional Testing Program
(j) ETS: Institution of Educational Testing Service,
(k) FCE: First Certificate of English,
(l) IELTS: International English Language Testing System exam.

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SECTION TWO
English Preparatory Program
Education

Students

ARTICLE 5- (1) Students of English Preparatory Program are those who are registered in a program at the University, but failed in the UTAA English Proficiency Exam or did not take the exam or could not present a certificate of equivalence.

(2) University Board of Directors can send the students of English Preparatory Program to another educational institution with the accepted equivalence by Senate regarding the education and examination of the foreign languages that cannot be given in Department of Foreign Languages. The certificate of achievement that will be taken from this institution is evaluated by the University within the framework of current criteria.

English Proficiency Exam for exemption and placement

ARTICLE 6- (1) Newly-registered students are subjected to English Proficiency Exam for Exemption and Placement that is held by the Department of Foreign Languages and approved by the Rectorate at the beginning of the academic year.

(2) As per the scores taken from the Exam for Exemption and Placement, the following conditions are determined for students:

(a) Whether the student is exempt from compulsory foreign language courses in accordance with the subparagraph (ı) of Article 5 of the Law No. 2547,

(b) Whether the student is exempt from English Preparatory Program,

(c) In which level the student will study in English Preparatory Program.

(3) The students below are exempt from English Proficiency Exam for Exemption and Placement:

(a) Those who have completed at least last three years of their education at a higher or a secondary education institution, whose medium of instruction is English where English is the native language,

(b) The students who have the English exam results and scores as stated in the tables below or those within the scope of Article 16 of this directive:

Table 1: Accepted Exams and Minimum Grades for Exemption from English Preparatory Program

<table>
<thead>
<tr>
<th>UTAA PROFICIENCY EXAM</th>
<th>IELTS-ACADEMIC (For each part)</th>
<th>FCE</th>
<th>TOEFL-IBT*</th>
<th>TOEFL-ITP**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>60</td>
<td>6.0</td>
<td>Level B2</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grade C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

*Only the results of TOEFL-IBT exam taken from the Universities and Turkish-American Association are accepted.

**Only the results of TOEFL-ITP exam held in the University of Turkish Aeronautical Association are accepted.

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(3) In order for the scores that are taken in the exams within the scope of subparagraph (b) of paragraph three to be valid as per the provisions of this directive, it must be no more than three years passed after the exam date as stated in article 12 of the University of Turkish Aeronautical Association Preparatory Program Education and Examination Regulation.

**Period of study**

**ARTICLE 7-**

(1) Period of study in English Preparatory Program is not included in the period of undergraduate education.

(2) Normal period of English Preparatory Program is composed of two semesters in total. The second semester is in two periods.

(3) Students are subjected to compulsory English Preparatory Program for a semester at least. The students who continue English Preparatory Program and pass the UTAA English Proficiency Exam held at the end of the first and second semester can continue their education in the undergraduate program they are registered.

(a) In case the students who can’t pass the UTAA English Proficiency Exam held at the end of second semester of English Preparatory Program become successful in UTAA English Proficiency Exam held at the end of the semester after participating in English Preparatory Program for additional one or two semesters or improving their English proficiency with their own means, they can continue their education in the undergraduate program they are registered.

(b) Students that are not able to pass the UTAA English Proficiency Exam held at the end of the second academic year despite continuing in English Preparatory Program shall be, upon request, discharged from the registered department and they can apply Student Selection and Placement Center (OSYM) in order to be transferred to another university or an equivalent department with Turkish medium instruction. In case the students who fail in the English Proficiency Exam held at the end of second semester of English Preparatory Program become successful in the proficiency exam held at the end of the semester after participating in English Preparatory Program for additional one or two semesters or improving their English proficiency with their own means, they can continue their education in the undergraduate program they are registered.

(4) Normal period of preparatory program for international students who study in Turkish and English Preparatory Programs at the same time is four semesters. Students complete these programs within six semesters at most.

(5) Students can get permission to study English in foreign universities or language courses having a contract with the University. This period is considered equal to English Preparatory Program. The period of suspension for students is considered within the period of study. Leave of absence for other reasons is not included in English Preparatory Program.

(6) Weekly total course hours in each semester, number of semesters by levels, commencement and end date of semesters in English Preparatory Program are determined with the Senate decision upon the suggestion of the Head of Department of Foreign Languages.

**Levels and periods of programs**

**ARTICLE 8-**

(1) English Preparatory Program is composed of two semesters. The second semester is carried out in two different periods.

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(2) English Preparatory Program is carried out under five levels as Alpha, Bravo, Charlie, Charlie Land and Delta. The periods of those levels are indicated below:
(a) Alpha, Bravo and Delta levels last two semesters.
(b) Charlie level lasts one semester. Charlie Land level for those who fail in Charlie level lasts one semester.

Principles for levels of English preparatory program

ARTICLE 9-(1) On condition that the students of Alpha and Bravo levels meet the principles stated in article 10 and 14 of this directive, they take UTAA Proficiency Exam held at the end of second semester. Those who pass the exam are considered to have completed English Preparatory Program and they continue their education in the undergraduate program they are registered. The students who fail this exam cannot continue their education in their undergraduate programs. In case those students become successful in the proficiency exam held at the end of the third and fourth semester after participating in English Preparatory Program for those semesters or improving their English proficiency with their own means, they can continue their education in the undergraduate program they are registered.

(2) On condition that the newly-registered students of Charlie level meet the principles stated in article 10 and 14 of this directive, they can take UTAA Proficiency Exam held at the end of the first semester. Those who pass are considered to have completed English Preparatory Program and they continue their education in the undergraduate program they are registered; those who fail the exam or don’t meet the attendance condition at Charlie level continue their education in Charlie Land program or at a level as foreseen by Head of Department of Foreign Languages in the second semester.

(3) On condition that the students who fail in UTAA Proficiency Exam after studying two semesters in English Preparatory Program and are ranked in Charlie or Delta level in UTAA Proficiency Exam at the beginning of the new academic year meet the principles stated in article 10 and 14 of this directive, they can take UTAA Proficiency Exam which will be held at the end of the third semester. Those who pass are considered to have completed English Preparatory Program and they continue their education in the undergraduate program they are registered; those who fail the exam continue their education at a level as foreseen by Head of Department of Foreign Languages in the fourth semester. The successful students at the end of this semester can continue their education in their undergraduate programs.

Attendance

ARTICLE 10- (1) Students must attend at least 90% of the courses in every semester in the English Preparatory Program. Attendance is calculated separately for each period of the second semester.
(2) For absenteeism, no excuses are accepted except for the ones listed below:
(a) Medical reports taken from State Hospitals or University Hospitals and submitted within 5 working days
(b) The death of an immediate family member. Students must submit an official document showing this incident (Leave for five working days)
(c) Accidents with injuries. Students must submit an official document showing the accident (with documents from the hospital and traffic police)
(d) Surgeries. Students must submit a committee health report within 5 working days as of the date of surgery.
(e) Participation for social and sports activities approved by the Rectorate (Students are marked absent in the classes they cannot attend, but it is not taken into consideration while counting absenteeism)
(3) Students not attending the classes for other reasons than the ones stated above are marked absent in class.

(4) Exam hours are not taken into consideration while counting absenteeism. Students not taking the tests will be marked absent. However, it is not taken into consideration as absent.
(5) Students leaving the class before it ends are marked absent in that class.
(6) If necessary, classes and exams can be held on Saturdays and Sundays with the approval of Rectorate upon the suggestion of the Department of Foreign Languages. Attendance is also compulsory for the classes on those days.
(7) The students who don’t meet the attendance condition cannot take UTAA Proficiency Exam at the end of the semester.
(8) For the students attending at least 90% of the courses for each period during the academic semester, 5 points are added to their final grade for the program (without a medical report).

SECTION THREE
English Preparatory Program
Exams

Principles for Assessment and Evaluation
ARTICLE 11-(1) In English Preparatory Program, such performance assessments as placement, proficiency, quizzes, mid-term exams, pop quizzes, make-up exams, projects, presentations, and portfolios are carried out. Those assessments can be made in written form, in computer or orally.
(2) Students must present at the date, at a time and place announced by the university together with their ID cards and other required documents.
(3) If students are seen not to provide the necessary conditions for the exam they take, their exam shall be considered as null and void.

Principles for English proficiency, exemption and placement
ARTICLE 12- (1) Newly registered students are subjected to Preliminary Test before UTAA Proficiency Exam which is held at the beginning of the academic year. The students who take 70 and above from this test can only take UTAA Proficiency Exam.
(2) In the English Preparatory Program, the level of the newly registered students is determined as follows:
(a) The students not taking the Preliminary Test or who have taken the test but get a score of 69 or below are placed in Alpha Level. The levels of the students who did not take the Preliminary Test can be changed by The Department of Foreign Languages within 4-5 weeks after the academic year starts.
(b) The students getting a score of 70 or above in the Preliminary Test and 49 or below in the UTAA Proficiency Exam are placed in Bravo level.

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(c) The students getting a score of 70 or above in the Preliminary test and between 50 and 59 in the UTAA Proficiency Exam are placed in Charlie level.

(3) The levels of already registered repeat students are determined according to their scores in Proficiency Exam which is held at the beginning of the academic year as follows:

(a) The students getting 49 or below in UTAA Proficiency Exam are placed in Delta level.
(b) The students getting between 50 and 59 in the UTAA Proficiency Exam are placed in Charlie level.

(4) The students who fail because of absenteeism and cannot get the minimum passing score cannot take UTAA Proficiency Exam held at the end of the program they are registered, those students are taken to the exam held in the next period.

(5) Students are expected to get a score of 60 from the UTAA Proficiency Exam to be able to be exempt from preparatory class. The overall score is calculated by adding together 25% of writing, 25% of speaking, 20% of reading, 20% of listening and 10% of grammar (and/or vocabulary) sections.

(6) In order to add to the exemption grade, additional 5 points are given to those students whose final grades are at least 75 for the levels they are registered. This additional point is only taken into account while calculating exemption grade for UTAA proficiency exam at the end of the relevant program. In case of failure in proficiency exam at the end of the program, this is not added to the next exam score.

**Overall grade**

**ARTICLE 13**

(1) Overall grade of students are carried out with, quizzes, mid-term exams, pop quizzes, make-up exams, projects, presentations, and portfolios.

(2) The principles set by the Head of the Department of Foreign Languages are applied in calculation of overall grade.

**English preparatory program achievement score**

**ARTICLE 14**

(1) Achievement scores for the students at Alpha and Bravo levels are calculated by taking 40 percent of the first semester’s overall grade, 35 percent of the first period of the second semester’s overall grade and 25 percent of the overall grade of the second period of the second semester. Students must get an overall grade of 60 out of 100 in order to take the UTAA Proficiency Exam.

(2) Achievement scores at the Charlie level is the overall grade gained at the end of the first semester. Students must get an overall grade of 60 out of 100 in order to take the UTAA Proficiency Exam at the end of the semester.

(3) Achievement scores for the students at Charlie Land level are composed of 35 percent of the overall grade at the end of the first semester, 35 percent of the overall grade of the first period of Charlie Land level and 30 percent of the overall grade of the second period of the Charlie Land level. Students must get an overall grade of 60 out of 100 in order to take the UTAA Proficiency Exam at the end of the semester.

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(4) Delta level students must have an overall grade of 60 out of 100 in order to take the Proficiency Exam at the end of the first semester. However, if students study at Delta level for two semesters, their overall grade is calculated by taking 35 percent of the average point of the first semester, 35 percent of the first period of the second semester and 30 percent of the second period of the second semester. Students must have an overall grade of 60 out of 100 at the end of the academic year in order to take the UTAA Proficiency Exam.

Make-up exam
ARTICLE 15 – (1) Make-up exam is held instead of mid-term exams, quizzes and pop quizzes for the conditions stated in paragraph 2 of the article 10 of this directive. There is no make-up exam held for UTAA Proficiency Exam.

(2) The abovementioned make-up exams are held on dates and ways as determined by the Department of Foreign Languages upon the approval of the Head of Department of Foreign Languages.

(3) Score obtained from each part (listening, reading, speaking, writing) in the make-up exam that is held for the exam(s) the student didn’t take is calculated as a one score for all exams in that type the student didn’t take.

(4) There is no other make-up exam held for make-up exam.

(5) The students who couldn’t take mid-term exams, quizzes and pop quizzes for some excuses shall present their excuses in the written form to the relevant department within the 5 working days after the excuses are cleared. The students whose excuses are considered valid by the Head of Department of Foreign Languages take the make-up exam.

Exemption
ARTICLE 16- (1) In order to be exempt from English Preparatory Program, passing the UTAA Proficiency Exam or presentation of the document indicating the equivalent score that is taken from the international foreign language exams stated in Table 1 of the Article 6.3.(b) of this directive is required. The students who are exempt from English Preparatory Program can continue their education in undergraduate programs.

(2) The equivalence of national and international exams, not existing in this directive, to the exams in Table 1 is decided by the Senate upon the suggestion of the Head of Department of Foreign Languages.

(3) Within the scope of the second paragraph of this article, the documents with the required equivalency are delivered to the Head of Department of Foreign Languages at the end of add-drop period for each semester at the latest.

(4) Certificates of foreign language achievement and/or exemption documents taken from other universities aren’t accepted for the exemption from English Preparatory Program.
SECTION FOUR
English Courses of Undergraduate Programs
Education

Courses, exams and course grade
ARTICLE 17- (1) The students are obliged to take ENG 103 and ENG 104 courses (ENG 101, ENG 102 for the students of Management, ENG 105 and ENG 106 for the students of Engineering Departments).
(2) Course grades are calculated together with the quizzes, mid-term exams, assignments, practical works and final exam. The percentage of exams and practical works within the course grade is determined by the Head of Department of Foreign Languages and announced to the students at the beginning of each semester. Final exams of those courses are held by the Head of Department of Foreign Languages or one of ETS exam centers.

Table 2: Exam scores and grades at the end of the semester.

<table>
<thead>
<tr>
<th>SCORE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>AA</td>
</tr>
<tr>
<td>85-89</td>
<td>BA</td>
</tr>
<tr>
<td>80-84</td>
<td>BB</td>
</tr>
<tr>
<td>70-79</td>
<td>CB</td>
</tr>
<tr>
<td>60-69</td>
<td>CC</td>
</tr>
<tr>
<td>50-59</td>
<td>DC</td>
</tr>
<tr>
<td>45-49</td>
<td>DD</td>
</tr>
<tr>
<td>0-44</td>
<td>FF</td>
</tr>
</tbody>
</table>

Exemption and prerequisite
ARTICLE 18-(1) No exemption will be granted for the courses with ENG code.

SECTION V
Undergraduate Programs
English Courses
Exams

ARTICLE 19-(1) Students not taking the midterms and finals of the English courses for valid reasons may be granted with the right to take a make-up exam by the boards of directors. Such students must submit their request for make-up examination within seven working days. The date of the make-up exam shall be determined by the Head of the Foreign Languages Department
(2) No make-up exam shall be held for the pop-quizzes. There shall be no second make-up opportunity.

Course credits, absence and exams
ARTICLE 20-(1) English courses in the undergraduate programs are three-credit courses involving a total of four course hours including two hours of theoretical and two hours of practical work.
(2) For the courses with ENG code, students must attend at least 70% of the theoretical part and 80% of the practical part.

(3) In cases where it is determined that a student does not meet the requirements for the exam, the score shall be declared null and void even if it is announced.

(4) Students are allowed to make a written appeal to the Head of the Department they are registered for about the result of their exams within five working days.

**Other exams**

**ARTICLE 21** (1) Student may take the exam(s) referred in Article 6 of this directive in return for a fee in order to participate in international student exchange programs or continue their education in the other universities abroad with which our university has agreement. Such students are not required to take the reading and writing parts the UTAA Proficiency Exam.

**SECTION VI**

**Other Provisions**

**Objection against the Exam Result**

**ARTICLE 22** - (1) Students are allowed to make a written appeal about error of fact in the result of their exams within five working days after the announcement of the results. Appeals shall be reviewed by a committee to be set up by the Head of the Foreign Languages Department and final decision shall be made by the Head of the Foreign Languages Department. Appeals made after the given period for appeals shall not be taken into consideration.

(2) Fees for the appeals made by the University about the exam held in the exam centers outside the university shall be on the account of the student.

**Recoding the final grade to the transcript**

**ARTICLE 23**- (1) No numerical score shall be noted on the transcript for the preparatory program.

(2) For the students referred in Article 7.3 and 7.4, the final grades of those successfully completing the English preparatory program shall be recorded on their transcripts as "Ex" and the grade shall not be taken into account for the GPA.

**Record of the Grades**

**ARTICLE 24**- (1) Grades of the English Preparatory Program students shall be posted to the English Preparatory Program Students Information System by the Head of the Foreign Languages Department.
(2) Based on the UTAA Proficiency Exam results, information about the exemption of the students shall be submitted by the Head of the Foreign Languages Department to the Registrar’s Office to be recorded to the transcripts. Such students shall not make any further application for the exemption procedures.

**Preserving the exam papers**

**ARTICLE 25**- (1) Exam papers and documents shall be preserved by the Head of the Foreign Languages Department for a period of five years.

**Leaves**

**ARTICLE 26**-(1) Students may be granted permission to leave the university for a semester for reasonable grounds. Students registered to the English Preparatory Program can make their applications for withdrawal detailing valid and reasonable grounds for request of such permission to the Head of the Foreign Languages Department together with the necessary documents.

(2) The University of Turkish Aeronautical Association Associate and Undergraduate Education and Examination provisions shall apply for the situations referred in Article 28, 29, 30, 31 and 32 of the regulation regarding the leaves.

**Disciplinary Procedures**

**ARTICLE 27**- (1) Disciplinary procedures for the students shall be conducted based on the rules determined by the University as per the Student Disciplinary Regulation for Higher Education Institutions published in the official gazette no.18634, dated January 13th, 1985.

(2) Students suspended temporarily from the university are not allowed to take courses and exams during the suspension period. The period of suspension is included in the period of study and the students pay the tuition fee for the period of suspension.

**Tuition Fee**

**ARTICLE 28**- (1) Students are obliged to pay the determined amount of tuition fees at the beginning of each semester within a given period of time. Those do not pay the tuition fees within the given period of time shall not be registered to the university.

**Situations for which there are no provisions in this directive**

**ARTICLE 29** (1) For the situations not referred in this directive, the provisions of the Regulation on the Principles for Foreign Language Teaching and Teaching in a Foreign Language, The University of Turkish Aeronautical Association Associate and Undergraduate Education and Examination, The University of Turkish Aeronautical Association English Preparatory Program Education and Examination Regulation and the decisions made by the Senate upon the recommendation of the Head of the Foreign Languages Department.

**Enforcement**

**ARTICLE 30**- (1) This Directive hereby shall be valid for the students enrolling as of the 2013-2014 academic year and shall enter into force as of the date of the Senate’s decision.

**Execution**

**ARTICLE 31**- (1) The provisions of this Directive shall be executed by the Rector of The University of Turkish Aeronautical Association.

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