

Çankaya University Department of Foreign Languages
English Preparatory Program
Implementation Principles Directive

SECTION ONE

Purpose, Scope, Legal Basis, and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the principles regarding foreign language education and training, exam practices, and evaluation of student achievement carried out by Çankaya University Department of Foreign Languages in the English Preparatory Program.

Scope

ARTICLE 2 - (1) This Directive covers the procedures and principles regarding the compulsory foreign language preparatory education and the measurement and evaluation of this education for students who are entitled to enroll in programs whose medium of instruction is English at Çankaya University.

Legal Basis

ARTICLE 3 - (1) This Directive has been prepared based on Articles 14 and 49 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) The following are the definitions of the terms and items used in this Directive:

- a) Level (Course Level): Each stage of the foreign language education program that a student begins at the start of the academic year or continues during their education process, classified according to the Common European Framework of Reference for Languages (CEFR) standards as: Beginner (A1), Elementary (A2), Intermediate (B1), and Upper-Intermediate (B2/B2+)
- b) Placement Exam: The exam that determines the level at which students will start their education at Çankaya University English Preparatory Program
- c) Process Evaluation: Exams, studies, tasks, presentations, and similar assessment-evaluation practices conducted with or without notice at a certain level
- d) End of Level (Final) Exam: The exam given to students at the end of the level they studied
- e) English Preparatory Program: The compulsory foreign language education program to be given by Çankaya University, Department of Foreign Languages, Preparatory Program to

students admitted to associate, undergraduate, and graduate programs - who do not pass the English Proficiency Exam at the beginning of the academic year; and additionally, an optional foreign language education program that may be offered for Turkish-medium programs based on conditions and demands, subject to the approval of the Senate

f) Proficiency Exam: The English proficiency exam prepared by the Çankaya University English Preparatory Program to assess students' main language skills in accordance with the program's exit outcomes

g) Student Information Guide: A printed or electronically shared information handbook that provides the student with the right to obtain information about the legal legislation of the preparatory program, the principles of education and teaching, assessment and evaluation, and their responsibilities

h) Rector: Rector of Çankaya University

i) Rectorate: Rectorate of Çankaya University

j) Senate: Çankaya University Senate

k) Turkish Higher Education Qualifications Framework: The qualifications framework that includes definitions and applications of knowledge, skills, and competencies in higher education within the scope of the National Qualifications Framework, designed to be compatible with the European Qualifications Framework

l) University: Çankaya University

m) Foreign Language Medium Instruction: Associate, undergraduate, and graduate education in which the curriculum and practices are conducted entirely in a foreign language

SECTION TWO

Principles of the English Preparatory Program and Teaching

Exemption Requirements

ARTICLE 5 – (1) Students who have been admitted to associate, undergraduate, or graduate programs are required to take the English Proficiency Exam at the beginning of the academic year to determine whether their level of English meets the exit outcomes of the preparatory program. No make-up exam is administered for students who do not take the proficiency exam; these students are required to attend the preparatory program.

(2) Students who meet the following criteria are exempt from the compulsory preparatory education and are eligible to begin their academic programs:

a) Students who score at least 60 out of 100 on the English Proficiency Exam (for the Departments of English Language and Literature and English Translation and Interpreting, the minimum Overall Achievement Grade for the proficiency exam is 75), and students enrolled in graduate programs who hold a proficiency exam score recognized as valid by the Senate

- b) Students who obtain the scores specified in Annex-1, corresponding to the passing grades of the proficiency exams determined by the Higher Education Council and the Preparatory Program
- c) Students who have completed their secondary education at secondary education institutions in a country where the foreign language designated as the medium of instruction is spoken as a native language, and who have studied at those institutions attended by citizens of that country for at least the last three years
- d) Students who have graduated from programs with English as the medium of instruction at Çankaya University, or those who have successfully completed the Çankaya University English Preparatory Program

SECTION THREE

Principles of Assessment and Evaluation in the English Preparatory Program

Levels

ARTICLE 6 – (1) The compulsory foreign language preparatory program is designed in accordance with the principles of the Turkish Higher Education Qualifications Framework and the standards of the Common European Framework of Reference for Languages (CEFR), in a way that meets the intended learning outcomes and the language knowledge and skills defined for each level. Students' initial placement in the English Preparatory Program is determined by the English Placement Exam administered at the beginning of the Fall semester. Based on their scores, students are placed into either A1, A2, B1, or B2/B2+ levels. The detailed regulations regarding students' progression through the levels based on their performance are announced in the Student Information Guide.

(2) The weekly course load in the English Preparatory Program is determined by the directorate of the Department of Foreign Languages and must not be less than twenty hours per week, depending on students' language proficiency levels.

(3) Levels with an insufficient number of students may not be opened. In such cases, students are placed into the nearest appropriate level for instruction.

Level Achievement Grade

ARTICLE 7 – (1) Students' achievement at each level is determined based on the grades taken into consideration for assessment. The assessment criteria and the weight of each component are announced at the beginning of each academic year in the Student Information Guide available on the official website of the English Preparatory Program.

(2) The level achievement grade is defined as a minimum of 60 out of 100 for a student to be considered successful (for the Departments of English Language and Literature and English Translation and Interpreting, the minimum level achievement grade is 75).

(3) If students believe there is a clerical error in any of their assessment grades at a given level, they must submit a written petition to the English Preparatory Program Secretariat within five working days from the date the grades are announced.

(4) Students who fail to fulfil the level achievement requirements may repeat the same level.

Proficiency Exam and Overall Achievement Grade

ARTICLE 8 – (1) The Proficiency Exam is administered at the beginning of the English Preparatory Program to determine the exemption status, and at the end of the program to assess whether the student has attained the necessary language proficiency in line with the defined achievement criteria. Students who do not take the Proficiency Exam are not granted the right to take a make-up exam.

(2) A total of four Proficiency Exams are held during an academic year: the first at the beginning of the Fall Semester of the academic year, the others at the end of the Fall semester and Spring Semester, and at the end of the Summer School. The dates and times of the English Proficiency Exams are announced on the English Preparatory Program's official website.

(3) Students who have successfully completed the B2/B2+ level of instruction are eligible to take the Proficiency Exam administered at the end of the English Preparatory Program. Details regarding the overall achievement grade for completion of the English Preparatory Program are announced in the Student Information Guide published on the official website of the English Preparatory Program at the beginning of each academic year.

Attendance Requirement

ARTICLE 9 – (1) The maximum number of absences permitted in each semester is twice the number of weekly class hours allocated for that level. Students who do not meet the attendance requirement must repeat the level, regardless of their level achievement grade. Students who are in their second year of the English Preparatory Program are also required to meet the same attendance requirements.

Make-up Exams and Medical Reports

ARTICLE 10 – (1) A student who is absent from a midterm and/or end-of-level exam is allowed to take a make-up exam provided that they submit a petition to the English Preparatory Program's Secretariat within seven (7) working days after the exam, along with valid supporting documentation for their absence, which must be approved by the relevant unit of the University. Make-up exams cannot be repeated.

SECTION FOUR Miscellaneous and Final Provisions

Cases Not Covered by the Regulation

ARTICLE 11 – (1) In cases not covered by this Directive, the provisions of the “Regulation on the Principles to be Followed in Foreign Language Education and Instruction in Foreign Languages at Higher Education Institutions” published in the Official Gazette dated 23/3/2016 and numbered 29662, the “Çankaya University Associate and Undergraduate Education and Instruction Regulation” published in the Official Gazette dated 29/6/2015 and numbered 29401, other relevant legislation, and decisions of the University Senate shall apply.

Repeal

ARTICLE 12 – (1) The Çankaya University Department of Foreign Languages English Preparatory Program Implementation Principles Directive, which entered into force by the decision of the Board of Trustees, No. 30 dated 23.05.2022, is hereby repealed.

Effective Date

ARTICLE 13 – (1) This Directive shall enter into force on the date of approval by the Board of Trustees Presidency, following the decision of the Çankaya University Senate.

Execution

ARTICLE 14 – (1) The Rector of Çankaya University shall be responsible for the execution of the provisions of this Directive.

Board of Trustees Decision Date / No.: 23.05.2022 / 2022-30

Date of Update: 06.06.2022

Çankaya University Department of Foreign Languages
Proficiency Exam, Exemption Conditions, and International Language
Exam Equivalency Tables

Important Notes:

1. Proficiency Exam: An exam administered by the English Preparatory Program at the beginning of the Fall Semester and at the end of the Fall Semester, Spring Semester, and Summer School. This exam is administered to students enrolled in English-medium programs and evaluates their English proficiency. Students who achieve scores equivalent to the ranges shown in Table 1 from this Proficiency Exam or from international exams are exempt from preparatory education (see Table 1). Students who achieve scores equivalent to the ranges shown in Table 2 may also be exempt from the mandatory ENG 121 and ENG 122 courses offered by the Department of Foreign Languages (see Table 2).

2. Exemption Exam: An exam administered by the Modern Languages Unit at the beginning of the Fall Semester for students in Turkish-medium Faculties, Departments, or the Vocational School of Justice (AMYO) for the mandatory courses YBD 109, ENG 109, ENG 110, YBD 209, ENG 209, ENG 210, ING 101, and ING 102 (see Table 3).

3. In accordance with Article 6, Paragraph 2, Clause (d) of the Directive on Determining Foreign Language Exam Equivalencies, for an international foreign language exam to be recognized and maintained as equivalent, if the exam is administered in Turkey, it must be conducted in state universities.

4. Results from the TOEFL iBT Home Edition are not accepted.

5. The validity period for the exam results listed below is determined by considering the International Foreign Language Exam Equivalencies Document published by ÖSYM (Student Selection and Placement Center) and relevant exam documentation.

Table 1: Equivalency Table for International Exams that can be used for Exemption from the English Preparatory Program

CUPS Proficiency Exam	TOEFL IBT¹ (highest score: 120)	PTE Academic² (highest score: 90)	CAE³ (highest score: A/210)	CPE³ (highest score: A/230)
91-100	95 and above	76 and above	Grade B (191-200)	Grade C (200-210)
81-90	86-95	71-75	Grade C (180-190)	
75-80	83-85	68-70		
71-74	81-82	66-67		
60-70	72-80	59-65		

Table 2: Equivalency Table for Exemption from Mandatory English Courses (ENG 121-122) offered by the Department of Foreign Languages for students in English-medium programs

CUPS Proficiency Exam	TOEFL IBT ¹ (highest score: 120)	PTE Academic ² (highest score: 90)	CAE ³ (highest score: A/210)	CPE ³ (highest score: A/230)	ENG 121 Passing Grade	ENG 122 Passing Grade
91-100	95 and above	76 and above	Grade B (191-200)	Grade C (200-210)	AA	AA
86-90	91-95	73-75	Grade C (186-190)		BA	BA
80-85	86-90	70-72	Grade C (180-185)		BB	BB
75-79	80-85	65-69			CB	CB

Table 3: Equivalency Table for Exemption from Mandatory English Courses (YBD 109 / ENG 109-110, YBD 209 / ENG 209-210 / ING 101, ING 102) Offered by the Department of Foreign Languages for Students in Turkish-Medium Programs

Exemption Exam Grade	YBD 109 ENG 109-110 ING 101 Passing Grade	YBD 209 ENG 209-210 ING 102 Passing Grade
91-100	Exemption Exam Grade* (AA)**	Exemption Exam Grade (AA)
86-90	Exemption Exam Grade (AA)	Exemption Exam Grade (BA)
80-85	Exemption Exam Grade (BA)	Exemption Exam Grade (BB)
70-79	Exemption Exam Grade (BB)	

Notes:

* Exemption Exam scores apply to Faculty of Law students.

** Letter grades apply to students from the Vocational School of Justice (AMYO) and the Department of Public Relations and Advertising.

For the courses shown in Table 3, students who present valid documentation showing scores from internationally recognized exams accepted by the University (TOEFL iBT, PTE, CAE, CPE) will have their exemption and achievement status evaluated by the Modern Languages Unit in accordance with the CEFR and ÖSYM foreign language exam equivalency table.

Footnotes:

¹ TOEFL iBT (Internet-Based Test): The CEFR (Common European Framework of Reference) equivalents for TOEFL iBT exam scores are indicated in the table below.

For source, see: <https://www.ets.org/toefl/score-users/scores-admissions/compare>

CEFR Level	TOEFL Score (0-120)
C1 and above	95 and above
B2	72
B1	42
A2	N/A

² PTE Academic (Pearson Test of English Academic): The CEFR (Common European Framework of Reference) equivalents for PTE Academic exam scores are indicated in the table below. For source, see:

https://www.pearson.com.hk/en_GB/qualifications/pte/pte-general/test-information.html

CEFR Level	PTE Score (0-90)
C1 and above	76 and above
B2	59
B1	43
A2	30

³ CAE (Cambridge Advanced English) / CPE (Cambridge Proficiency in English): The CEFR (Common European Framework of Reference) equivalents for Cambridge Language Exams (CAE, CPE) scores are indicated in the table below. For source, see: <https://www.cambridgeenglish.org/exams-and-tests/cambridge-english-scale/>

CEFR Level	CAE Score (180-210)	CPE Score (200-230)
C1	191-200 (Grade B)	200-210 (Grade C)
B2	180-190 (Grade C)	
B1		
A2		

Abbreviations:

- **TOEFL:** Test of English as a Foreign Language (Institution: ETS)
- **PTE:** Pearson Test of English Academic (Institution: Pearson)
- **CAE:** Cambridge Certificate in Advanced English (Institution: Cambridge)
- **CPE:** Certificate of Proficiency in English (Institution: Cambridge)

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