# (Senate Resolution dated 05.07.2018 no. 07)

**ATILIM UNIVERSITY**

**SCHOOL OF FOREIGN LANGUAGES**

**DEPARTMENT OF BASIC ENGLISH**

**DIRECTIVE ON EXEMPTION BASED ON LEVEL SUCCESS**

**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1** - (1) The purpose of this Directive is to regulate the principles of exemption on the basis of the “Level Grade Point Average” from the Proficiency Test performed under the Department of Basic English at Atılım University School of Foreign Languages.

# Scope

**ARTICLE 2** - (1) This Directive covers the associate, undergraduate and graduate degree program students of Atılım University at the School of Foreign Languages Department of Basic English.

# Basis

**ARTICLE 3** - (1) The provisions of “Atılım University School of Foreign Languages Education and Examination Regulations” published in the Official Gazette dated January 12, 2017, no. 29946, and entered into effect, constitutes the basis for this directive.

# Definitions

**ARTICLE 4 -** The definitions for this Directive are:

a) Unit: The Directorate of Atılım University School of Foreign Languages,

b) University: Atılım University,

c) President: The President of Atılım University;

ç) Senate: The Atılım University Senate;

d) Executive Board: The Atılım University School of Foreign Languages executive board.

# SECTION TWO

**Exemption transactions and evaluation**

**Exemption based on grade point averages**

**ARTICLE 5** - (1) Students may choose to be exempted from the English Proficiency Exam if they have scored a CGPA out of the four levels at which they studied throughout the academic year (September-June) of at least 75 and passed their levels with the score of at least 70.

1. Exemption transactions for the proficiency exam are performed as per the provisions of Atılım University School of Foreign Languages Education and Examination Regulations.
2. For exemption transactions regarding the students starting with the levels Pro, A or B at the beginning of the Academic Year, the average of the levels studied until the Proficiency Test is taken into account. If students are unable to achieve exemption due to their averages and fail their Proficiency test, the average of the levels until the next Proficiency Exam shall be taken into account.
3. For students starting with Level C as their first level at the beginning of the Academic Year, the average of the last four levels until the Proficiency Exam at the end of the year is taken into account. These levels are, respectively, C, B, A and PRO.

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| **LEVELS AT THE DEPARTMENT OF BASIC ENGLISH** (Compulsory levels with respect to initial levels) |
| **LEVEL 1****(September – November)** | **LEVEL 2****(November - January)** | **Mid-Year Proficiency Exam (January)** |  **LEVEL 1 (January - March)** | **LEVEL 2 (April - June)** | **End-of-the-Year Proficiency Exam****(June)** |
| D | C | **Ineligible for the Exam** | B | A | Exemption (Average of Four Semesters) or Examination |
| C | B | **Ineligible for the Exam** | A | PREFAC\* | Exemption (Average of Four Semesters) or Examination |
| B\*\*\* | A | Exemption (Average of the First Two Semesters) or Examination | PREFAC\* | PREFAC\* | Exemption (Average of the Last Two Semesters) or Examination |
| A\*\*\* | PREFAC\* | Exemption (Average of the First Two Semesters) or Examination | PREFAC\* | PREFAC\* | Exemption (Average of the Last Two Semesters) or Examination |
| PREFAC\* | PREFAC\* | Exemption (Average of the First Two Semesters) or Examination | PREFAC\* | PREFAC\* | Exemption (Average of the Last Two Semesters) or Examination |

**(5)** For students starting with Level D as their first level at the beginning of the academic year, the average of the last four levels until the Proficiency Exam at the end of the year is taken into account. These levels are, respectively, D, C, B and A.

1. Students failing in any of their levels may not exercise the exemption right since they shall also fail to meet the condition of uninterrupted success.
2. Exemption transactions are performed on the basis of the levels to be taken by students in the next academic year. Exemption due to a GPA of 75 is not applicable for the summer school. The compulsory levels to be taken in order to gain eligibility and/or exemption with a GPA of 75 at the Department of Basic Languages are given in Table 1.

# Table 1 - Level Chart for the Department of Basic English

- Students are required to complete Level A to be eligible to take the proficiency test.

- Exemption due to a GPA of 75 covers all compulsory levels to be studied until the Proficiency exam (January or June).

- Students for whom exemption due to a GPA of 75 is not applicable are to take the Proficiency exam.

\* The PREFAC level is subject to the rules for education.

\*\* This indicates the students unsuccessful in the proficiency exam of the previous academic year, and the PREFAC level is subject to the rules for education.

\*\*\* If students do not take the proficiency exam in January, the average of four semesters are taken into account for exemption.

# Announcing the results

**ARTICLE 6 - (1)** Students exempted from the proficiency exam as per their GPA are announced on the web site of the relevant department.

# Renouncing the right for exemption as per student GPA

**ARTICLE 7 - (1)** Students wishing to take the proficiency exam even though they have the right to be exempted from it due to the GPA from their levels may do so by submitting a letter. In this case, the proficiency exam results of these students are taken into account.

# SECTION THREE

**Miscellaneous and Final Provisions**

**Cases not included in the Directive**

**ARTICLE 8 - (1)** The provisions of the relevant legislation applies for cases not included in this Directive.

# Effective Date

**ARTICLE 9 -** (1) This Directive shall take effect after its approval by the Senate.

# Execution

**ARTICLE 10 -** (1) This Directive is executed by the President of Atılım University.