

**REPUBLIC OF TÜRKİYE**  
**LOKMAN HEKİM UNIVERSITY**  
**GUIDELINES ON THE FOREIGN LANGUAGE EDUCATION**  
*(Revised at the meeting of the Senate of Lokman Hekim University on 24 September 2021)*

**PART ONE**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1–** (1) This guideline specifies the rules and procedures in order to ensure that the student develops his/her language level in European language portfolio equivalent to B1 at the end of undergraduate education without preparatory class in Lokman Hekim University.

**Scope**

**Article 2–** (1) This guideline includes the provisions concerning English courses of faculty and higher education programs conducted by Lokman Hekim University Foreign Language Coordination unit.

**Basis**

**Article 3 –** (1) This Guideline is based on Higher Education Law no 2547 dated 4.11.1981 Articles 5, 14, 44 and 49; Regulation on Rules and Procedures to be Complied in Foreign Language Education Provided by Higher Education Institutions published by Official Gazette dated 4.12.2008 no 27074 and Senate decision adopted for Associate Degree and Undergraduate Education in Lokman Hekim University dated 18.06.2018.

**Definitions**

**Article 4 –** (1) The following terms shall have the following meanings in this guideline;

- a) Mid-term exam shall mean the quiz which measures the foreign language class achievement which is made at least once in each semester,
- b) Make-up exam shall mean the exam where the student is unsuccessful at the end of semester or in order to increase his/her average score,
- c) Level identification and exemption exam shall mean for students enrolled for the first time to higher education programs, the exam made in order to identify the education level or whether the student is qualified to be exempted from foreign language classes under Article 5 (i) of Law no 2547,
- ç) Make-up exam shall mean the quiz which is made for students who could not take the mid-term quiz as a result of an excuse accepted by the relevant faculty/university committees,
- d) Senate shall mean Lokman Hekim University Senate,
- e) Basic foreign language courses shall mean the foreign language courses under Article 5 (i) of Law no 2547 dated 4.11.1981,
- f) University shall mean the Lokman Hekim University,
- g) Semester end exam shall mean the quiz made at the end of each semester to measure the achievement level of foreign languages,
- ğ) Summer school shall mean the summer education other than semesters in autumn and spring,
- h) YDEK shall mean Lokman Hekim University Foreign Languages Education Coordinator,
- i) Board shall mean the Administrative Committee of Lokman Hekim University.

## **PART TWO**

### **Principles for Foreign Language Courses**

#### **Academic calendar**

**Article 5** – (1) The foreign language courses enrollment, education events as well as exam duration and dates provided by the faculty/high school are determined in line with the Board proposal and Senate approval each year.

#### **Level identification and exemption exam**

**Article 6** – (1) Lokman Hekim University provides education in three foreign language level. These levels correspond to A1, A2 and B1 in European language portfolio.

(2) According to the students' points in level identification quiz and exemption quiz the foreign language course levels are identified. Point range and corresponding courses are identified by YDEK in the beginning of each educational period and is implemented following the approval of Senate.

#### **Course planning**

**Article 7** – (1) The faculty/high school foreign language courses included in the programs are provided as formal education based on semesters. Course planning is made by YDEK. Courses can be provided in weekend.

(2) Such courses are commonly implemented and they can be opened at any time in any level. University Board decides whether any course is to be opened by considering the number of students.

#### **Pre-conditions**

**Article 8** – (1) The students may not take any course from an upper level unless they get a sufficient point in level identification and exemption quiz or succeed all the courses corresponding to the course (assessment) system.

(2) In case the students are unsuccessful although they receive the course corresponding to the course (assessment) system for the second time, then another opportunity is granted to them without compulsory attendance to take level identification or exemption exams at the semesters and/or year end.

**(3) *This paragraph is abolished (Senate-24.09.2021/2021/112)***

(4) (cumulative sentence: Senate-13.4.2021/2021/55) In the courses of Professional English I and II in our faculties, the students should complete Professional English-I courses successfully as a prerequisite for 'Professional English II'. In case any student is in the graduation status and has failed, a right to additional exam shall be granted in Fall and Spring periods.

#### **Exams and assessments**

**Article 9** – (1) Level identification and exemption quiz is conducted by YDEK at least once in a year in every beginning of the educational year. However, in case the Senate considers appropriate, a separate level identification and exemption quiz may be made.

(2) Foreign language courses and the point range concerning the semester, excuse and semester end exam assessments is made according to the provisions of Associate Degree and Undergraduate Education Regulation. Course assessment criteria are provided to the student in each academic year beginning as a curriculum.

(3) Students who get 75 and over points in level identification exemption quizzes shall be deemed to be exempted from basic foreign language courses and his/her point is entered to the Student Information system.

(4) Students who successfully complete the preparatory education of another university shall also take level identification and exemption exam and their level is identified according to their points.

Students who got point from a foreign language exam which is internationally recognized shall deliver their exam certificates to YDEK 15 days prior to level identification and exemption quizzes and their level is determined by YDEK. In case the student provides an exam certificate which is accepted in YÖK equivalency table, such documents are evaluated by YDEK by considering the equivalency table. YDEK announces the application results 7 days prior to level identification and exemption quizzes. Students whose level are over A1 shall be deemed to be exempted from basic foreign language courses and their point is entered to the Student Information system.

(5) (cumulative sentence: Senate-8.9.2020/2020/110) Students whom successfully complete the basic English courses included in associate degree program of another university or those who have successfully passed any exemption quiz shall be exempted from basic foreign courses provided that they certify their status (by transcript, certificate of achievement etc.

### **PART THREE**

#### **Miscellaneous and final provisions\***

##### **Situations for which there are no provisions**

**Article 10** – (1) Provisions of Regulation on Rules and Procedures for High Education Institutes Providing Foreign Language Education and Regulation on Lokman Hekim University Associate Degree and Undergraduate Education are applied for situations not covered with provisions in this guideline.

##### **Enforcement**

**Article 11** – (1) This Guideline shall enter into force on the date adopted by Senate.

##### **Execution**

**Article 12** – (1) Provisions of this guideline shall be executed by the University Rector.

##### **\*Transitional Article:**

For 2018-2019 Educational term, the exams which are accepted in YÖK equivalency table shall not be required from the student.