

KADİR HAS UNIVERSITY
DIRECTIVE ON SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM

Purpose

ARTICLE 1- This directive is intended to set forth the procedures and principles concerning the English Preparatory Program carried out by the School of Foreign Languages at Kadir Has University.

Scope

ARTICLE 2- (Amended: Senate Decision: 22/08/2024 - 2024/10) This directive covers the provisions related to the implementation of the English Preparatory Program conducted by the Department of Foreign Languages of the School of Foreign Languages at Kadir Has University. In matters not covered by this directive, the relevant regulations and directives of Kadir Has University shall apply. For disciplinary matters, Article 54 of Law No. 2547 is applicable.

Basis

ARTICLE 3- This directive has been prepared in accordance with Articles 44 and 49 of the Higher Education Law No. 2547, the Regulation on Foreign Language Education and Instruction and Principles to be Followed in Foreign Language Instruction in Higher Education Institutions, the Regulation on Joint Education Programs of Higher Education Institutions with Overseas Higher Education Institutions, and the relevant legislation of Kadir Has University.

Definitions

ARTICLE 4- In this directive:

- a) University: Refers to Kadir Has University,
- b) Board of Trustees: Refers to the Board of Trustees of Kadir Has University,
- c) University Administrative Board: Refers to the Administrative Board of Kadir Has University,
- d) Senate: Refers to the Senate of Kadir Has University,
- e) School of Foreign Languages: Refers to the School of Foreign Languages of Kadir Has University,
- f) English Preparatory Program: Refers to the one-academic-year English Preparatory Program conducted by the Department of Foreign Languages of the School of Foreign Languages at Kadir Has University,
- g) KHAS-STYS: Refers to the Kadir Has University English Placement and Proficiency Exam.
- h) KHAS-PET: **(Amended: Senate Decision: 17/10/2024 - 2024/12)** Kadir Has University English Proficiency Exam.

KHAS English Placement Exam and Proficiency Exam

Article 5

1. **(Amended: Senate Decision: 19/06/2025 - 2025/06)** The KHAS English Placement Exam (STS) evaluates grammar and vocabulary skills, while the Proficiency Exam (PET) assesses reading, listening, and writing skills. The Placement Exam is held four times a year: at the beginning of the academic year, at the end of each semester, and at the end of the Summer School.
2. **(Amended: Senate Decision: 17/10/2024 - 2024/12)** The dates for the Placement and Proficiency Exams are announced on the website of the School of Foreign Languages and in the undergraduate academic calendar. Students are required to adhere to the rules announced by the School of Foreign Languages when taking these exams.
3. **(Amended: Senate Decision: 17/10/2024 - 2024/12)** All newly admitted students at Kadir Has University must take the English Placement Exam (STS).
4. **(Amended: Senate Decision: 17/10/2024 - 2024/12)** Students who achieve the minimum required score in the Placement Exam are eligible to take the Proficiency Exam. Those scoring at least 60 out of 100 in the Proficiency Exam are admitted to their undergraduate programmes. Students who pass the Proficiency Exam are notified of their grades in letter form, as shown in Table 1.

KHAS-STYS Second Stage Letter Grade	Score Range
A+	95-100
A	90-94
B	80-89
C	70-79
D	60-69
F	59 and below

Table 1: KHAS-STYS Second Stage Exam Results and Letter Grade Equivalents

5. **(Amended: Senate Decision: 17/10/2024 - 2024/12)** The results of the Placement and Proficiency Exams are valid for two years from the date of the examination.
6. All the above provisions also apply to students transferring to undergraduate programmes where the medium of instruction is fully or partially in English.
7. **(Amended: Senate Decision: 17/10/2024 - 2024/12)** Make-up exams are not held for the Placement and Proficiency Exams.

International Exams and Exemption Rules

Article 6

(1) (Amended: Senate Decision: 12/03/2026 - 2026/04) In order for a student to be exempt from the Proficiency Exam, they are expected to achieve the specified minimum score on one of the international language exams listed in Table 2 and recognized as valid by the Kadir Has University Senate. To apply for an exemption, the student must submit the relevant exam result certificate to the Directorate of the School of Foreign Languages.

TOEFL IBT	Cambridge C2 Proficiency Exam	Cambridge C1 Advanced Exam	PTE-Akademik	Cambridge Linguaskill	Oxford Test of English	Oxford Test of English Advanced	E-TEP
4	C	C	59	160	111	111	74

Table 2: Valid Minimum Scores of International Exams

(2) (Amended: Senate Decision – 12/03/2026 – 2026/04) International foreign language exams taken in Turkey are accepted only for exam sessions held in buildings belonging to state universities. International foreign language exams taken abroad are accepted only for exam sessions conducted at official exam centers authorized by the relevant exam organization, where the exam location and date are clearly stated on the result certificate and the results are verifiable.

The specific conditions regarding the exams are as follows:

General rules for all exams:

- It is mandatory that the result certificates for all international foreign language exams listed in this table be verifiable by the relevant exam organization. Result certificates that cannot be verified or do not include information regarding the exam location and/or date will not be accepted.
- International foreign language exams taken in Turkey are accepted only for exam sessions conducted in buildings belonging to state universities.
- International foreign language exams taken abroad are accepted only for exam sessions conducted at official exam centers authorized by the relevant exam organization, where the exam location and date are clearly stated on the result certificate and the certificate is verifiable.
- The validity period of exam results is limited to the duration specified by the relevant exam administration and indicated on the verifiable result certificate. For exams where the validity period is not specified on the result certificate, the validity period of the results is considered to be a maximum of 5 years.

TOEFL iBT – Special Conditions:

- Scores provided through the MyBest Scores app are not accepted.
- Home Edition test scores are not accepted.

- As of January 21, 2026, only scores obtained under the new TOEFL iBT testing system will be accepted; scores from the previous TOEFL iBT testing system will not be included in the score table.

- For the old TOEFL iBT testing system taken prior to January 21, 2026, the minimum total score accepted is 72.

Cambridge Linguaskill (General) – Special Conditions:

- The test must be taken in the “Full Test (All Modules)” format.

- Only the Linguaskill General module is accepted; other modules (Business, etc.) are not accepted.

Oxford Test of English – Special Conditions:

- For the Oxford Test of English and Oxford Test of English Advanced exams, only test results where all modules were completed in the same session are accepted.

(3) Students enrolled in the English Preparatory Programme who submit valid scores from one of the Senate-recognised international language exams may begin their undergraduate studies at the start of the following academic year.

Principles for Education and Teaching in the English Preparatory Programme, Programme Duration, and Placement

Article 7

1. **(Amended: Senate Decision-22/08/2024-2024/10)** The maximum duration of study in the English Preparatory Programme is two years.
2. **(Amended: Senate Decision: 17/10/2024-2024/12)** Students who fail to meet the threshold score set by the School of Foreign Languages in the Placement Exam are placed in the English Preparatory Programme based on their exam results.
3. **(Amended: Senate Decision: 17/10/2024-2024/12)** Students who do not achieve a score of 60 or above in the Proficiency Exam are placed in the English Preparatory Programme according to their scores in the Placement and Proficiency Exams.
4. Students who fail to complete the English Preparatory Programme within two years will have their enrolment at the University terminated.
5. **(Amended: Senate Decision: 17/10/2024-2024/12)** According to Article 44/c of the Higher Education Law No. 2547, students in the English Preparatory Programme who fulfil attendance requirements but fail exams are allowed to take the KHAS Proficiency Exam up to three times within the following three years. Students must apply to the Directorate of the School of Foreign Languages during the application period announced in the academic calendar. Those who pass these exams or present valid international exam results accepted by the Senate during this period will have their

enrolment reactivated and may continue their undergraduate education from where they left off. The time allocated for these exams is not included in the total duration of education, and students are not entitled to student rights during this period.

6. **(Amended: Senate Decision: 17/10/2024-2024/12)** Students enrolled in the English Preparatory Programme during their first year who fail in the Fall and Spring semesters may take all Proficiency Exams conducted in their second year. Students must apply to the Directorate of the School of Foreign Languages within the application period announced in the academic calendar to participate in these exams.

Level Courses

Article 8

1. **(Amended: Senate Decision-19/06/2025-2025/06)** The English Preparatory Programme consists of level courses ranging from Elementary (Track Intro), Pre-Intermediate (Track 1), Intermediate (Track 2), Upper-Intermediate (Track 3), Advanced (Track 4). The levels and groups offered during the Fall, Spring, and Summer terms are determined by the School of Foreign Languages Board and announced at the beginning of the academic year.
2. The weekly course hours, conditions for success in level courses, and other related principles are determined and announced by the School of Foreign Languages at the start of each academic year.
3. **(Amended: Senate Decision-22/08/2024-2024/10)** Students are required to complete assignments, projects, presentations, and other activities for each level and to take the exams held throughout the semester. The completion of assignments, projects, and attendance may be set as conditions for eligibility to take the exams. These conditions are announced to students at the beginning of the academic year.
4. **(Amended: Senate Decision: 19/06/2025-2025/06)** Students enrolled in Pre-Intermediate, Intermediate, and Advanced levels during the Fall and Spring semesters who meet the specific conditions for proficiency may take the KHAS English Proficiency Exam at the end of the relevant semester. Students who are enrolled in the preparatory programme during both the Fall and Spring semesters of their first academic year but fail to successfully complete the programme are entitled to take all Proficiency Exams held during their second academic year.
5. **(Amended: Senate Decision: 19/06/2025-2025/06)** Students enrolled Upper-Intermediate, and Advanced level courses in the Fall and Spring semesters who meet the specific threshold scores are exempt from the Proficiency Exam and may commence their undergraduate programmes in the following semester.
6. **(Amended: Senate Decision-22/08/2024-2024/10)** Students who fail to complete the English Preparatory Programme successfully by the end of the Spring semester may register for courses offered in the Summer term if they meet the necessary conditions.

Attendance Requirements, Exams, and Appeals Against Exam Results

Attendance Requirements

Article 9

1. The attendance requirements for Preparatory Programme courses are determined by the School of Foreign Languages and announced to students at the beginning of each academic year.

Exams

Article 10

1. Students must take the midterm(s) and final exams conducted for each course.
2. Exams may be written, oral, or practical.
3. Details regarding the exams students are responsible for at each level are determined and announced by the School of Foreign Languages at the start of each academic year.
4. **(Amended: Senate Decision-19/06/2025-2025/06)** Students unable to attend midterm or final exams due to valid excuses must submit their documented excuses to the Directorate of the School of Foreign Languages within three working days following the end of the excuse period. The validity of such excuses is determined by the School of Foreign Languages. Students with valid excuses may take a make-up exam on a date set by the School of Foreign Languages. Make-up exams are not mandatory except for mid-term and final examinations. If no make-up exam is held, the missed assessment is excluded from the overall grade calculation, and the grade is adjusted proportionally out of 100.

Appeals Against Exam Results

Article 11

1. Appeals regarding exam results may be submitted to the Directorate of the School of Foreign Languages within three working days following the announcement of the results. Appeals are limited to clerical errors and are reviewed by a committee formed by the Directorate. Results are communicated to the student within seven working days. Exam papers are retained for two years.
2. Clerical errors refer to non-evaluative mistakes in exam documents. Apart from such errors, no re-evaluation or further review of announced exam results is conducted.

Enforcement

Article 12 - This Directive repeals the Foreign Languages Preparatory Programme Directive dated 24 June 2020 and enters into force as of the Senate's approval on 17 January 2023.

Execution

Article 13 - This Directive is enforced by the Rector of Kadir Has University.