

ISTANBUL TECHNICAL UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

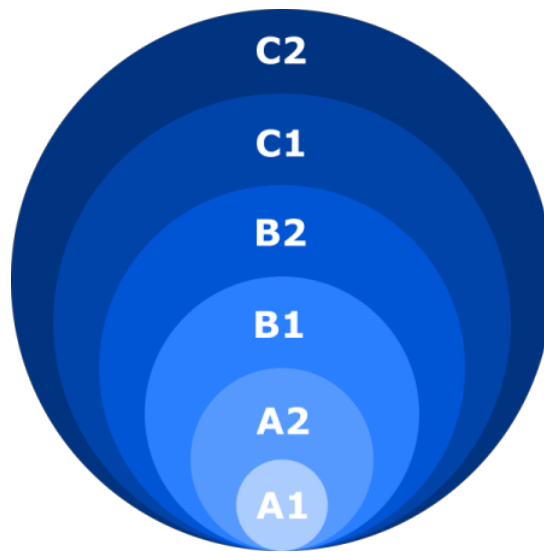
ELECTIVE LANGUAGES PROGRAM RULES AND REGULATIONS

All the students registered in Elective Languages courses are to abide by the rules established by the School of Foreign Languages below:

• Elective Languages Program (ELP) Courses and General Rules

- Registration for courses is done through the automation system.
- Instructors do not sign any registration-related petitions/forms and/or increase the course capacity.
- On registration days, students who have a course plan will be able to select any of these courses from the system first.
- Guest student status outside of the quota is only granted to master's and doctoral students.
- There are no prerequisites for course selection.
- Elective Foreign Language Courses taught in undergraduate program curricula have been added to the **ITB group as 3 credits** starting from the spring semester of the 2018-2019 academic year, in accordance with the University Senate decision dated 29 November 2018 and numbered 689.
- **If these courses are taken, they will be recorded on the transcript along with the letter grades received at the end of the semester, and will also affect the graduation credit and grade point average (GPA).**
- Our classes are held once a week for 4 hours. (14 x 4 = 56 hours)
- There is a **70% attendance requirement** for each course in the Elective Languages Program. **Students are not allowed to miss more than 16 (SIXTEEN) hours of class. Students who are marked as absent more than 16 hours and fail to attend classes for three consecutive weeks without notice are graded VF.**
- **The 101 beginner course is aimed at those who have no knowledge of the language. It is strongly recommended that those taking the course for the first time choose this course.**

- **Common European Framework of Reference for Languages (CEFR) and ITU (ELP) Course/Level Equivalents**



	CEFR	ITU
Basic User	A1	101 / 102
	A2	201 / 202
Independent User	B1	301 / 302
	B2	-
Proficient User	C1 / C2	-

• Elective Languages Program (ELP) Success Assessment Criteria

- There are two exams per term: one midterm and one final exam.*
- *Depending on the selected course, short tests, assignments, projects, etc. may also be included in the assessment of achievement.
- **Midterm and final exams for all courses (online/face-to-face) are conducted face-to-face.**
- The midterm exam for all courses is held during **the week announced** at the beginning of the relevant semester.
- The final exam for all courses is held during **the last week of the relevant term.**
- Students must take the exams at the time and date announced by the ELP.
- Students who are unable to attend the midterm and/or final exams may apply for a make-up exam by submitting their reasons and, if applicable, medical reports to their faculties. Students are responsible for following announcements regarding make-up exams. There is no make-up for the make-up exams.
- **Students who do not meet the attendance requirement (below 70%) cannot take the final exam, cannot apply for a make-up exam, and will be graded VF.**
- Students who do not take the final exam and do not apply for a make-up exam will be considered to have failed.
- Students who meet the continuation criteria and have an average score of 50 or above are considered successful.

The letter grade and point range table to be used in the assessment of success is as follows :

HARF NOTU	PUAN ARA LIĞI
AA	96-100
BA+	91-95
BA	86-90
BB+	81-85
BB	76-80
CB+	72-75
CB	69-71
CC+	65-68
CC	62-64
DC+	59-61
DC	56-58
DD+	53-55
DD	50-52
FF	≤ 49
VF	0

- **Communication**

The department's official communication channels with students are as follows:

- **Ninova**

Important announcements, attendance records, assignments, documents, and materials related to each course are shared via the Ninova application. Students should regularly follow the class they are enrolled in to ensure they do not miss any important information.

- **ITU YDY webpage** : <https://ydy.itu.edu.tr/programlar/secmeli-diller/secmeli-diller-hakkinda>

Students can find information about the courses, instructors, rules and regulations, and announcements at this address. Please check also the FAQ. <https://ydy.itu.edu.tr/en/faq/elective-languages>

- **ITU webmail**

Students must check their ITU mail accounts regularly so as not to miss any important information.

