**Principles Regarding the French Preparatory Program:**

Financial Records are completed between the dates specified in Yeditepe University Academic Calendar.

A student who completes his / her financial registration, will come to the French Preparatory Program Coordinator (Faculty of Law and Faculty of Economics and Administrative Sciences Building, 5th Floor Office 512) and fill in the ‘Student Identification Form’ prepared for new students.

The student marks whether '' I speak French '' or '' I do not speak French ''.

For students who do not speak French, the date of the start of the French Preparatory Program is announced.

For students who speak French, the date, time and place of the French Proficiency Exam will be announced

The list of books used in the French Preparatory Program and the weekly curriculum are distributed by the French Preparatory Program Coordinator who enters the first course at the beginning of each semester.

Students can access all their information by entering their password into the French Preparatory Program online system.

French Preparatory Program consists of fall and spring semesters.

**French Preparatory Programs Teaching Groups:**

**Group A** (Levels A1 - A2 of the Common European Framework of Reference for Languages) The duration of the level is one semester (30 hours per week) and the student who succeeds in Group A continues to the upper group (Group B). In case of failure, they repeat their education in the same teaching group.

**Group B** (Levels B2 - B2 of the Common European Framework of Reference for Languages) The duration of this level is one semester (30 hours per week) and the student who is successful at the end of this period is entitled to pass to the department. Otherwise, they repeat their education in the same teaching group.

Attendance is compulsory:

Attendance in French Preparatory Program is **obligatory**. If there is absenteeism that **exceeds 20% of the teaching period on an hourly basis, the student loses his / her right to take the Final Exam and repeats the group he / she was taking.**

Short Term Exams, Mid Term Examinations and Make-Up Examinations:

Each semester there will be a number of quizzes and one (1) Midterm Exam approved by the French Preparatory Program Coordinator.

Final Exam and the Success Grade:

At the end of each semester, a Final Exam is held for each teaching group.

To pass the course:

a) The student must get at least 60 out of 100 from the final exam and

b) The success grade must be at least 60 points.

**Success Grade: 10% of the quiz grades, 30% of the midterm exam grades and 60% of the final exam grade are collected.**

The objection period to the final exam is seven workdays from the announcement of the results.

End of Semester Make-up Exams:

Students who fulfill the attendance requirement and

a) whose success grades are between 50-59 even though they have received at least 60 out of 100 in the Final Exam  are given the right to a make-up exam. Students who score 59 or lower on this exam are considered unsuccessful and must repeat the teaching group.

b) students have received between 50-59 out of 100 in the Final Exam but have a success grade of 60 or higher are given the right to a make-up exam.

c) Students who received 49 or lower do not have the right to take the make-up exam.

Additional Exams and transition to Turkish medium Programs:

Students who cannot successfully complete the French Preparatory Program at the end of the two academic years (4 semesters), can freeze their registration free of charge and take the French Proficiency exam at the beginning of the next academic year or they can may continue their education in same level provided that they pay their education fees.

These students also have the right to take the French Proficiency exam, which is held at the beginning of the academic year. Students may take the French Proficiency Exam given at the beginning of the academic year, regardless of which teaching group.

If the students who fail to attend the preparatory class apply to an equivalent Turkish program, they will be placed by the Center for Measurement, Selection and Placement (ÖSYM). If there is no equivalent program in, placement to a close program is done by the Center for Measurement, Selection and Placement (ÖSYM).