"Dear Students,

Exemption applications for ENG101/ENG102 courses will be processed according to the following instructions under the exemption policy. Exemption applications will cover both terms, and those who are approved will be exempt from both terms of the course.

**Exemption applications for a single term will not be accepted.**

**Exemption procedures will be carried out in two ways:**

**1- Exemption Procedures for Students Who Have Completed the Preparatory School**

a) Undergraduate students who have successfully completed the mandatory preparatory school can be exempt from the courses ENG 101 and ENG 102 based on their scores in the English Proficiency Exam, with the following grade equivalents:

* 90-100: AA
* 85-89: BA
* 80-84: BB
* 70-79: CB

b) Students who score 70 or above on the proficiency exam should apply through the provided link, read the necessary explanations, and follow the steps accordingly.

c) Students who do not apply through the system will not have their exemption procedures processed.

d) Documents to be uploaded during the application through the system:

* Transcript document
* Signed petition

**2- Exemption Procedures for Students Who Have Not Completed the Preparatory School**

a) Students who have not completed the preparatory school but have taken one of the following exams and meet the necessary grade requirements can be exempt from ENG 101/102 courses. The validity period for external exam documents is 2 years for TOEFL and 5 years for YDS.

**TOEFL HOME EDITION is not accepted.**

|  |  |  |
| --- | --- | --- |
| **TOEFL-IBT** | **YDS/YÖK DİL** | **LETTER GRADE**  |
| 120-108 | 100-90 | AA |
| 102-107 | 85-89 | BA |
| 96-101 | 80-84 | BB |
| 84-95 | 70-79 | CB |
| 72-83 | 60-69 | CC |

|  |  |
| --- | --- |
| **CAE** | **YDS/e-YDS/ YÖK DİL** |
| A | 100 |
| B | 90 |
| C | 80 |

|  |  |
| --- | --- |
| **CPE** | **YDS/e-YDS/YÖK DİL** |
| A | 100 |
| B | 90 |
| C | 80 |

|  |  |
| --- | --- |
| **PTE AKADEMİK** | **YDS/e-YDS/YÖK DİL** |
| 90 | 100 |
| 87 | 95 |
| 84 | 90 |
| 81 | 85 |
| 78 | 80 |
| 75 | 75 |
| 71 | 70 |

**"IMPORTANT NOTES!**

**ATTENTION!**

**1-** After the student submits the exemption application through the link provided below, once the exemption is approved, it will not be canceled or reversed for the courses.

**2-** If an exemption application has been submitted and the courses have been selected during the registration period before the exemption approval status is announced, approved students must drop the course.

**3-** The link below is the exemption registration form link. Please make sure that your school email address is active on your device to access the link. Read the necessary explanations at the beginning of the exemption registration form carefully. If you have passed this course, you cannot be exempted.

**4-** Students who have completed the preparatory school at our school must upload their preparatory school proficiency exam result documents to the section indicated in the link to be exempt from this course. External result documents will not be accepted.

**5-** Students who wish to be exempted based on external or internal exam results should also upload a signed exemption request letter stating their intention to be exempt from the courses, with the heading 'To the Department of Common Courses at Our School,' in addition to their exam result documents.

**6-** You are responsible for the accuracy of the information you enter on the form; make sure you fill in the information completely.

**7-** The deadline for exemption applications is Tuesday, 3rd of October, 2023."

The attachments you need to upload to the exam application form are as follows:

1. Transcript
2. Original exam score certificate
3. Signed Petition attachment

HERE IS THE LINK FOR EXEMPTION REGISTRATION

[Microsoft Forms](https://forms.office.com/Pages/ResponsePage.aspx?id=bKpFMJcAB0q2-_dlF2IcGRwdeS7HRaRIq3vnphnRlTFUMjFTOUQ1UEhYVE5PVFdORzFMMEIwUkFONy4u)