



**BEYKOZ UNIVERSITY
ENGLISH PREPARATORY PROGRAM
STUDENT HANDBOOK
2020-2021**

Dear Students,

On behalf of our dynamic, open-minded and qualified teaching staff, I would like to welcome you to Beykoz University School of Foreign Languages (BEYKOZ-SFL).

BEYKOZ-SFL English Preparatory Program is designed to scaffold you to reach the proficiency level of English you will require in your future academic and business lives. However, as BEYKOZ-SFL academic staff, we will not only teach you English. Our purpose is to help you develop into creative, engaging, innovative individuals adding value to your communities through a thirst for learning and then into communicative people holding human rights, freedoms and universal values such as freedom of thought above all else with a keen awareness of the need to fulfill your potential for self-expression as well as your social responsibilities in addition to the ability to follow your prospective university department and / or program courses.

The most important key to success is to plan your school, private, and business lives ahead in detail. Do not miss the opportunities to take part in learning activities and projects that will ultimately lead you to success. Keep in mind that setting short and long-term goals paves the way for reaching these goals, and take your time to devise ways for that purpose on the way. Needless to say, it is important to set a course for acquiring these goals.

Plan your social life and the time you spend with your friends in detail, keeping it in mind that time is a precious tool. Whenever you spend time with your friends; try to improve your social skills such as self-expression and communication. After all, being a sociable person is bound to be an important asset for achieving success in your future career apart from your professional qualifications in the future.

Do not hesitate to be in close touch with your family. We encourage you to share your experiences at school, joys and problems with them. When faced with challenges, do not forget that your friends, families, teachers and the school administration are there to give a hand. So, why walk alone or fight them when you can accept their help? Let us all walk together and fight side by side. Remember that one needs to take part in the process in order to share the outcome.

You should read something different that broadens your horizon every day, and feel the need to have learned something new before the end of a day. Those that embrace change and constant development with open arms, feel more alive than the ones leading a life of still thoughts. Never fully give in to the strong currents of the river we call life- it might not always take you to a good place. Be in charge of your life and steer it to the direction your heart desires through your decisions and the steps you take firmly, consciously. Seek to be an individual that does not give in to fate, that does not take everything at face value, that does not give up. The modern world only favours those that dare to question, that use the scepticism required by the scientific method, studies, analyses and syntheses to reach the truth. Therefore, we expect you to love learning and support innovation but never fear making mistakes as you learn and what others may think of you while studying.

Being successful is only possible for those that realize their potential and put it to good use. Have faith in your potential and let that potential take hold of your heart and mind to be successful.

Wishing you a successful, healthy and nice education and business life,

Sincerely,

Pınar PAMUK

Beykoz University

Director of School of Foreign Languages

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Beykoz University School of Foreign Languages English Preparatory Program management and related boards have the authority to make any changes in laws, regulations and directives and to make changes in the principles stated in this Student Handbook, if necessary.

I. INTRODUCTION

We will be with you and assist you as you progress towards your English language learning goal, and help you improve your study habits and the awareness of being a university student during your education life at Beykoz University School of Foreign Languages, where you set sail to new horizons and take the most serious steps for your career. This booklet includes what you need to do in order to achieve academic success during the period you spend in the English Preparatory Program, from whom and how to get support whenever you need it and is prepared for you to while also acknowledging your rights, freedoms, responsibilities and limitations.

II. ABOUT THE UNIVERSITY

- ✓ Beykoz University was founded by the **Logistics Research and Education Foundation of Turkey (TURLEV)**. The foundation, starting from its organization aim, founded Beykoz Logistics Vocational School in 2008 and while Turkey Logistics Research and Education Foundation was proceeding the activities of vocational school, established Beykoz University on September 7, 2016. University Administration consists of (*see Table 1*),
 - Board of Trustees
 - Rectorate
 - Senate
 - Administrative Board
 - Disciplinary Board
 - General Secretariat
 - Student Council (for detailed information, see <https://akts.beykoz.edu.tr/>)

Ruhi Engin ÖZMEN	Chairman of Board of Trustees
Prof. Dr. Mehmet DURMAN	Rector
Prof. Dr. Baki AKSU	Vice Rector
Prof. Dr. Selahattin Kuru	Vice Rector Dean of Faculty of Engineering and Architecture Director of Institute of Graduate Programs (V.)
Prof. Dr. Baki AKSU	Dean of Faculty of Business and Administrative Sciences
Prof. Dr. Bengisu BAYRAK SHAHMIRI	Dean of Faculty of Art and Design
Prof. Dr. Pinar TINAZ	Dean of Faculty of Social Sciences
Prof. Dr. Gülten KAPTAN	Director of Vocational School
Assoc. Prof. Dr. Güray TEZER	Director of School of Civil Aviation
Assoc. Prof. Dr. Ezgi Uzel AYDINOCAK	Director of Beykoz Vocational School of Logistics
Pınar PAMUK	Director of School of Foreign Languages
M. Murat ŞENTÜRK	General Secretary

Table 1- University Board

- ✓ Main web site of the University is accessed by www.beykoz.edu.tr link. Contact Information

Telephone: +90 (216) 912 22 52

Fax: +90 (216) 413 95 20

E-Mail: bilgi@beykoz.edu.tr

Registered E-Mail (KEP): beykozedu@hs01.kep.tr

- ✓ In addition to graduate programs, there are 4 faculties, 2 schools and 2 vocational schools in the University.
- ✓ You can access the information for university departments and programs by clicking on the "Academic" link on the Beykoz University Main Web Page.
- ✓ You can view the English Preparatory Program Academic Calendar (see Picture 1) from the *Academic Calendar* link on the University's Main Website, which shows the dates for students' admissions and enrolment procedures, education, exams, and similar activities (see Picture 1). (For the English Preparatory Program Academic Calendar 2020-2021, see Appendix 1).

The screenshot shows the Beykoz University website's 'Akademik Takvim' (Academic Calendar) page. The page is titled 'Akademik Takvim' and features a sidebar with navigation links such as 'Öğrenci İşleri', 'Müdürlük Hakkında', 'Fakülte Sekreterlikleri', 'ÖİS', 'Öğrenci Mail Girişi', 'Ders Programı', 'Akademik Takvim', 'Diploma Sorgulama', 'Öğrenci İşleri Formlar', 'Ders Seçme İşlemleri', 'Staj Kazanımları', and 'Europass'. The main content area displays the 'Beykoz Üniversitesi 2020 - 2021 Eğitim - Öğretim Yılı Akademik Takvim'. Under the heading '2020 - 2021 Lisans ve Ön lisans Programları Akademik Takvimi', the '2020 - 2021 Yabancı Diller Yüksekokulu İngilizce Hazırlık Programı Akademik Takvimi' is highlighted with a red box. Below this, the 'Beykoz Üniversitesi 2019 - 2020 Eğitim - Öğretim Yılı Akademik Takvim' is listed with bullet points for '2019 - 2020 Lisans ve Ön lisans Programları Akademik Takvimi', '2019 - 2020 Yabancı Diller Yüksekokulu İngilizce Hazırlık Programı Akademik Takvimi', and '2019 - 2020 Lisansüstü Programlar Enstitüsü Akademik Takvim'. The page also includes a search bar, a navigation menu, and social media icons for Facebook, Twitter, LinkedIn, WhatsApp, and Email. A 'Terch Danışmanlığı' logo is visible in the bottom right corner.

Picture 1- Access to Academic Calendar

III. MISSION AND PRINCIPLES

MISSION:

The mission of Beykoz University School of Foreign Languages (BEYKOZ-SFL) is to provide its domestic and international students who are non-native speakers of English with a qualified and high quality English language education which meet the requirements to follow their university departments and/or programs and will help them to add value to their society through learning, make them creative, participative and innovative, enable them to respect human rights, freedom and universal values and be open to communication and develop their power of expression along with the sense of social responsibility. BEYKOZ-SFL carries out this mission with its Turkish and international teaching staff competent in developing foreign language knowledge and skills and with the opportunities it provides in in-class and online education.

PRINCIPLES:

While presenting sufficient English teaching opportunities that its students need, Beykoz-SFL aims to achieve the following goals;

- ❖ To include the students within a language learning process that puts student in the center,
- ❖ To ensure that the students are autonomous individuals who take responsibility in the language learning process in which they are involved, “learning how to learn”, have strong study skills and language learning strategies, can think critically in both group and individual studies,
- ❖ To contribute to the development of the interaction of reading, listening, writing, speaking language skills, grammar and vocabulary with different cultures, enabling the use of language, which is the most effective way of communication,
- ❖ To help students to be successful in university and business life and to present the students learning environments that will enable them to develop their communication techniques (written and verbal expression about themselves, other people and events, to easily understand what they read / listened to, to comment, to utilize technology in an efficient way in studying with groups, preparing projects, taking notes, discussions, debates, and presentations),
- ❖ To enable the students to access and use all kinds of written, oral, visual, auditory, online...etc. information sources that will contribute to their process of learning English,
- ❖ To provide academic and guidance support with experienced academic and administrative staff to increase students' academic achievement,
- ❖ To encourage students to take part in various projects that will contribute to their development as social individuals and enable them to understand that education is life itself,
- ❖ To ensure that students are individuals who teach and learn from society;
- ❖ To enrich the English curriculum with continuously developing and open to innovation programs via following the methodological and technological developments in the field of language learning by taking into consideration the comments and feedback received from the students, lecturers and other stake-holders.

IV. SCHOOL OF FOREIGN LANGUAGES (Beykoz-SFL) AND ENGLISH PREPARATORY PROGRAM (Beykoz-EPP) ORGANIZATION PLAN

The School of Foreign Languages (Beykoz-SFL), supports its students with three separate programs; *English Preparatory Program, Bachelor / Associate English Program and Modern Languages Program*, in order to develop foreign language knowledge and skills that students who have placed in Beykoz University bachelor, graduate and associate programs will need in their departments and business lives. (see Chart 1 and 2).

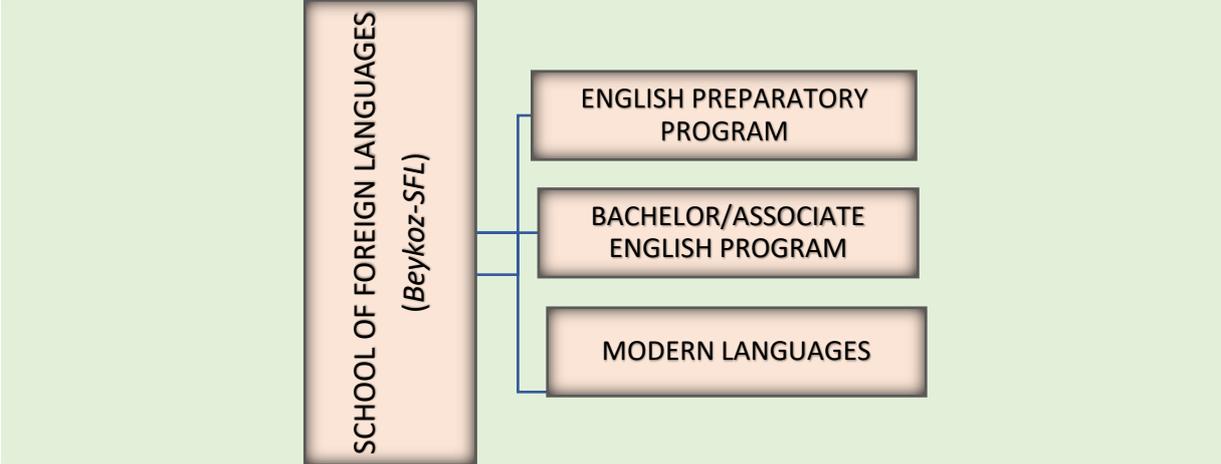


Chart 1- School of Foreign Languages (Beykoz-SFL) Organization Chart

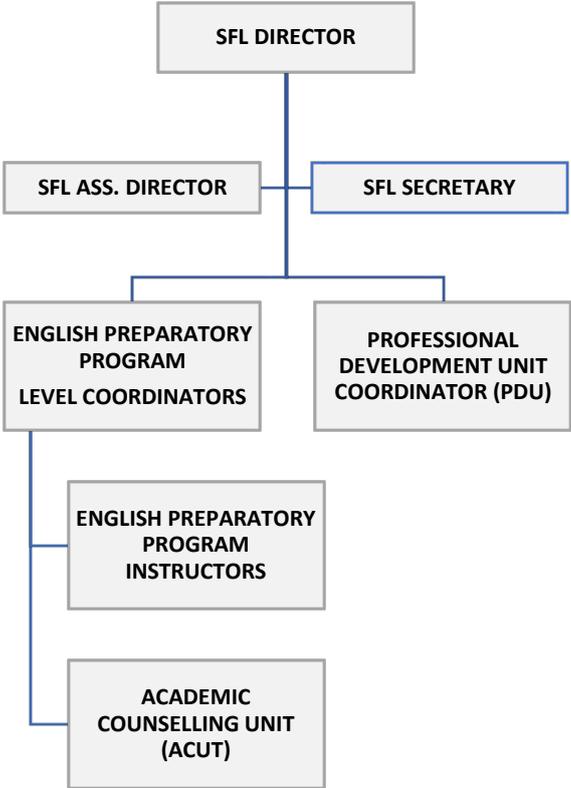


Chart 2-English Preparatory Program (Beykoz-EPP) General Organisation Structure

V. GENERAL INFORMATION ABOUT ENGLISH PREPARATORY PROGRAM (Beykoz-EPP)

Beykoz-SFL English Preparatory Program (Beykoz-EPP) prepares students who are enrolled in programs with English as the language of instruction to acquire English knowledge and skills to easily follow English courses in their faculties / departments / programs. In addition, students who wish to study in the English Preparatory Program, although the medium of instruction in their departments is Turkish, may also study English in this program.

English Preparatory Program is comprised of three modules in total as follows;

Module 1: approx. 14 weeks- Fall Semester,

Module 2: approx. 14 weeks- Spring Semester and,

Module 3: approx. 6 weeks- Summer Module (see *Table 2 and 3*).

MODULE 1	MODULE 2	MODULE 3
FALL	SPRING	SUMMER PERIOD
COMPOUND LEVEL	COMPOUND LEVEL	SINGLE LEVEL
SEPTEMBER-JANUARY	FEBRUARY-JUNE	JUNE-JULY

Table 2- General Information about the Modules

Education at Beykoz-EPP is carried out on the levels of,

- A1 (beginner),
- A2 (pre-intermediate),
- B1 (intermediate),
- B1+ (intermediate+).

The students who score 65 and above according to the average weight of the exams given on a module **are deemed to have passed that module** and become entitled to start on an upper level of the program that they last received education on.

The students who start Fall and Spring Semester modules which comprise of approximately 16 weeks receive education as follows;

- The ones who start as A1, A2 and B1 on combined levels (A1-A2, A2-B1, B1-B1+),
- The ones start on B1+ level receive education on a single level during the module.

The B1+ students who sit for English Proficiency Test (*Beykoz-PROF*) however fail on this test study in the following module on **Prep-PT** (Preparation Course for Proficiency Test) classes where preparation courses for English Proficiency Test are given (see *Chart 3*).

Students take the English Placement (Beykoz-PLET) exam given at the beginning of each academic year.



In Beykoz-PLET, students who answer at least 30 questions out of 60 questions (4 wrong answers remove 1 correct answer) correctly and write at least B1 composition in the writing section (writing part is optional, but helpful for the borderline grade) are eligible to take the English Proficiency Exam (Beykoz-PROF).



- In accordance with the results of Beykoz-PLET
- * Students who answer 0-15 questions correctly (net): A1,
 - * Students who answer 16-29 questions correctly (net): A2,
 - * Students who are successful in Beykoz-PLET but cannot pass Beykoz-PROF :B1 levels
 - * They start classes in their classes in the English Preparatory Program (see Table 3).

Chart 3- Language Level Determination in Preparatory Program

<i>Beginning levels of students who get 30 net and below results from Beykoz-PLET</i>		<i>Beginning level of students who get 30 net and above results from Beykoz-PLET and failed at Beykoz-PROF</i>
A1	A2	B1
Beginner	Pre-Intermediate	Intermediate

Table 3- Levels

VI. AIMS AND OBJECTIVES

The general aim of the online courses given in Beykoz-SFL English Preparatory Program is by improving the Preparatory students' grammar, vocabulary, reading, listening, writing and speaking skills that are taught in preparatory classes, to enable them to express themselves in both written and oral English, learn, understand and respond to oral and written information and / or engage in appropriate communication processes, to learn English at the level and quality required to follow their faculty / programs, to develop their studying habits and to improve their knowledge and self-confidence in these areas. (see Table 4).

<ul style="list-style-type: none">• Reading Skill: The aim is to enable students to read real, fictional, semi-fictional texts, to understand correctly the emotions and thoughts that are tried to be conveyed in these texts by using various reading strategies and vocabulary knowledge and to gain them the language input they can use in production-based language skills.
<ul style="list-style-type: none">• Listening Skill: The aim is to enable students to ensure that they understand the emotions and thoughts that are tried to be conveyed in the texts with different accents correctly and take notes by using various listening strategies (such as taking notes while listening, answering questions while listening) and to give them the language input they can use in production-based language skills.
<ul style="list-style-type: none">• Writing Skill: The aim is to make students to use their input and various types of writing in grammar, vocabulary, reading and listening classes to convey emotion, thought, experience and knowledge in writing.
<ul style="list-style-type: none">• Speaking Skill: The aim is to enable the students to transfer their experience and knowledge verbally by putting them into various speech activities (one-to-one, in a group, interview, debate, discussion, presentation, expressing their opinion on a subject) by including emotions, thoughts and ideas on a subject by taking advantage of the students' input in grammar, vocabulary, reading and listening lessons, their own background knowledge, effective speech and communication techniques (emphasis, pronunciation, speech fill phrases, body language, eye contact, discourse, etc.)
<ul style="list-style-type: none">• Grammar: The aim is to enable students to communicate their feelings and thoughts in English by making use of certain grammatical structures taught in their courses, and to communicate and understand them correctly and in written and / or verbally.
<ul style="list-style-type: none">• Vocabulary: The aim is to enable students to communicate their feelings and thoughts in English by making use of the vocabulary, idioms, etc. they have learned, and to communicate correctly by understanding the feelings and thoughts transmitted in written and / or verbally.

Table 4- Objectives of English Preparatory Program

VII. YOUR RIGHTS AND RESPONSIBILITIES

Participation of the students in online “**orientation**” meetings for the students who are just beginning and attending the program at the beginning of the academic year is of great importance in terms of knowing their rights and responsibilities as adult individuals who are candidates for university studies, and following up and successfully completing the Preparatory Program.

In addition, students report their opinions and evaluation to the BEYKOZ-SFL Administration by answering the “**Student Evaluation Questionnaire**” given to them in each term and by attending the “**Class Representatives Meetings.**”

The application of the Student Complaint Procedure (see *Chart 4*) for students who think that they are deprived of the following rights or that they feel wronged is important for students to study in more democratic environments and to learn to solve problems in civilized ways.

a. Your Rights

By the Council of Higher Education (YÖK) and Beykoz University decisions and regulations, Beykoz-SFL students;

- Have the right to learn and to receive information regardless of their language, religion, race, colour, gender, age, ethnicity or physical disability,
- Have the right to a fair and objective evaluation from the same curriculum and exams in line with the same criteria,
- Have the right to equal use of teaching materials and equipment offered by the University,
- Have the right to say what they feel freely, but without limiting the rights and freedoms of others,
- If they think they are deprived of the above-mentioned rights, have the right to object (see *Beykoz University Main Regulation Article 47, Law. No: 2547*).

Equal Opportunity in Education

No candidate student is discriminated on the basis of race, religion, gender, age, disability, origin or sexual orientation. All decisions regarding student admission, entry, registration and termination are made in accordance with the principles specified in the regulation.

Confidentiality of Documents and Information

In accordance with the law, BEYKOZ-SFL English Preparatory student’s information and documentation cannot be shared with others without the permission of the student. Beykoz-SFL Secretary is responsible for the confidentiality of the exam records on behalf of the Beykoz-SFL Director and Beykoz University.

Student Complaints, Requests and Excuse Notices

Students communicate their complaints, requests and satisfaction directly (face-to-face, via e-mail, or by phone) in writing and / or verbally through Student Satisfaction Surveys, Representative Meetings, following the Complaints Procedure (see *Chart 4*).

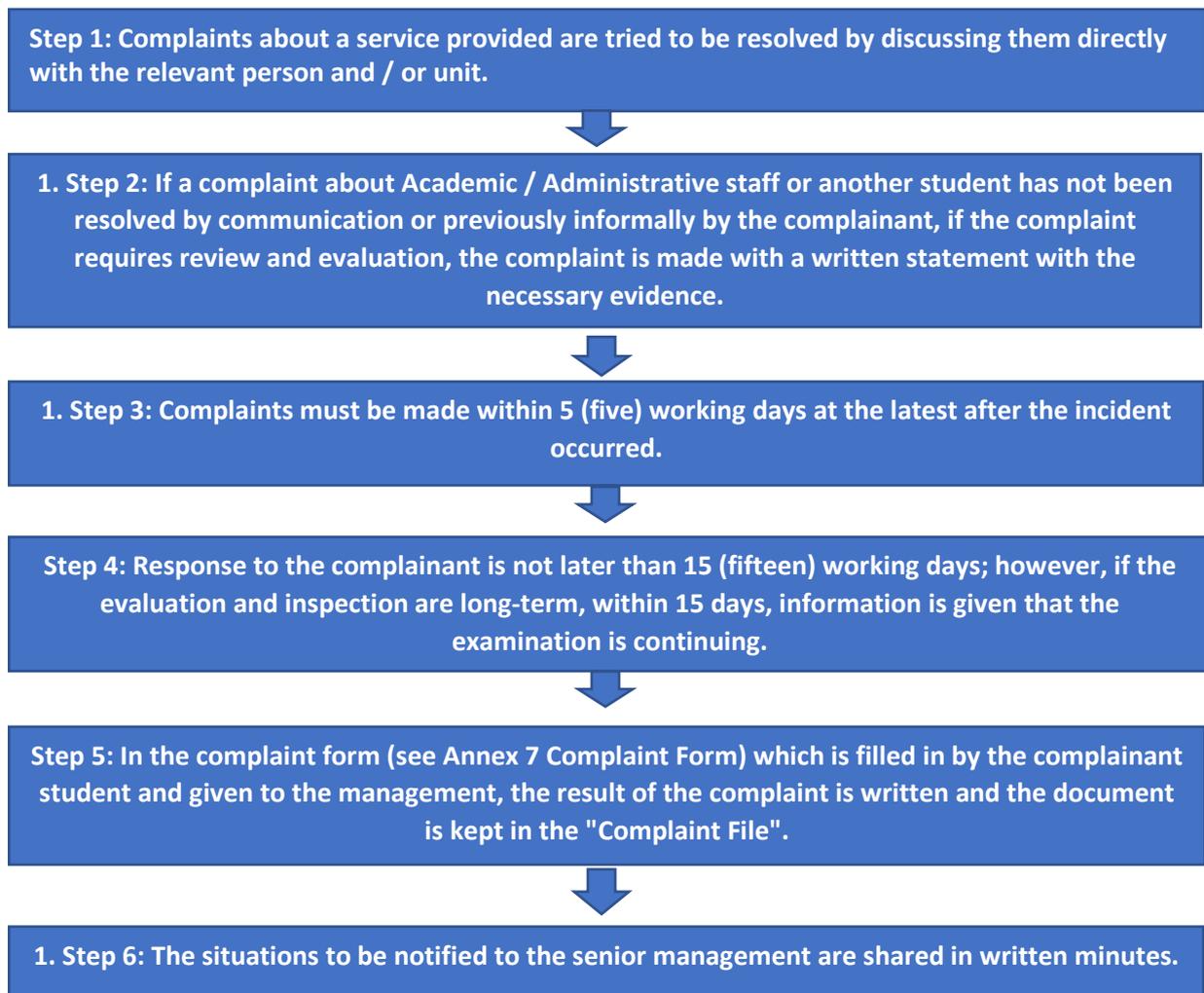


Chart 4- Complaint Procedure

Students can report their requests and excuses to the English Preparatory Program Administration by filling out the Request / Excuse Form (see Appendix 8). Management will inform students about requests and excuse processes.

University Student Affairs (Rectorate Campus) should be contacted for all personal and registration information such as registration procedures, student certificate, registration freezing, transfers within the University, Prep Program achievement certificate, updating information in the OIS.

Scholarship Opportunities

Our university is providing scholarships to students who are placed on a scholarship by ÖSYM, including non-refundable, compulsory English Preparatory Program, and which covers the tuition fee during the normal education period (see ÖSYM's Examination for Higher Education Institutions Student Selection and Placement Registration Guide Book). In addition to ÖSYM scholarship, Beykoz University provides various scholarships in order to improve the quality of education, to support and reward successful students, and to encourage sports, culture and arts activities (see *Beykoz University's Encouragement and Scholarship Directive* at Beykoz University Main Webpage Regulations sublink).

b. Your Responsibilities

- Carefully read the “Education, Training, Examination, Discipline” regulations on the Higher Education Legislation page (<http://www.yok.gov.tr/web/guest/mevzuat>) and “Education” sub-link in Beykoz University “Academic” link.
- To attend online classes regularly; not to exceed the limit of absenteeism except in cases of vital importance,
- Not to prevent the flow and functioning of the live online lessons (chewing gum, speaking unauthorizedly on extracurricular subjects, sleeping, playing / texting / talking with friends, chatting with friends on extracurricular subjects, etc.), to respect the right of others to learn,
- Not to cheat in online exams and to act in accordance with the instructions given in the exams,
- Not to use plagiarized information in online exams, projects and studies,
- To use original textbooks and to avoid the use of pirated books,
- To acquire and develop regular studying habits,
- To benefit from the learning opportunities provided by the school,
- To join synchronous Zoom lessons on time,
- To turn on cameras and keep them on during online interactive lessons,
- To respond to the instructor’s questions and be active during live online lessons,
- Not to leave online lessons frequently and without any excuse and without permission,
- To be present for min. 30 mins. in online classes in order to be marked present,
- To act in accordance with the instructor's instructions,
- To have respect for classmates and / or lecturers,
- To have course materials and to do assignments, if any,
- To participate in synchronous and asynchronous online English learning activities,
- Not to fight or discuss with friends and / or academic and administrative staff,
- To try to speak English in online lessons,
- To participate in language learning activities of other classmates with their behaviour and not to have a negative effect on learning motivation.

Responsibilities of a Successful Language Student

She/He...

- is not afraid of making mistakes when trying to use the language,
- participates actively in classes through individual, bilateral and group studies,
- has an idea of how s/he has learned,
- has improved her/his study skills and knows how to study a foreign language,
- does not hesitate to get help from his lecturers and academic support units in matters missing,
- acts with the awareness that responsibility is itself; is an autonomous learner in her/his own learning process
- is open to communication and criticism
- has a positive attitude towards learning a foreign language and acquires / follows materials in a foreign language and likes to be in environments where that language is spoken,
- makes regular repetitions and experiences by writing and speaking the foreign language,
- internalizes a topic s/he has just learned and investigates in which context to use it,
- displays ethical behaviour and creates his/her own original texts.

BEYKOZ-SFL students do not only receive warnings by the BEYKOZ-SFL Management when they fail to fulfill their responsibilities mentioned above; also in case of repetition of some of the responsibilities in these articles or in violation of YÖK and University regulations, “Disciplinary Investigation” is initiated about them (see YÖK Student Disciplinary Regulation in YÖK Legislation Web Site -yok.gov.tr-; Beykoz University's Main Web Page Academic Sub Link, Regulations, Directives and Guidelines).

VIII. SERVICES PROVIDED TO STUDENTS

a. Academic Counselling Unit (ACUT)

ACUT is an academic support unit established to improve students' academic achievement.

Students in need of individual support and practice may attend one-on-one and group study courses prepared in accordance with their weekly online course schedules. For some students who get lower grades in the online exams, it is compulsory to attend the online classes provided by ACUT.

The list of students who will participate in compulsory studies is reported to the tutorial teachers by the class teachers. In a voluntary study, students who will participate in the tutorial studies are required to "register" at the latest announced study one day before the study day.

b. Health, Culture and Sports (SKS) Directorate Activities

The Health, Culture and Sports Directorate, located at the Rectorate Campus, can be accessed from <https://www.beykoz.edu.tr/icerik/71-saglik-kultur-ve-spor-mudurlugu>. It is responsible for the execution of all sports, social and cultural activities for students at the University. Prepares projects in order to improve these services. For this purpose, the student club's consultant, together with the instructors, coordinates the activities of the student clubs, enables our students to produce social projects in socio-cultural studies, plans and conducts activities on subjects that address their enthusiasm and interests.

In addition, our students' basic needs for housing, nutrition and transportation issues, available quality, hygiene, competence, wages and other issues are audited. Guidance and Psychological Counselling services and medico-social services are carried out under the responsibility of this Directorate.

The main activities of the Directorate of Health, Culture and Sports can be listed as follows:

- Carrying out services related to health care and treatment of students and staff,
- Providing coordination of student activities, student clubs, social awareness projects, student representation opportunities (student representation, participation in boards and decisions, etc.),
- Ensuring coordination of works and actions to be completed in accordance with Student Council Regulation,
- Organizing activities to meet the sporting, cultural and social needs of students and staff,
- Conducting supervision and qualification studies on housing, nutrition and transportation,
- Organizing the establishment and conduct of school sports teams.

b.1. Sports and Social Life

With the structuring of student clubs, our students are organized in various subjects in line with their skills, enthusiasm and interests in addition to their class time, and they construct the environment of study groups in which they spend time in technical, social, cultural, sporting and having fun. Students have the opportunity to express their talents such as expressing themselves, winning by success, being involved, developing projects and taking responsibility through club activities.

They gain a sense of ownership and belonging through their in-campus activities. In these activities, s/he interacts with different social environments and different working groups and adds pieces to their mosaic.

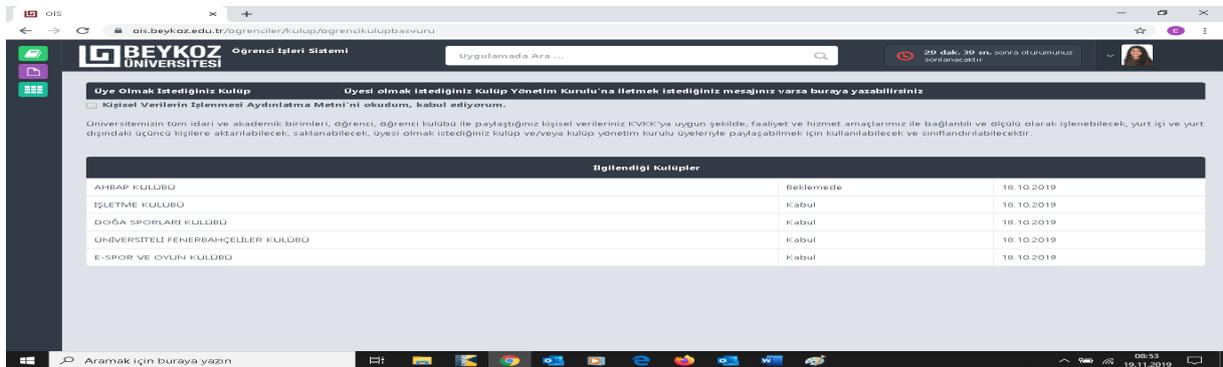
In line with the philosophy that “Education is not preparation for life, education is life itself”, 21 clubs established by students at Beykoz University are active. These clubs colour and shape social and cultural life in our university through their activities. With the participation of our new students, the number of clubs is constantly increasing.

The activities of our Student Clubs are shared with all students, academic and administrative staff from “Beykoz Events” social media accounts. Our student clubs, which are also a simulation of business life, they take charge in clubs to take responsibility, develop their skills, work in teams, and perform extracurricular activities to meet social and cultural requirements. They can join any club you want, or they can lead a club of their choice.

There is no available sports center within the campuses of the university. Students who are members of sports clubs can train in sports halls close to the campuses.

b.2. Registration to Student Clubs

Students can join the club they want from the Student Affairs System (<https://ois.beykoz.edu.tr/auth/login>), when starting the academic year (see Picture 2).



Picture 2- OIS Registration Page for Student Clubs

b.3. Insurance

Since the 2017-2018 academic year, our university has started to implement 3 + 1 and 7 + 1 curriculum structure within the scope of the original education model. In this context, students will complete practical training in business life for one semester. During this period, the insurance premiums of Occupational Accidents and Occupational Diseases are paid by our university. Our students benefit from the insurance of their families in other health services.

b.4. Disabled Student and Special Needs Support

All measures have been taken in order for our disabled students to receive education without problems. Disabled students can benefit from all indoor and outdoor areas of our school. In order to provide their transportation easily, all facilitation measures have been meticulously provided in the disabled parking lot, disabled turnstile, elevators, classrooms, library, WCs, conference hall and social areas. The Disabled Student Commission established continues to work.

b.5. Library

Our library, which is located on the -2nd floor of the Rectorate Campus, was offered to the students by the Library and Documentation Directorate between 08.30-18.00 hours (closed at the weekends and holidays). In addition to supporting the education provided at our university, it aims to contribute to the personal and intellectual development of our students and other users and to meet their information needs.

Installed on an area of 360 square meters, approx. 90 people can sit and work in the Information Resources Center; but you can have a nice time without ignoring the need for silence.

With more than 17000 books, more than 50 paid magazine and newspaper subscriptions, and with various DVD / CDs, maps, and donation books library collections are increasing day by day.

By clicking the link <http://tarama.beykoz.edu.tr/web/catalog/search.php>, you can easily access the sources / databases. (see Picture 3).

The screenshot shows the library's search interface. At the top left is the Beykoz University logo and name. To the right is the login section with 'Kullanıcı Adı' and 'Sisteme Gir' buttons. Below this is a navigation menu with 'OPAC' selected. The main content area is titled 'Katalog Sorgulaması' and contains a search form. The form has two tabs: 'Basit Sorgulama' (selected) and 'Gelişmiş Sorgulama'. Under 'Basit Sorgulama', there are three rows of search criteria: 'Eser Adı' with a dropdown menu, 'Yazar' with a dropdown menu, and 'Serbest Sorgulama' with a dropdown menu. Each row has a corresponding dropdown menu for 'İçerir' and 'Kesik Terim'. Below these is a dropdown menu for 'Sorgulama Yapılacak Kütüphane: Tüm Kütüphaneler'. There are also two checkboxes: 'Materyal Türü ve Dili' and 'Materyal Yayın Tarihi ve Kayıt Tarihi'. At the bottom right of the form is a 'Sorgulama' button and a '10 Sonuç' dropdown menu. The footer of the page shows 'Giriş Sayfası | Katalog Sorgulaması | Toplu Katalog Sorgulaması'.

Picture 3 - Catalogue Query

Publications that are not available in our library and that are available in other university libraries are provided and loaned through "inter-library borrowing" service. You can reach our library via e-mail to request publication from other libraries.

- Only Beykoz University Academic and Administrative staff can benefit from this service.
- Lending books and article photocopies are sent by cargo or mail, and delivery costs are met by the user requesting.
- If the borrowed book is not brought on time or lost, the rules of the library from which the book was borrowed apply.

- In order to meet the requests in a timely and correct manner, the forms must be filled in correctly and completely.
- Requests made is answered within approximately a week.

E-journals and printed journals are also available on the Library Web Site under the link Periodicals” sub-link (<http://library.beykoz.edu.tr/e-dergiler/>).

Address: Vatan Caddesi No: 69 Kavacık Beykoz 34805 İstanbul

Telephone: +90 (216) 912 22 52

Fax: +90 (0) 216 413 95 20

E-mail: lib@beykoz.edu.tr

Gülnaz Tayfur – Library and Documentation Director – (Ext.: 135)

Cem AKSU – Library and Documentation Personnel – (Ext.: 173)

b.6. Psychological Guidance and Counselling

Confidentiality is essential in the counselling relationship. All information is kept confidential. The Psychological Counselling and Guidance Center complies with the ethical rules for storing, sharing or destroying information and records. Only in case of a situation that endangers the life of the person or someone else, the relevant information is shared with the competent authorities.

Applications are on a **voluntary** basis and the services provided at the Center are **free of charge**.

You can benefit from psychological counselling services in all your current problems that prevent your daily life and education process. You can visit Psychological Counselling and Guidance Center and talk to our experts,

- If you want to get to know yourself and your environment better,
- If you want to deal with loneliness and shyness,
- If you want to communicate effectively in your relationships,
- If you think you are having difficulty with self-confidence and assertiveness,
- If you want to deal with stress and anxiety,
- If you have problems with exams and grades,
- If you want to draw a path for yourself in professional areas,
- If you have any decision-making difficulties,
- If you have difficulty adapting,
- If you are worried about where your life is heading,
- If you believe that you have feelings and thoughts that you cannot tell anyone but feel necessary to share,
- If you cannot use the time effectively,
- If you do not know where to start,
- If you are not successful in your work,
- If you think something is wrong in your life,
- If you want to communicate with people more effectively and express your feelings effectively,
- If you say I am stressed and overly anxious,
- If you feel that you cannot adapt to your environment.

What does a Counsellor do?

- At the beginning of the consultancy process, s/he listens to you, makes the necessary assessments, sets goals with you within the framework of confidentiality and professional relationship and starts to work with you in this direction.
- Listens to you carefully without judging you in an objective way.
- S/he listens to you with sincere interest and asks you to get to know you better.
- The counsellor is the person who helps you better understand yourself and your problem and thus helps in solving your problem, but not the person who advises you on how to live
- S/he tries to remain unbiased and sensitive to your beliefs, values and thoughts.
- S/he may refer you to other experts when necessary for your benefit.
- S/he tries to help you better understand your problems so that you can solve them more effectively.

Contact:

Banu Femir

Telephone: +90 (216) 912 22 52 (Ext.: 328)

E-mail: pdr@beykoz.edu.tr

Address: Vatan Caddesi No: 69 Kavacık Beykoz 34805 İstanbul Turkey

b.7. Computer and the Internet

Free Wi-Fi is available to students at all campuses of the University. In addition, our students are given the opportunity to benefit from computer laboratories located in bachelor, rectorate and Çubuklu campuses.

b.8. Photocopy

There is no unit that provides students with photocopying services. Students meet their photocopy needs from blueprints and stationeries located around the campus.

IX. CAMPUSES



Picture 4- School of Foreign Languages English Preparatory Program Campus



Picture 5- English Preparatory Program Campus - Canteen



Pictures 6 & 7- English Preparatory Program- Lessons



Picture 8- Kavacak Campus



Picture 9- Bachelor Campus



Picture 10- Çubuklu Vocational School Campus



Picture 11- Rectorate Campus

X. STUDENT AFFAIRS

a. Student Affairs Directorate

The main purpose of the Directorate of Student Affairs is to ensure the complete, accurate and regular planning and execution of all transactions of the students from the admission, registration process to their graduation, on the basis of the relevant legislation and regulations, and to ensure coordination with the academic and administrative units.

The duties of the Directorate of Student Affairs are as follows:

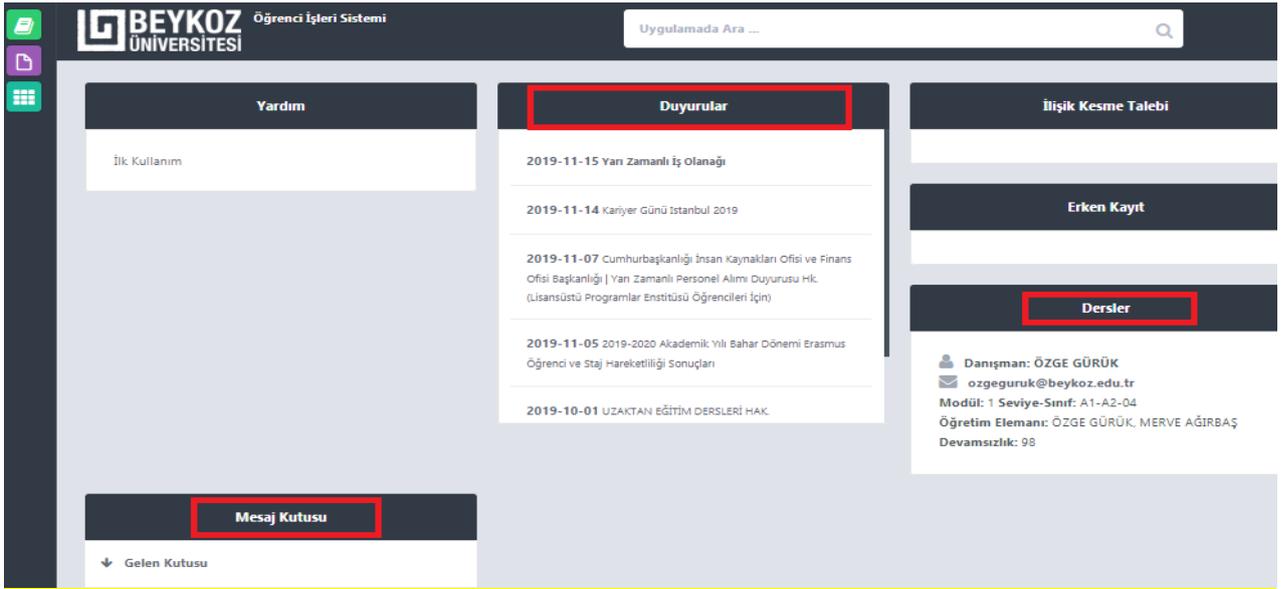
- a. To do the necessary work related to the new registration, acceptance and course status of the students,
- b. To carry out the monitoring of graduates, graduation, identity, scholarship,
- c. To perform other similar tasks to be assigned,
- d. Preparation and publication of the academic calendar draft,
- e. To create and archive student files,
- f. To perform record deletion, dismissal and freeze recordings,
- g. Preparation of information and statistics requested from institutions such as HEC, OSYM, KYK,
- h. Preparation of documents such as Student Certificate, Transcript and Student Status Certificate, etc.
- i. Preparation of reports including student information
- j. Execution of course schedule changes and entry to the system,
- k. Implementation of education and training decisions and announcement to those concerned,
- l. To conduct foreign student transactions,
- m. To receive and transfer internal transfer applications within and between institutions,
- n. To conduct double major and minor operations,
- o. To receive and conduct special and guest student applications,
- p. Preparation of course and exam programs,
- q. To conduct Summer School procedures,
- r. To conduct internship procedures,
- s. Preparation and submission of graduation certificate, diploma and diploma supplements to the graduating students and honour, high honour and *Europass* documents,
- t. Student discipline penalties to be recorded in the relevant systems and the necessary correspondence.

b. OIS (Beykoz University Student Information System)



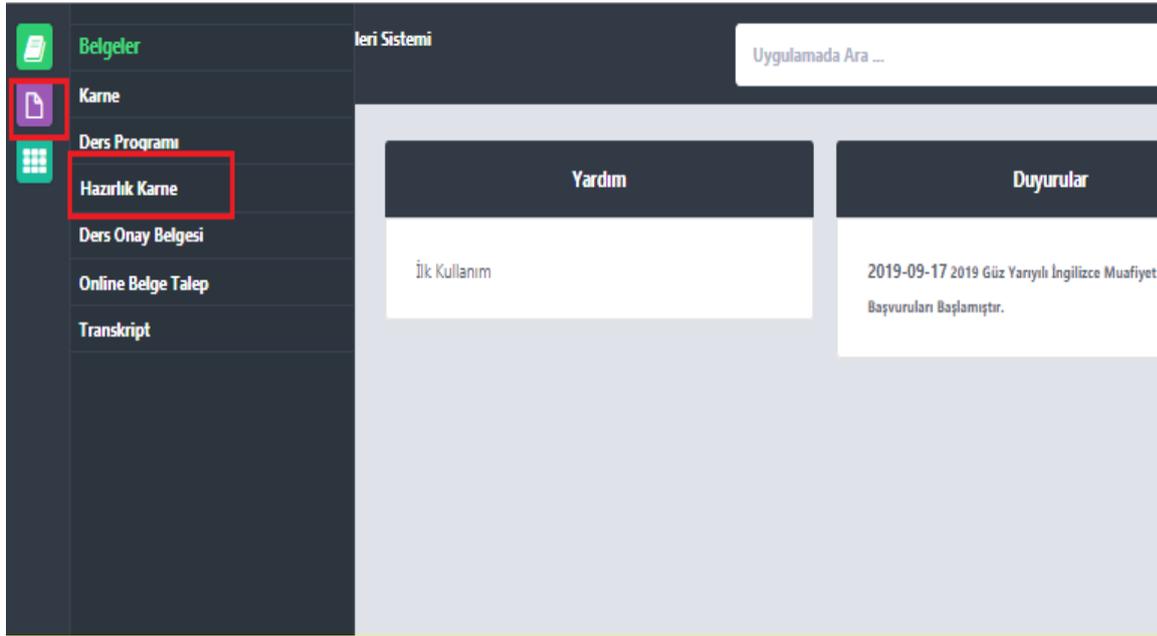
By clicking on the “Student” box (see Figure 4) from the OIS web page you will reach from the link <https://ois.beykoz.edu.tr/>, enter your username (your name and surname@ogrenci.beykoz.edu.tr) and enter the password given to you during registration. You can reach your messages, related program scorecards, absenteeism / grade information, announcements in the student interface by clicking the "Log in" box; you can make your document requests (see Picture 12 & 13).

Picture 12- OIS Page



Picture 13- OIS Student Interface

You can access your preparatory notes by clicking on the "Preparatory Report" menu (see Picture 14 and 15).



Picture 14- OIS Student Page- Preparatory Report

BEYKOZ ÜNİVERSİTESİ
Öğrenci İşleri Müdürlüğü

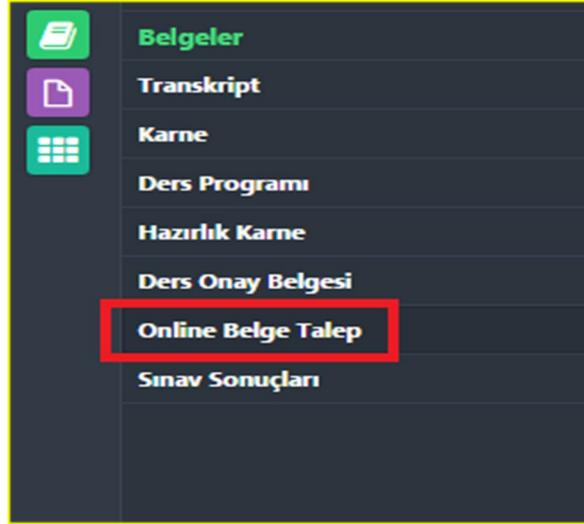
Hazırlık Not Belgesi

TC Kimlik No		Fakülte	İşletme ve Yönetim Bilimleri Fakültesi
Öğrenci No		Bölümü	Uluslararası Ticaret Bölümü
Adı		Program	Uluslararası Ticaret (İngilizce)
Soyadı		Eğitim Düzeyi	Örgün Öğretim
Kayıt Tarihi			
Akademik Yıl: 2018-2019			

Modül: 1 Sınıf: A1-A2.03		Modül: 2 Sınıf: B1-B1-PLUS.04	
SINAV	PUAN	SINAV	PUAN
Achievement Test (AcT) - 01	66	Achievement Test (AcT) - 01	66
Achievement Test (AcT) - 04	90	Achievement Test (AcT) - 03	60
Achievement Test (AcT) - 05	88	Achievement Test (AcT) - 04	66
Achievement Test (AcT) - 06	84	Achievement Test (AcT) - 05	56
Achievement Test (AcT) - 07	69	Achievement Test (AcT) - 07	55
Achievement Test (AcT) - 08	78	EOM- Use of English	10
Achievement Test (AcT) - 09	59	EOM- Listening	7
Achievement Test (AcT) - 10	80	EOM- Reading	15
Achievement Test (AcT) - 11	74	EOM- Speaking	9
Achievement Test (AcT) - 12	60	EOM- Vocabulary	8
EOM- Use of English	8	EOM- Writing	13
EOM- Listening	14	Midterm - 1	54
EOM- Reading	18	Midterm - 2	55
EOM- Speaking	9	Online-Task - 01	47
EOM- Vocabulary	9	Project Task - 2	95
EOM- Writing	12	Project Task - 3	68
Midterm - 1	69	Speaking Quiz - 1	35
Midterm - 2	74	Speaking Quiz - 2	30
Online-Task - 01	94	Writing Quiz - 1	32
Project Task - 2	96	Writing Quiz - 2	60
Project Task - 3	100	ORTALAMA	55.97
Project Task - 4	84	Success Status	BAŞARISIZ
Project Task - 5	98	DEVAMSIZLIK	
Speaking Quiz - 1	45	Main Course	21 Saat
Speaking Quiz - 2	90	TOPLAM	21 Saat
Speaking Quiz - 3	70	50-59: İlgili düzeyin hedeflerinin bir kısmına ulaşabildi. / Has demonstrated some effort to reach the objectives specified by the level	
Writing Quiz - 1	55	Modül: 3 Sınıf: B1-PLUS.03	
Writing Quiz - 2	46	SINAV	PUAN
Writing Quiz - 3	72	Achievement Test (AcT) - 01	76
ORTALAMA	72.05	Achievement Test (AcT) - 05	85
Success Status	BAŞARILI		

Picture 15- Student Report (Transcript)

By entering OIS, from the "Online Document Request" screen, you can request Student Certificate, Transcript, Course Content, Preparatory Class Transcript, Discipline etc. (see Picture 15).



Picture 16- Online Document Request

Documents added by selecting the document type and language are sent to the signature with the button "Send Document Request to Student Affairs". Each document can be requested once (see Picture 16).

Durum (Ebys)	Belge Tarihi	Belge Türü
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Picture 16- Online Document Request

The status of the documents sent for signature is indicated as "Pending" (see Picture 17).

Talep Edilen Belgeler					
Belge Tarihi	Belge Türü	Dil	Ücret	Özel Notunuz	Durum
2016-10-04 11:08:00	Öğrenci Belgesi	Türkçe	0		Beklemede

Picture 17- Pending Status of the Requested Document

The status of the signed documents is indicated as "Signed (İmzalandı)". You can print these documents by clicking the  download button (see Picture 18).

Talep Edilen Belgeler					
Belge Tarihi	Belge Türü	Dil	Ücret	Özel Notunuz	Durum
2016-10-04 11:08:00	Öğrenci Belgesi	Türkçe	0		İmzalandı

1 / 1 20 / 1 Excel

Picture 18- Signature Status of the Requested Document

c. Preparatory Program Student Affairs

Students who want to get information, inform their complaints, and send their requests can get help from our Associate Director Didem Avcı or Beykoz-SFL Secretary Yeşim Kurhan (School of Foreign Languages Campus Floor 4; Contact: +90 (216) 912 22 52 / Extension: 402 or 411).

d. University Admissions, Registration and Other Essentials

Student Admission

Students' admission and enrolment conditions are fulfilled within the framework of the regulations determined by YÖK for Turkish and foreign students (YÖS) and the principles determined by the University Senate. Students who are entitled to enrol in universities according to the determined regulations and principles have also accepted the enrolment requirements of the university (for example: the conditions in the "Student Selection and Placement Registration Guide Book" published by ÖSYM, conditions specified in the enrolment guide published on the official websites of universities, etc.) (For the admission of students to the university, you can reach the relevant regulations by clicking the "Academic" sub-link on the Beykoz University Main Web Site, for example: Beykoz University Main Regulation, Article 43 and see Appendix 3).

Student Enrolment

Students are required to register at universities on the registration dates determined by YÖK for each type of enrolment. The information and documents students should bring during registration is published in the Registration Guide on the official website of the university and in ÖSYM Student Selection and Placement Registration Guide Book during the week of registration.

Admission and Registration Procedures for International Students are made in accordance with the principles of **Beykoz University Associate and Bachelor Programs, Application, Admission and Registration Directive of International Students**. International students can go to YÖK's "Foreign Student Admission Criteria" Web Page (<https://www.yok.gov.tr/ogrenci/yurt-disinda-kabul-edecek-ogrenci-kontenjanlari>) and Beykoz University's Main Website. They can access the necessary information via the "International" sub-link or by calling International Office Manager Ebru Aytanç (+90 (216) 912 22 52 ; Ext: 149) or by e-mail (ebruaytanc@beykoz.edu.tr).

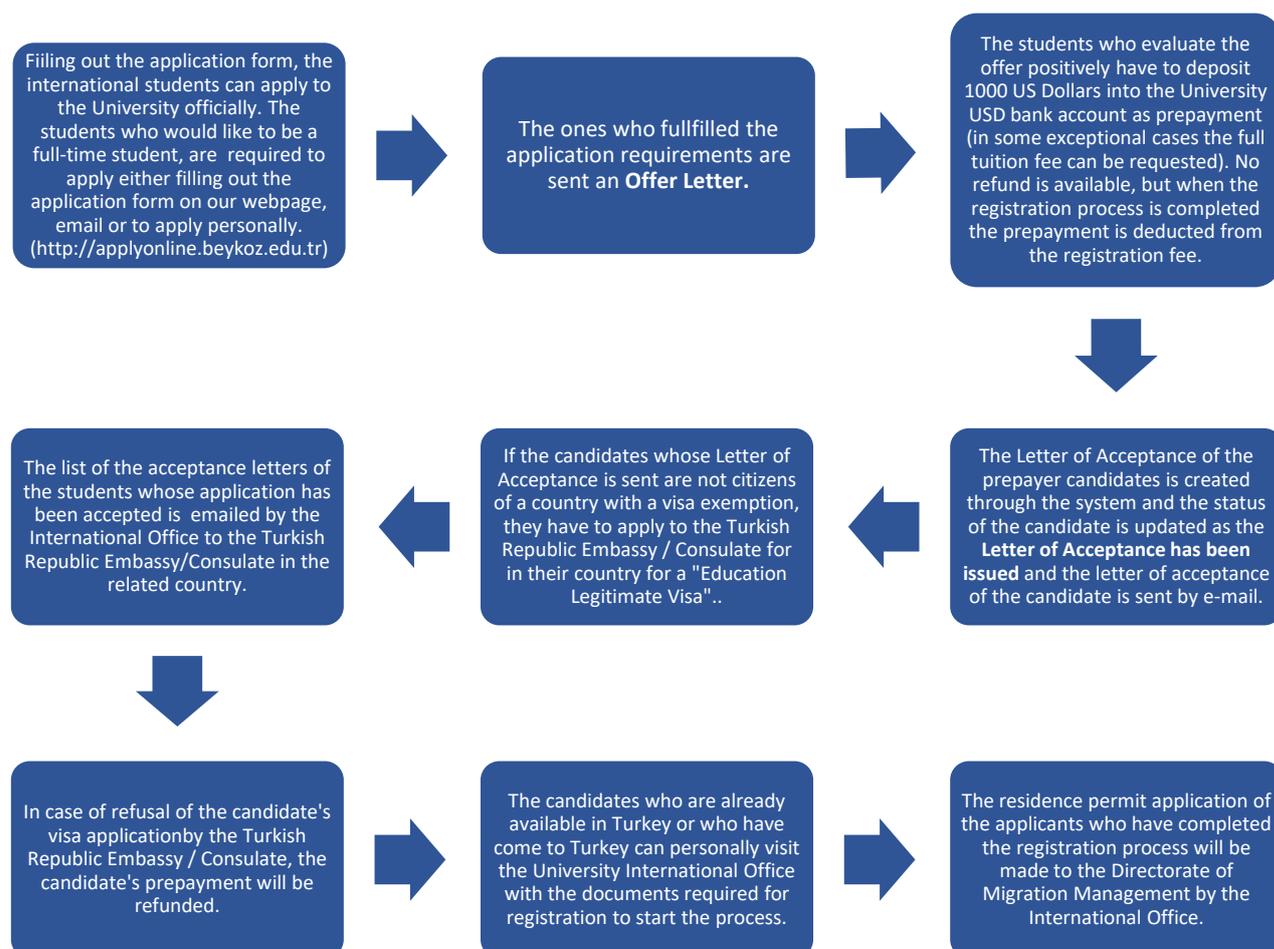
e. International Office

The office supports international students from the application process until their graduation. By clicking on the "International" link on the main website of the University, students can get information on the subjects that international students need such as campuses, facilities, application criteria, application processes to programs.

e.1. Advertising Days and Registration Process for International Students

1. International Office promotes the university and the registration process to international students who want to study at our University. When the promotion process is over, the Office maintains students' application, admission, registration, and residence permit process in Turkey. In addition, it carries out doable-major, Erasmus+ and other students exchange processes by making international agreements for the existing students.

2. The registration process is conducted as follows:



1. International students, like our Turkish students, are responsible for issues such as accommodation, food, health, and getting their material. SKS Directorate informs the students about accommodation and the contracted dormitories in the neighbourhood.
2. International students enrolled in the English Preparatory Program are academically accountable to the Directorate of the School of Foreign Languages.

Contact International Office:

www.beykoz.edu.tr ,

International Students Webpage: <http://international.beykoz.edu.tr>

International Students Application Form: <http://applyonline.beykoz.edu.tr/>

Contact Person: Ebru AYTAŇ, Director of International Office: +90 (216) 912 22 52 (Ext. 149)

E-mail: international@beykoz.edu.tr

For the acceptance and registration acceptance requirements of students coming from abroad, see; *Beykoz University Associate Degree and Undergraduate Programs Application, Admission and Registration Directive from Beykoz University Main Webpage* by clicking the "Academic" sub link on the "Directives" page.

XI. LEVEL DESCRIPTIONS AND LEARNING OUTCOMES

Beykoz University School of Foreign Languages Preparatory Program level descriptors based on the definitions used in the *Common European Framework of Reference for Languages* are given below.

A1 Level (Basic User)

- ❖ The A1 level is the beginner level. Students with little or no knowledge of English attend this program. At this level, students are acquired basic and academic and language skills; they are provided to understand and use simple and daily questions and instructions. The aim at this level is to teach students simple grammatical structures and basic vocabulary, to help them understand the texts while preparing them for higher level structures, complex English knowledge and skills (see *Table 6a*).
- ❖ **A1 Level Description:** A1 level is created for students who take the English Placement Exam given at the beginning of the academic year and who have a 0-15 net correct answer out of 60 multiple choice questions. After the time allocated to this level, students continue to take A2 level courses within the same module. Students who successfully complete the combined A1 and A2 program with an average score of 65 and above, continue to the B1 level courses in the following module; on the other hand, unsuccessful students continue their education as A1 Repeat (those who finish A1-A2 combine level module with 0-44 point average) or A2 Repeat (those who finish A1-A2 combined level module with 45-64 point average).
- ❖ **A1 Level Objectives:** The objective at A1 level is to enable students to acquire simple grammar and vocabulary that will enable them to understand short verbal and written texts and to communicate at the beginning level (see *Table 6b*).
- ❖ **Duration of A1 Level:** At A1 level, students receive approximately 24 hours of lessons per week over a 7-week period, and a total of around 170 hours of distance education in the online classes. With online asynchronous tasks given on weekdays and weekends, this period is up to 28 hours per week (the time spent in online tasks may vary depending on the students' performance). 80% of classes are required to attend.
- ❖ **Structure of the A1 Level:** At this level, students continue their weekly 24-hour integrated skills lessons (12 hours for reading, writing, grammar, vocabulary and 12 hours for listening, speaking, grammar, vocabulary) in the online classes. With 2-hour compulsory study lessons, in-class learning time increases from 24 hours a week to 26 hours a week, and 28 hours with the addition of online lessons.
- ❖ **A1 Level Requirements:** Students who fulfill one of the following conditions can attend A1 level courses;

- Students whose correct answers (net) are between 0-15 in the English Placement Exam,
- Students who have registered for the English Preparatory Program for the first time but have not taken the English Placement Exam,
- Students who complete the module they study at A1-A2 level with a grade of 0-44,
- Students who attend the A1 level courses in the summer term (Module 3) and complete the module with a 0-64 achievement grade (who will not be dismissed).

❖ **A1 Level Course Materials:**

Reading + Writing + Grammar:

- *Unlock 1, Elementary Reading & Writing* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Listening + Speaking + Grammar:

- *Unlock 1, Elementary Listening & Speaking* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Students who successfully complete A1 level;

LISTENING	<p>Can have difficulty understanding while listening to slow speeches and can communicate in a simple way with help.</p> <p>Can understand the important word groups used in the classroom and what is explained in the structures used in daily speech.</p> <p>Can understand the information they listen to about places, people, animals, things, professions that are described in simple sentences.</p> <p>Can understand the actions that people tell about themselves and what others do.</p> <p>Can listen to and understand the content about family, places and structures (such as rooms, houses, schools, restaurants, neighbourhoods, cities, countries), people (such as celebrities, ordinary people, family members and relatives), climate, seasons, occupations, lifestyle, daily life, leisure activities.</p> <p>Can understand the simple texts they hear about vacation, tourism, food and beverages, money, professions, business life, transportation, past life, entertainment.</p>
READING	<p>Can understand the contents, familiar names, words and very simple sentences of written short texts (such as promoting short text, leaflets, announcements or posters) using appropriate reading strategies (such as guessing the meaning of words from the context, skimming and scanning , that is, using the speed-reading strategy that will make sense of the main idea).</p> <p>Can read and understand sentences, short dialogues and paragraphs containing basic grammar and vocabulary.</p> <p>Can read and understand the texts written in simple structures and familiar subjects to a limited degree.</p> <p>Can read and understand the familiar names, words, short texts and very simple sentences in written texts such as leaflets, announcements or posters.</p> <p>Can read and understand the texts about family, places and structures (such as rooms, houses, schools, restaurants, neighbourhoods, cities, countries), people (such as famous people, ordinary people, family members and relatives), climate, seasons, professions, lifestyle, daily life, leisure activities.</p> <p>Can understand what they read on vacation, tourism, food and beverage, money, professions, business life, transportation, past life, entertainment.</p> <p>Can do a quick reading-skimming reading text to understand the short texts they read, find their main idea, and answer detailed questions;</p> <p>Can use reading techniques such as guessing the meaning of the word from the context and responding to reference questions.</p>

WRITING	<p>Can introduce the places, people, places they know, animals, things, lifestyles, basic cultural life, celebrations, various cultures using clues about the main characteristics of the professions.</p> <p>Can write freely (short 50-70 words) about transportation problems, time management, technology, climate changes with simple and compound sentences.</p> <p>Can make mistakes in the writing of words and structures and their writing is not neat.</p> <p>Can have an idea about spelling rules, can do sentence-based writing, free (paragraph) writing, advantage-disadvantage, simple level paragraph writing.</p> <p>Can write about two people / place / article, etc. simple paragraph writing comparing them.</p> <p>Can write simple cause-effect, comparison and introductory paragraphs using the basic conjunctions (and / so / but / because / or; first (of all) / secondly / thirdly).</p>
SPEAKING	<p>Can introduces himself/herself and others verbally.</p> <p>Can ask / answer simple questions that require approval (<i>Yes / No</i> Questions) or can ask for information (<i>Wh</i> - and <i>How</i> Questions) during the introduction.</p> <p>Can describe the places they know (houses, parts of the house, class, country, shopping malls, hometown etc.) / the places they see in the pictures.</p> <p>Can explain daily routines, can ask / answer simple questions about routine work and their past lives and plans for the future.</p> <p>Can describe the actions in the pictures taken / seen during the speaking; can ask / answer simple questions about the actions taken during the conversation.</p> <p>Can ask and answer questions about their current needs, such as their name, nationality, hometown, telephone numbers, age, or familiar topics; In their communication, they need repetition, expression and correction in other words. Their command of grammar is limited, but with simple structures, words and phrases,</p> <p>Can speak short and simple sentences about family, places and structures (such as rooms, houses, schools, restaurants, neighbourhoods, cities, countries), people (such as celebrity, ordinary, family and relatives), climate, seasons, occupations, lifestyle, daily life, leisure activities, on vacation, tourism, food and beverages, money, professions, business life, transportation, past life, entertainment, and can answer simple questions about these issues.</p>
VOCABULARY	<p>Can use words about family, numbers, colours, occupations, countries, nationalities, seasons, climate, leisure expressions, school, verb and verb phrases, noun and noun phrases, adjectives, place, business terms, building types, goods, food and beverage, transportation.</p>

Chart 6a – A1 Level Outcomes

GRAMMAR	WEEK 1: Nouns and verbs Subject pronouns The verb be (positive and negative statements, contractions) Possessive adjectives Object pronouns Possessive Nouns Whose Demonstratives (<i>this / that / these / those</i>)	WEEK 2: Count Nouns Subject and Object Pronouns <i>Yes / No</i> Questions and Information Questions with <i>be</i> Possessives and <i>Whose...?</i> <i>a / an</i>	WEEK 3: Nouns and adjectives Noun phrases Prepositional phrases <i>Have</i> Questions with <i>What ... like?</i> and <i>How + Adj.</i> <i>There is / There are</i> (positive statements, negative statements, <i>Yes / No</i> and <i>Wh-</i> questions) Prepositions of Place and Time	WEEK 4: Time expressions Parts of a sentence The Present Simple (Positive, negative statements, and questions) Statements with Adverbs of Frequency; <i>How often...?</i> Prepositions to talk about when things happen
	WEEK 5: Noun phrases with <i>of</i> Articles Imperatives	WEEK 6: Adjective phrases <i>Must</i> (only positive statements) and <i>have to</i> (positive and negative statements) The pronoun <i>you</i>	WEEK 7: <i>need to</i> <i>have to / has to</i> <i>Should</i> Comparative adjectives <i>ought to, might want to, Why Don't...? Let's...</i> Pronouns (Possessive Pronouns, Indefinite Pronouns...) Adjectives Comparing quantities	WEEK 8: Countable and uncountable nouns <i>can</i> and <i>cannot</i> (possibility) Subject-verb agreement Determiners <i>a, an</i> and <i>some</i> Units of measure; <i>How many...?</i> and <i>How much...?</i> <i>Can</i> and <i>cannot</i> (ability) <i>Could</i> (ability and possibility) Articles: <i>the</i> Quantifiers: <i>any</i>
	WEEK 9: The Past Simple 1 <ul style="list-style-type: none"> • Statements • <i>Yes / No</i> questions and short answers • Irregular verbs 	WEEK 10: Superlative adjectives Quantifiers (<i>no, not many, a few, some, many, a lot of, most, all, a little, much</i>) Subject – verb – object		

	<p>Simple Past Information Questions Simple Past of <i>be</i>: Affirmative and Negative Statements Simple Past of <i>be</i>: Questions and Answers <i>What, Why, Where, Whose, When, What time, What kind of, Which...?</i></p>	<p>Linking sentences with pronouns The Past Simple 2 <ul style="list-style-type: none"> • More irregular verbs <i>Because / So</i> Use the Past Simple; use <i>because</i> and <i>so</i> Conjunctions: <i>and, but, or</i></p>		
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Chart 6b- A1 Level Grammar Subjects

A2 Level (Basic User)

A2 level is pre-intermediate level. The student has previously studied English, but has not been able to reach the level of independent users. There may be forgetting and / or incomplete information on previously learned topics. The students in this course begin with basic grammar and vocabulary and continue the program by learning vocabulary related to complex grammatical structures and various social and academic subjects. When they start attending classes, the forgotten topics are quickly remembered. Towards the end of these level courses, the student has a good command of academic language skills and when the student successfully completes this level, s/he reaches the level to follow the intermediate (B1) level courses. This level focuses on practical communication and academic skills that will enable students to succeed in their studies (*see Table 7a*).

- ❖ **A2 Level Description:** A2 level is formed for students who take the English Placement Exam given at the beginning of the academic year and who have 16-29 net correct answers out of 60 multiple choice questions and students who will continue A2 (repeat) level in the second academic year in the Preparatory Program. After the time allocated to this level, students continue to take B1 level courses within the same module. Students who successfully complete the combined A2 and B1 program with an average of 65 points and above continue their B1+ level courses; unsuccessful students continue their education as A2 Repeat (those who complete A2-B1 combined level module with an average score between 0-44) or B1 Repeat (those who finish A2-B1 combined level module with an average score of 45-64).

Students who complete the modules in which two levels are combined as A2-B1 with an average of at least 80 points are given the right to enter Beykoz-PROF, which will be provided at the end of the module. Students who have achieved a score of 60 or above from this exam will have successfully completed the Preparatory Program; A2-B1 students who fall below this level attend classes at B1+ level in the following module.

- ❖ **A2 Level Objective:** The objective of A2 level is to enable students to gain simple grammar and vocabulary that will enable them to understand and communicate written / spoken texts prepared in accordance with A2 level (*see Table 7b*).
- ❖ **Duration of A2 Level:** Students who continue to A2 level receive approximately 24 hours of distance education in the online classes with a total of around 170 hours of lessons over a 7-week period. With online asynchronous tasks given on weekdays and weekends, this period is up to 28 hours per week (the time spent in online tasks may vary depending on the students' performance). 80% of classes are required to attend.
- ❖ **Structure of A2 Level:** At this level, students attend weekly integrated 24-hour skill classes in the online classes (12 hours for reading, writing, grammar, vocabulary and 12 hours for listening, speaking, grammar, vocabulary). With 2-hour compulsory study lessons provided to students, in-class learning time increases from 24 hours a week to 26 hours a week, and 28 hours with the addition of online lessons.
- ❖ **A2 Level Requirements:** Students who fulfill one of the following conditions attend A2 level courses;
 - Students whose correct answers (net) are between 16 and 29 in the English Placement Exam,
 - Students who complete the module they study at A1-A2 level with 45-64 average score,
 - Students who complete the module they study at A2-B1 level with 0-44 average score
 - Students who attend A2 level courses in the summer (Module 3) and complete the module with a 0-64 achievement score (who will not be dismissed).

❖ **A2 Level Course Materials:**

Reading + Writing + Grammar:

- *Unlock 2, Pre-Int Reading & Writing* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Listening + Speaking + Grammar:

- *Unlock 2, Pre-Int Listening & Speaking* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Students who successfully complete the A2 level;

LISTENING	<p>Can understand patterns and frequently used words related to personal, family, shopping, culture, festival, internet, local environment, occupation that concern them.</p> <p>Can easily comprehend the basic thinking in short, clear and simple messages and announcements.</p> <p>Can understand common words, simple phrases, and phrases containing known words.</p> <p>Can comprehend less frequently used words and grammatical structures that are slightly above their level.</p> <p>Can understand the texts they heard about place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine jobs, climate, weather conditions, effects of climate on human behaviour, sports, racing, unusual sports, business, professions of the world / future and can answer questions about them.</p>
READING	<p>Can easily read and understand simple texts on topics they are familiar with, and simple compound sentences and short and simple texts in single or related paragraphs using frequently used words.</p> <p>Can understand the main idea of a text, its details, the audience of the text and its purpose.</p> <p>Can use the hint information given to guess the meaning of the unknown words in the text and the place of the pronoun (referrals) to which person / place / action.</p> <p>Can understand the texts they heard about place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine jobs, climate, weather conditions, effects of climate on human behaviour, sports, racing, unusual sports, business, professions of the world / future and can respond to the questions asked about them, by fast / browsing, finding the main idea, etc. using reading, inference techniques.</p>
WRITING	<p>Can make systematic mistakes in the correct use of simple and combined structures.</p> <p>Can form uniform, simple and compound sentences in tense forms such as present, present continuous, and past tense despite limited knowledge of grammar.</p> <p>Can Combine simple and compound sentences, can write short, simple paragraphs on familiar topics.</p> <p>Can write about past events, experiences, biography of a person using chronology, input provided and familiar topics, place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games.</p> <p>Can write their thoughts about school, work, daily routine jobs, climate, weather conditions, effects on climate human behaviour, sports, racing, unusual sports, business, professions of the world / future in 120-150 words.</p> <p>Can have general information about paragraph writing; can write comparison paragraphs about two people / places, advantage-disadvantage paragraphs, and paragraphs describing their opinions on a subject.</p>
SPEAKING	<p>A2 level is pre-intermediate level. The student has previously studied English, but has not been able to reach the level of independent users. There may be forgetting and / or incomplete information on previously learned topics. The students in this course begin with basic grammar and vocabulary and continue the program by learning vocabulary related to complex grammatical structures and various social and academic subjects. When they start attending classes, the forgotten topics are quickly</p>

	remembered. Towards the end of these level courses, the student has a good command of academic language skills and when the student successfully completes this level, s/he reaches the level to follow the intermediate (B1) level courses. This level focuses on practical communication and academic skills that will enable students to succeed in their studies
VOCABULARY	Can use words about places, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine jobs, climate, weather conditions, effects of climate on human behaviour, words related to sports, racing, unusual sports, business, professions of the world / future.

Table 7a- A2 Level Outcomes

GRAMMAR	WEEK 1: *The articles: a/an/the/zero *Simple sentence structures * <i>There is/are/was/were</i> *Countable & Uncountable Nouns * Past Simple * Adjectives	WEEK 2: *The articles: a/an/the/zero *Simple sentence structures * <i>There is/are/was/were</i> *Countable & Uncountable Nouns * Past Simple * Adjectives *Past Time Clauses with <i>When, Before,</i> <i>and After</i>	WEEK 3: *Simple Present (+/-/?), *Adverbs of frequency *Present Continuous (+/-/?) *Simple Present vs. Present Cont. *Prepositions of Time & Place * Object Pronouns *Prepositional phrases (Prepositions after adjectives, pronouns) *Direct & indirect objects	WEEK 4: *Simple Present (+/-/?), *Adverbs of frequency *Present Continuous (+/-/?) *Simple Present vs. Present Cont. *Prepositions of Time & Place * Object Pronouns *Prepositional phrases (Prepositions after adjectives, pronouns) *Direct & indirect objects
	WEEK 5: *Giving opinions and connecting ideas (<i>and/also/too/however</i>) *Compound sentences * <i>can/be able to/could</i> *Imperatives * <i>Let's</i> * Present Perfect & <i>for/since</i> *Present Perfect vs. Past Simple	WEEK 6: *Comparatives and superlatives adjectives *Gerunds & Infinitives *Future forms (plans & predictions): <i>will / be going to / Present Continuous</i> * Future time clauses *Simple Present with future meaning	WEEK 7: *Prepositions of movement *Subject-verb agreement *Transitive and intransitive verbs *Conditionals (Zero Type & Type 1) *Adverbs of degree *Prepositions of direction and manner *Time clauses and factual conditionals *Transitive and intransitive verbs *Clauses *Questions with time	WEEK 8: *Prepositions of movement *Subject-verb agreement *Transitive and intransitive verbs *Conditionals (Zero Type & Type 1) *Adverbs of degree *Adverbs of manner *Time clauses and factual conditionals *Transitive and intransitive verbs *Clauses *Questions with time
	WEEK 9: The Present Simple and the Past Simple Time clauses with <i>when</i> to describe past events; Order of Past Events <i>used to and would</i> Comparatives and Superlatives (Comparing quantities, comparative and superlative adjectives, comparison with <i>as + adj. + as</i>)			

Table 7b- A2 Level Grammar Subjects

B1 Level (Independent User)

B1 level is intermediate level. It is accepted that students who start education with this level have previously learned English. The program of this level focuses on the development of students' academic language skills, reading, writing, speaking and listening skills, and knowledge of vocabulary and grammar. Students are expected to use complex sentences rather than simple and compound sentences. Students who are successful at this level are considered to be "independent learners", that is, they have significantly improved their language learning knowledge and skills, are aware of the knowledge and skills they need and know how to reach them (*see Table 8a*).

- ❖ **B1 Level Description:** It is formed for students who take the English Placement Exam given at the beginning of the academic year and who have at least 30 net correct answers out of 60 multiple choice questions, students who will attend the courses at the B1 (repeat) level of the second academic year in the Preparatory Program. In addition, students who complete A2-B1 combined level module level with an average score between 45-64 and students who complete the B1-B1+ combined level module with an average score between 0-45 can attend B1 classes. If it is a combined level module, after the time allocated to this level, students continue to take B1+ level courses as well.

Students who complete the combined B1-B1+ program with an average of 80 and above are considered to have successfully completed the Preparatory Program; those who have completed the 65-79 score range are entitled to take the English Proficiency Exam to be provided at the end of the module. However, if they take B1 level in a single module (summer term is one level), they will have the right to take the English Proficiency Exam that will be given in the summer term if they complete the relevant module with 80-point average.

Students who fail in the B1-B1+ combined module with an average of a score below 64 points, continue their education in the following module as B1 Repeat (those who graduate with an average score of 0-44) or B1+ Repeat (those who finish with an average of 45-64). Students who take the English Proficiency Exam but fail in this exam attend classes in the Prep-PT (Preparation for Proficiency Test) classes, which are the Preparatory Class for the English Proficiency Exam.

- ❖ **B1 Level Objective:** The objective of B1 level is to enable students to acquire the language skills they will need in their departments / programs and business life with grammar and vocabulary that will enable them to understand and communicate written / verbal texts prepared in accordance with B1 level (*see Table 8b*).
- ❖ **Duration of the B1 Level:** Students attending the B1 level courses receive approximately 24 hours of online tuition, and about 170 hours of distance education in a total of 7 weeks. With online asynchronous tasks given on weekdays and weekends, this period is up to 26 hours per week (the time spent in online tasks may vary depending on the performance of the students). There is a compulsory attendance of 80% of classes.
- ❖ **Structure of B1 Level:** At this level, students attend 24 hours of weekly integrated skill courses (12 hours of reading, writing, grammar, vocabulary and 12 hours of listening, speaking, grammar, vocabulary) online. In-class learning time provided to students is 24 hours; with online classes, the weekly tuition time is up to 26 hours. If student requests, tutorial courses are also provided.
- ❖ **B1 Level Requirements:** Students who fulfill one of the following conditions attend B1 level courses;
 - Those who have a net answer of 30 or more in the English Placement Exam but fail the Beykoz-PROF exam,
 - Those who complete the module they study at A2-B1 level with 45-64 average score,

- Those who have completed the B1-B1+ level module with a 0-44 average score and
- Students who attend the B1 level courses in the summer single module and complete the module with a 0-64 achievement score (will not be dismissed).

❖ **B1 Level Course Materials:**

Reading – Writing- Grammar:

- *Unlock 3 Intermediate Reading & Writing* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Listening- Speaking- Grammar:

- *Unlock 3 Intermediate & Listening & Speaking* (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Students who successfully complete the B1 level;

LISTENING	<p>Can understand what they are listening to about familiar topics and / or daily social events. Can have skills to respond to written questions have improved while listening, however, their note-taking skills need to be improved. Can understand the texts they listen to on topics such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.</p>
READING	<p>Can understand texts that contain the most frequently used words in professions or everyday language. Can understand the basic issues in a text. However, they have difficulty understanding the implied meaning and complex linguistic structures in the text. Can grasp the main idea of the text, however, their academic and under-used non-academic vocabulary should be improved. Can understand the texts they read on topics such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.</p>
WRITING	<p>Can write academic or non-academic short paragraphs on topics they are familiar with or are of personal interest. Can tend to use new structures, and with these structures and can form sentences with few mechanical errors. There is a variety in sentence structures and words; however, they need support in writing academic paragraphs and essays and building grammatically more accurate sentences and using more complex structures. Can write academic texts consisting of 200-250 words to reflect their ideas on issues such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.</p>
SPEAKING	<p>Can understand and participate in conversations on various topics daily, but may need repetition. Can overcome many situations that can be encountered in travels, where the language is spoken; Can express their experiences and talk about their thoughts and plans. Can have sufficient language knowledge to explain themselves with little hesitation about personal and familiar matters. Can express their thoughts, talk and make presentations on issues such as animals, environment, traffic, transportation, tradition, tradition, cultural heritage, health, fashion, economy.</p>
VOCABULARY	<p>Can use academic verbs, word families, negative prefixes, transportation vocabulary, talking about problems and solutions; synonyms to avoid repetition, suffixes, prefixes, health and fitness collocations, adjectives to describe well-being, uses of the verb <i>make</i>, vocabulary for the fashion business, idioms, vocabulary for economics and economic trends; collocations with <i>pay</i> and <i>money</i></p>

Table 8a- B1 Level Outcomes

GRAMMAR	WEEK 1: <i>That</i> clauses in complex sentences Infinitives of purpose <i>Because</i> and <i>so</i> Verbs Followed by Gerunds or / and Infinitives More about Gerunds and Infinitives Conjunctions (<i>and, or, but, so, yet</i>) Adverb Clauses	WEEK 2: <i>That</i> clauses in complex sentences Infinitives of purpose <i>because</i> and <i>so</i> Verbs Followed by Gerunds or / and Infinitives More about Gerunds and Infinitives Conjunctions (<i>and, or, but, so, yet</i>) Adverb Clauses The Second Conditional The Passive: Present and Past	WEEK 3: Word order Combining sentences with <i>and, or, but, whereas, both, neither</i> Comparative Adjectives and Adverbs Comparisons with <i>as...as</i> Modal for obligation, prohibition, suggestion, and advice and some phrases	WEEK 4: Verbs of cause and effect <i>Because</i> and <i>because of</i> Past Perfect
	WEEK 5: Modal verbs to express future possibility and present probability	WEEK 6: Making suggestions First conditional <i>If... not</i> and <i>unless</i> Comparative and superlative adjectives Superlative adverbs	WEEK 7: Reported Speech Relative Clauses (Subject) Relative Clauses (Object)	WEEK 8: Adverbs of frequency to avoid generalizations Paraphrasing Dependent preposition (verb + preposition, adj. + preposition) Verb + Object + Prep. Combinations

Table 8b- B1 Level Grammar Subjects

B1+ Level (Independent User)

The B1+ level is the upper-intermediate + (intermediate +) level. Students at this level are considered to be “independent users” who have good command of grammar, vocabulary and language skills to follow the programs in their departments when they are at the exit level and when they finish with superior success. Students who complete this level with an average score of at least 65 and above, take the English Proficiency Exam where they will prove their language proficiency (*see Table 9a*).

- ❖ **B1+ Level Description:** It is formed for students who successfully completed the B1 level who successfully completed their first academic year at the B1+ (repeat) level in the Preparatory Program, students who successfully completed the A2-B1 level and those who completed the B1-B1+ level with an average of 45-64 points. After the time allocated to this level, if the students are successful in this level and cannot succeed in the Beykoz-PROF exam, they continue their education in the Prep-PT (Preparation for Proficiency Test) classes, which are offered to prepare for the English Proficiency Exam.

Students who complete the combined B1-B1+ program and B1+ level courses with an average of 80 and above are considered to have successfully completed the Preparatory Program; those who complete the 65-79 grade range are successfully entitled to take the English Proficiency Exam to be provided at the end of the module.

Students who fail the B1+ module continue their education as B1+ Repeat (who finish with 0-64-point average) student in accordance with the average of the end of the module. Students who enter the English Proficiency Exam but fail (with an average score of 65-79) continue their classes in the Prep-PT (Preparation for Proficiency Test) classes until the following English Proficiency Exam is conducted.

- ❖ **B1+ Level Objective:** The objective of the B1+ level is to enable students to gain grammar and vocabulary that will enable them to understand and communicate written / spoken texts prepared in accordance with the B1+ level and advanced language skills that they will need in their departments / programs and business life (*see Table 9b*).
- ❖ **Duration of B1+ Level:** Students attending B1+ Level courses receive approximately 170 hours of distance education in the online classes with a total of approximately 24 hours of lectures per week over a 7-week period. With online asynchronous tasks given on weekdays and weekends, this period is up to 26 hours per week (the time spent in online tasks may vary depending on the performance of the students). There is a compulsory attendance of 80% of classes.
- ❖ **Structure of B1+ Level:** At this level, students attend weekly 24-hour integrated skill lessons (12 hours of reading, writing, grammar, vocabulary and 12 hours of listening, speaking, grammar, vocabulary) in the online classes. In-class learning time provided to students is 24 hours; with online classes, the weekly tuition time is up to 26 hours. If student requests, tutorial classes are also provided.
- ❖ **B1+ Level Prerequisite: Students who fulfill one of the following conditions attend this level course;**
 - Those who have successfully completed the module at A2-B1 level with an average score of 65 and above,
 - Students who complete the B1-B1+ level module with an average score of 45-64,
 - Only students who have completed the module in the summer (Module 3) that they have attended B1+ level courses with an average score between 0-64 (who will not be dismissed).

❖ **B1+ Level Course Materials:**

Reading – Writing- Grammar:

- *Unlock 4 Upper-Intermediate* Reading & Writing (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Listening- Speaking- Grammar:

- *Unlock 4 Upper-Intermediate* Listening & Speaking (Cambridge)
- Online Tasks
- Weekly vocabulary lists and
- Extra supporting materials

Students who successfully complete the B1+ level;

LISTENING	<p>Can understand listening and take notes has improved.</p> <p>Can often understand the main ideas in academic lectures and take notes accordingly. However, they may sometimes have difficulty understanding details and note-taking skills need to be improved on academic issues.</p> <p>Can understand that they listen to issues such as globalization, education, environment, architecture, energy, art and design, aging, communication, private / privacy, business, cooperation, and language.</p>
READING	<p>Can usually understand, explain and analyse academic and non-academic texts.</p> <p>Can need help in conceptualizing the implied meaning in the text.</p> <p>Although they easily understand the main idea of the text, academic vocabulary needs to be improved.</p> <p>Can understand what they read on topics such as globalization, education, environment, architecture, energy, art and design, aging, communication, private / privacy, business, cooperation, and language.</p>
WRITING	<p>Can understand and use a large number of grammatical structures.</p> <p>Can comment on subjects they read, listen or watch, express their feelings and thoughts in a meaningful way, and write a simple composition.</p> <p>Can need repetition and support in writing academic paragraphs and essays and applying complex grammatical structures related to the subject.</p> <p>Can write academic texts / compositions consisting of 250-300 words that convey their thoughts about globalization, education, environment, architecture, energy, art and design, aging, communication, private / privacy, business, cooperation, and language.</p>
SPEAKING	<p>Can provide detailed information on the topics they are interested in, understand texts containing information about concrete and abstract events, ask questions about their problems and causes, and respond to questions.</p> <p>Can speak accurately, fluently and spontaneously to enable communication and can make presentations on familiar topics.</p> <p>Can generally express their opinions in a given topic and respond to others' questions and opinions.</p> <p>Can verbally present and present their thoughts about globalization, education, environment, architecture, energy, art and design, aging, communication, private life / privacy, business, cooperation, and language.</p>

<p>VOCABULARY</p>	<p>Can use academic phrasal verbs and words about globalization, education, academic adjectives to describe professions (e.g. manual, medical, technical), academic noun phrases, natural disaster vocabulary, verbs to describe environmental change, academic word families, architecture, transformation, and planning vocabulary, energy collocations, formal and informal academic verbs, academic vocabulary for networks and systems, common vocabulary to describe problems and solutions, common transition words to indicate steps of a solution, vocabulary for art and design, phrases for argumentation, phrases for argumentation, collocations with prepositions, academic verbs for support and assistance, time expressions, language for assigning blame and responsibility, describing emotional responses, cause/effect phrases, collocations for behavior, problem-solution collocations, business and marketing vocabulary, compound nouns, phrasal verbs about communication and compound adjectives.</p>
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Table 9a- B1+ Level Outcomes

GRAMMAR	WEEK 1: Noun phrases Time phrases Demonstratives	WEEK 2: <i>Present Simple, Present Progressive, Present Perfect, Present Perfect Progressive, Past Simple, Past Progressive</i> Modals of present and past probability	WEEK 3 Comparison and contrast language: <ul style="list-style-type: none"> • Transitions to show comparison and contrast • Adverb clauses of contrast Comparative and Superlative Adjectives and Adverbs Articles The Future Continuous Stating preferences with <i>would</i>	WEEK 4: Adverb Clauses of Contrast and Concession (pg. 90-93) Transition Words and Phrases That Show Contrast and Concession
	WEEK 5: Past Perfect Past Perfect Progressive Past Modals and Modal like Expressions <i>Would</i> and <i>Used to</i> for Past Habits <i>Was / Were + Supposed to</i> and <i>was / were going to</i> for Past Expectation Common Time Clauses	WEEK 6: Future forms: <ul style="list-style-type: none"> • <i>Will</i> and <i>be going to</i> for predictions and expectations Relative clauses Comparatives with <i>as... as</i> Connecting ideas (Transition words and phrases) The Passive Voice Common Patterns with Nouns That Show Cause Common Patterns with Nouns That Show Effect	WEEK 7: Relative Clauses Paraphrasing Cause and effect (<i>result in / lead to / as a result of this / because of this / as a consequence</i>) The First/Second/Third Conditionals Participles that show cause/effect	WEEK 8: The Passives Degree expressions with <i>so ... that / such a ... that</i> Noun Clauses with <i>If / Whether</i> Gerunds and Infinitives

Table 9b- B1+ Level Grammar Subjects

XII. ASSESMENT AND EVALUATION

Students who fail in the Beykoz-PLET and / or Beykoz-PROF exams start their education in the preparatory program at different levels, A1, A2, B1, (B1+ and Prep-PT in the repeat classes) and take “short and long (integrated)” exams (see *Table10*).

The detailed calendar of the relevant module of the exams which assess vocabulary, grammar, reading, writing, speaking skills and various sub-skills (such as finding the main idea, writing paragraphs, answering while listening, taking notes, making presentations, discussion) is announced to students within the first week of each module.

The results of the exams held while the module is in progress are published in the student transcriptions in the OIS; detailed information and feedback on questions and answers are shared by class teachers with students in the lesson. On the other hand, students can learn the results of the end of the module exam from the OIS transcriptions on the dates specified in the English Preparatory Program Academic Calendar.

PORTFOLIO (50%):	<u>50 points / 100 points</u>
* Achievement Test (ACT):	10 <u>points</u>
* Writing Quiz:	10 <u>points</u>
* Speaking Quiz:	10 <u>points</u>
* On-line Task:	10 <u>points</u>
* Project Task:	10 <u>points</u>
Midterm (20%): (Vocabulary, Grammar, Reading and Listening)	<u>20 points / 100 points</u>
End of Module Exam (30%): (Vocabulary, Grammar, Reading, Listening, Writing, Speaking)	<u>30 points / 100 points</u>
PASSING GRADE:	<u>65+ points / 100 points</u>
<u>Requirement for End of Module Exam:</u>	
Not exceeding the module absenteeism limit (20%)	
To get “Complete” evaluation for writing tasks (Process Writing)	

Table 10- Exams, Points and Exam Weights

XIII. WRITING ACTIVITY (PROCESS WRITING)

Students write their 1st drafts in exam format in the classroom (Students who did not write their 1st drafts in the classroom or who did not write with the desired content and length are considered as incomplete).



The feedback given to the 1st draft is given with "correction symbols" and students are asked to correct their mistakes by looking at these symbols. The student who receives "Incomplete" to the text s/he has written has to rewrite the drafts until s/he receives the "Complete " evaluation.



A students who fails to deliver his/her second or subsequent drafts on time is given another deadline and the student receives a warning for the late delivery.



The student who insists on not to write or deliver his/her first or other drafts is give a second warning.



The student who has not delivered the task despite the warning has to sign a petition informing that s/he knows that s/he is not allowed to sit for the End of Module Exam and s/he can't take it.

ATTENTION!

- ✓ In order to open classes at A1 and A2 level in the summer term, at least 15 A1 and A2 level students must submit a petition to the Beykoz-SFL Directorate within the last week of the Spring Semester. If the desired number is not reached, students who wish will apply to the English Preparatory Program Administration to attend tutorial classes provided by the Academic Support Unit (ACUT).
- ✓ Those who successfully complete the English Preparatory Program at the end of the Fall Semester, students who successfully complete the English Preparatory Program at the end of the Spring Semester are entitled to take courses in the classes to be opened in their departments in the summer term.
- ✓ Students who have completed the B1+ level with a score of 80 and above in the English Preparatory Program and those who have passed the Beykoz-PROF Exam given in the academic year are considered to have successfully completed (exempt) the English Preparatory Program and begin to take courses from their departments in the following term. In addition, students who show that they have passed one of the external language proficiency exams accepted by the Senate will be able to take courses from their departments in the next semester.
- ✓ Students who successfully complete the English Preparatory Program are given a Certificate of Achievement.

- ✓ If students who successfully complete their English Preparatory Program and are entitled to start their departments, may wish to be exempted from the compulsory "General English Courses" given in the Department / Programs, they can take the "English Exemption Exam" given at the beginning of the academic semester after they have completed the Prep Program successfully.

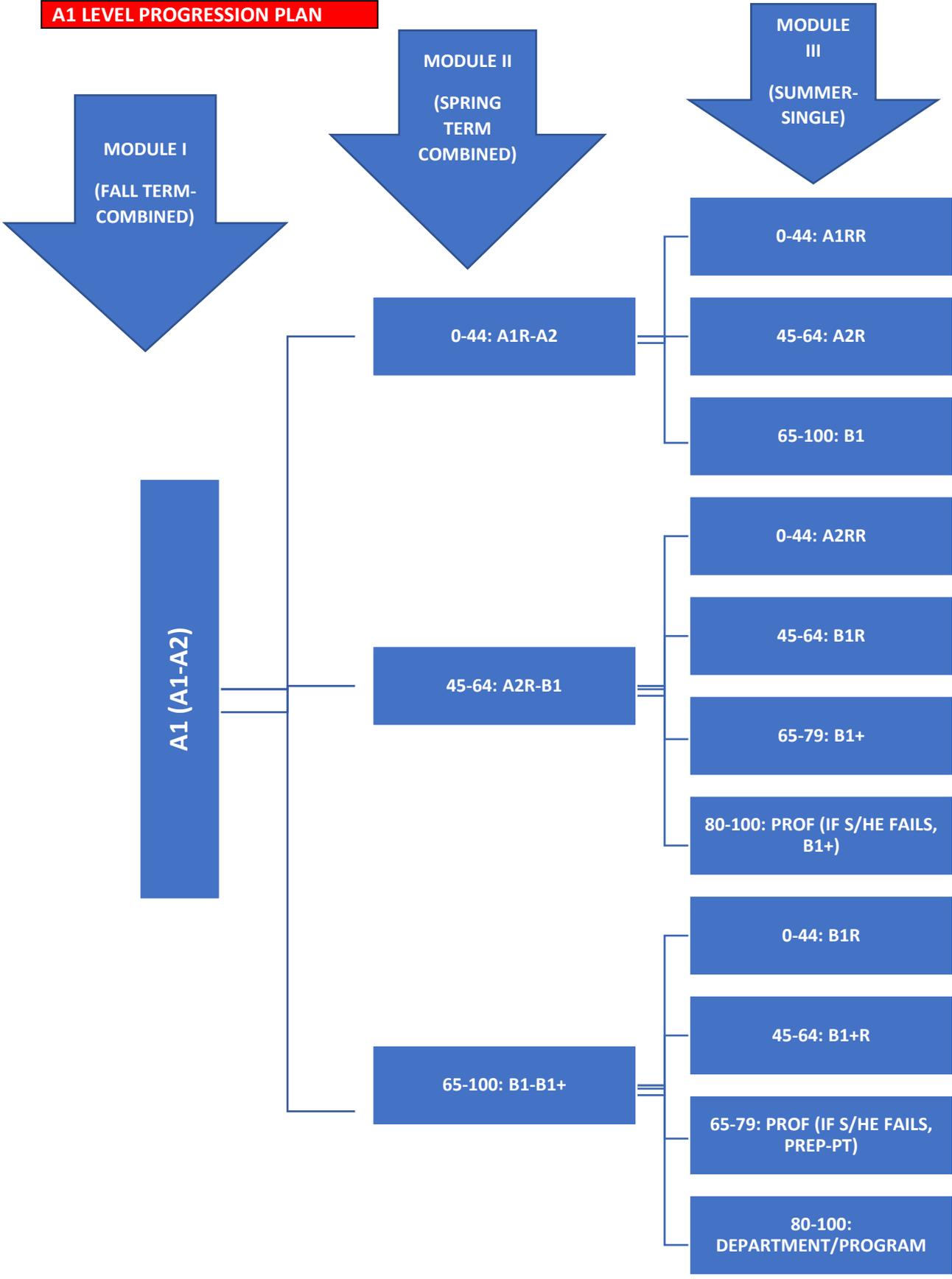
Students obtain a grade of achievement in accordance with the weight of the exams they take throughout the module. The descriptors of the grades obtained are given in the table below (*see table 11*).

SCORES	DESCRIPTION
0-39	S/he did not achieve the objectives of the relevant level.
40-49	S/he was able to achieve a few of the objectives of the relevant level.
50-59	S/he was able to achieve some of the objectives of the relevant level.
60-64 (Borderline Fail)	There is little to do to achieve the objectives of the relevant level; s/he should work more for the knowledge and skills that will increase their success in the course.
65 (Pass Score Lower Limit)	S/he was able to reach the target of the relevant level sufficiently.
65-69 (Borderline Pass)	S/he has achieved the goals of the relevant level; although her/his scores are sufficient, it is recommended to do additional studies for more knowledge and skills.
70-79 (Merit Pass)	S/he has succeeded in achieving the knowledge and skills that meet the objectives of the relevant level. If the s/he meets the requirements of the course, s/he will be successful in the next level.
80-100 (Outstanding Pass)	S/he also achieved success by exceeding the standard knowledge and skills set for the objectives of the relevant level. If the s/he meets the requirements of the course, s/he will be successful in the next level.

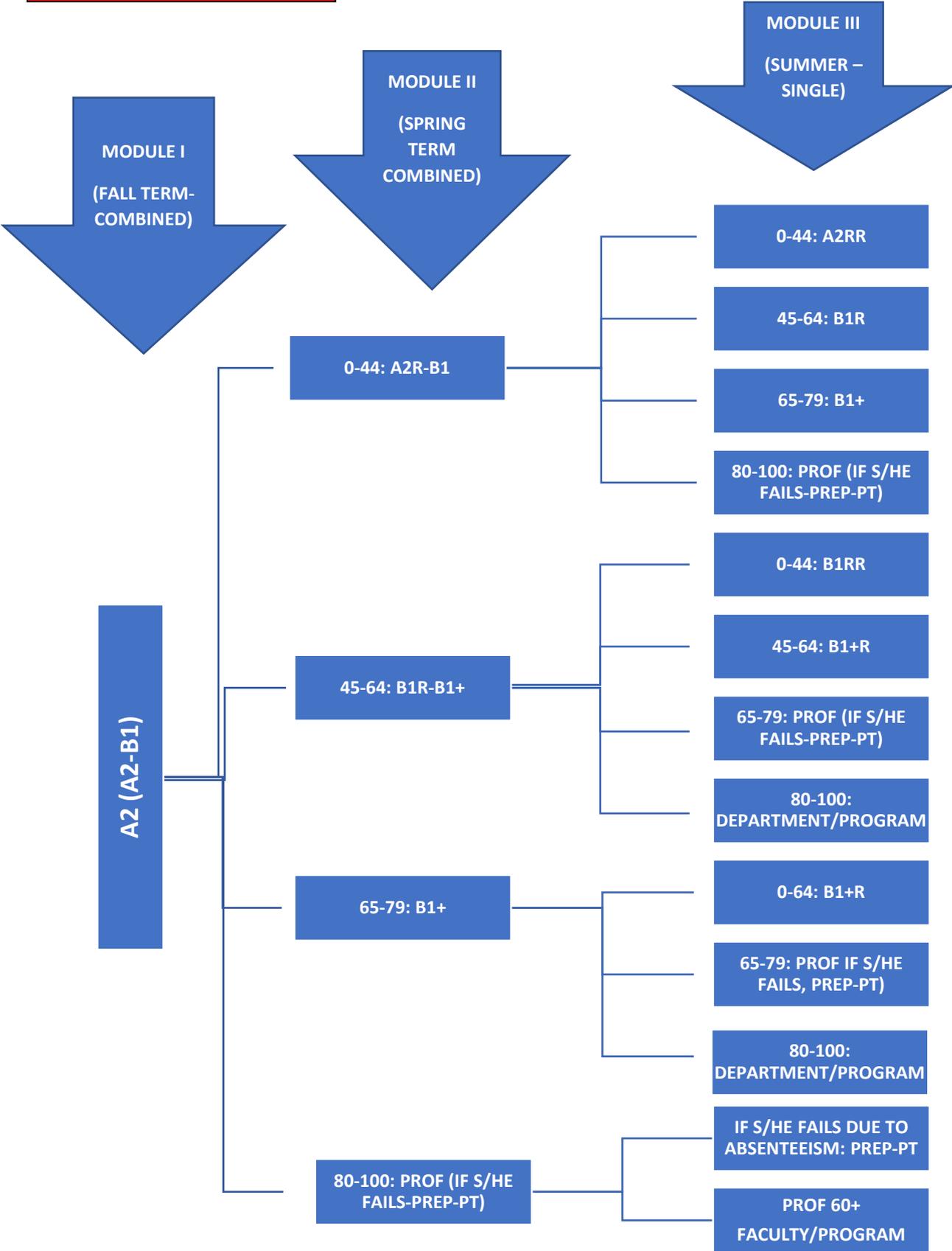
Table 11- End of Module Achievement Score Descriptions

XIV. LEVEL PROGRESSION

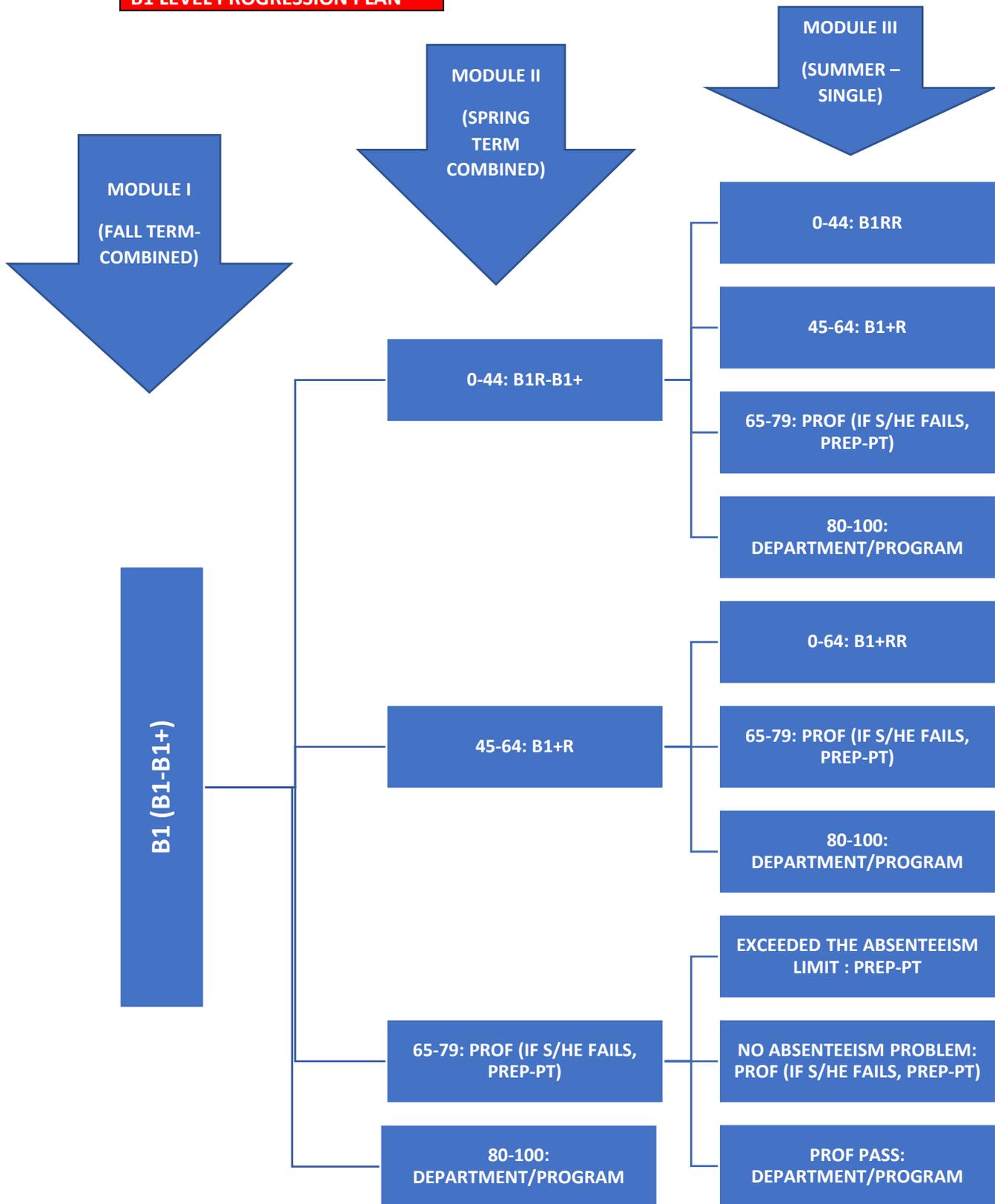
A1 LEVEL PROGRESSION PLAN



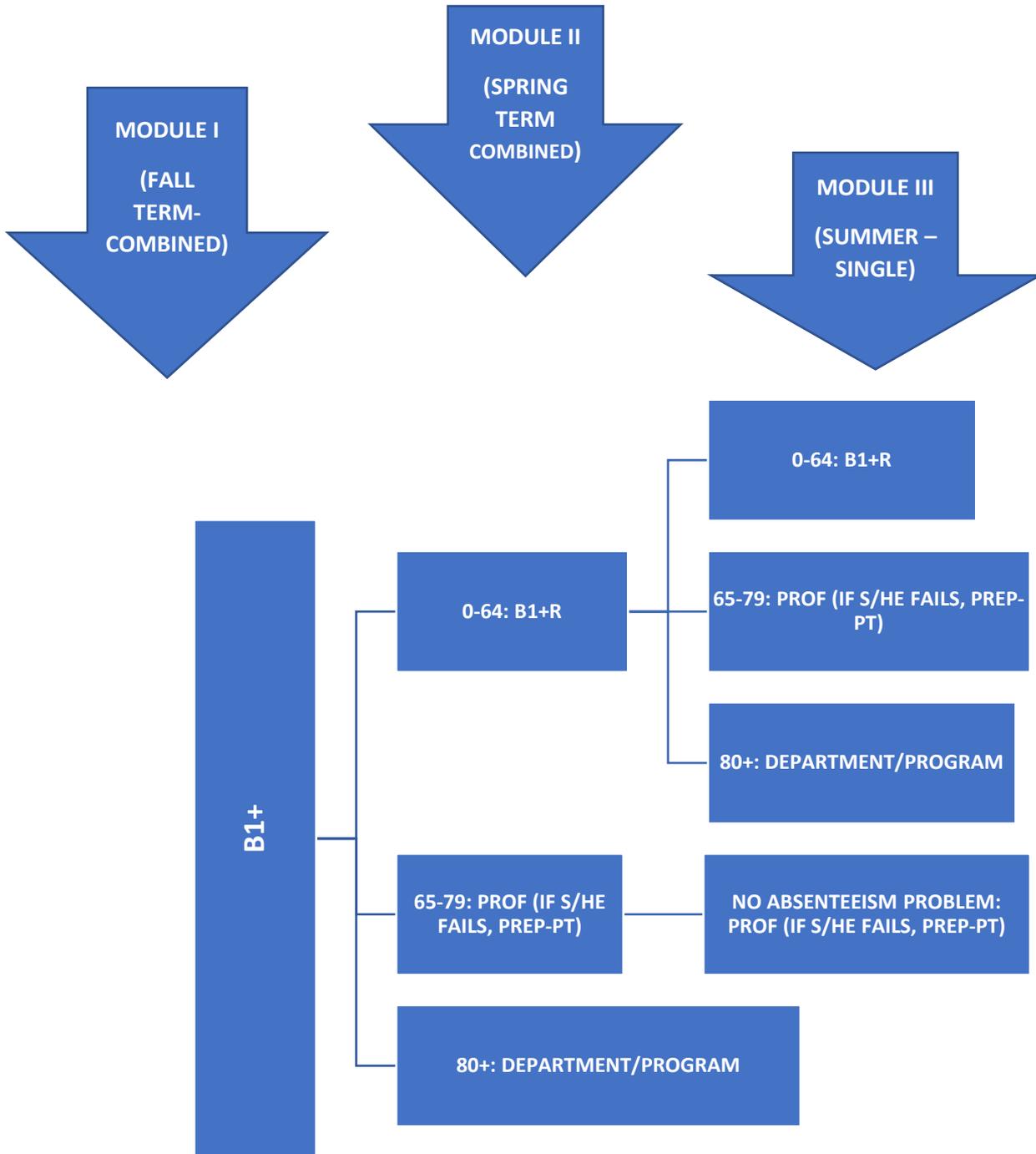
A2 LEVEL PROGRESSION PLAN



B1 LEVEL PROGRESSION PLAN



B1+ LEVEL PROGRESSION PLAN



XV. COMPLETING ENGLISH PREPARATORY PROGRAM / EXEMPTION

The conditions to be exempt from the English Prep Program could be examined in two ways:

- For the new comers (newly registered)
- While attending the English Prep Program courses

a. Exemption for the New Comers

One of the options below is alright to fulfil the exemption requirement and to be exempt from the English Prep Program for the new comers who are newly registered and are obliged to be exempt from the English Prep Program since the medium of instruction in their departments is English.

Submission of the documents proving they studied in an English-speaking country: The students who started living in Turkey have to prove with the necessary documents that s/he spent at least the last 3 years in an English-speaking country where English is spoken as a native language or an official language and attended a school (high school or university) there that the citizens of the country attend this school.

Submission of the exemption document/documents delivered by the other universities: The students have to submit the documents via E-mail proving that they are exempt from the English Prep Program or who have completed the English Prep Program successfully in their previous university (recognized by Turkish Council of Higher Education- YÖK) getting a passing score that is valid for a department the medium of instruction is 100% English. If s/he is a transfer student, s/he has to prove that s/he has attended all the courses provided 100% in English until the application date. The validity duration of the exemption is only 2 (two) years for the documents of the students from the departments whose medium of instruction was Turkish in their former universities.

- **International language proficiency examination recognized scores:** They have to submit a score obtained from an international language proficiency exam recognized by Council of Higher Education (YÖK) with a score accepted by Beykoz University Senate (**TOEFL minimum score 72, Pearson PTE Academic minimum score 55, and minimum C from CAE**)
- **Getting a passing score from the Beykoz University English Proficiency Exam (*Beykoz PROF*):** They have to get the English Placement Test. If they get minimum 30 net correct answers out of 60, they are eligible to sit for the English Proficiency Exam (*Beykoz-PROF*) provided by the English Prep Program. The passing grade in the English Proficiency Exam is minimum 60.
 - **Submission of a language score of a proficiency exam provided by ÖSYM (Student Selection and Placement Registration Center):** They have to submit the document proving that they received at least the minimum passing score (60) from the ÖSYM proficiency tests YDS, e-YDS and YÖKDİL (English).

b. Exemption as a Student While Attending the Beykoz-EPP Courses

While attending the courses in the Prep Program, the students can sit for a proficiency exam provided in the academic year if they

- Can complete B1 level with a minimum score of 80
- Can complete B1+ level with a score between 65-79

Within an academic year, 3 (three) English Proficiency Exams are conducted: at the end of the 1st Semester, at the end of the 2nd Semester, and at the end of the Summer Period. Students who have completed B1 level with at least 80 points and B1+ with an average score between 65-79 are considered successful when they get minimum 60 points from one of the proficiency exams given at the end of their term.

All students who fail during the academic year have the right to take the English Proficiency Exam conducted at the beginning of the next academic year- regardless of their latest level (registration must be on during the academic year) (see Beykoz University Main Web Page Academic Calendar Sub Link, "English Preparatory Program Academic Calendar").

English Proficiency Exam Score Descriptors

For undergraduate and associate degree students attending the English Preparatory Program, the passing score in the English Proficiency Exam is minimum 60 points. English Proficiency Exam score definitions are given in the table below (see *Table 12*).

SCORE	DESCRIPTORS
0-29	The objectives of language have hardly been achieved, and the language requirements have not been fully met.
30-39	The objectives of the language have been reached very rarely and only a few goals have been achieved.
40-49	The objectives of the language have been reached to a small extent, and several goals have been achieved.
50-59	The objectives of the language have not been achieved adequately and only some of the goals have been achieved.
60-79	The objectives of the language have been adequately achieved and many learning objectives have been achieved.
80-100	He is able to understand the language at a high level and almost all goals have been achieved.

Table 12- English Proficiency Exam Descriptions

c. Success Status at the end of the Academic Year

Students who are registered during the relevant academic year or in the Spring Semester but have not successfully completed the Preparatory Program by the end of the academic year have the right to take the English Proficiency Exam (Beykoz-PROF) conducted in September. Students who succeed in the September English Proficiency Exam start their classes in their departments/programs in the new academic year; who fail the September English Proficiency Exam

The students from programs whose medium of instruction is English can continue their education in the Preparatory Program in their second academic year, in classes suitable for their level at the end of the 3rd module. Students who have not succeeded at the end of the first academic year take the English Proficiency Exam again at the beginning of the second academic year, and are placed in classes A1-A2-B1 according to the results obtained in this exam.

Students from the programs whose medium of instruction is Turkish can begin their classes in their departments, even if they fail in the Preparatory Program. If they want to attend the courses at the Prep Program in the second academic year, they must submit their requests with a petition to the Beykoz University Student Affairs Office and the School of Foreign Languages. (Attention: The time spent in English Preparation is included in the total learning time.)

d. Dismissal Status

The maximum duration of study in the Prep Program is 2 (two) academic years (see Beykoz University Main Web Page *Academic* Sub Link, Undergraduate, Associate Degree and English Preparatory Program Directive). At the end of the second academic year, the students that have failed the English Preparatory Program and are from departments whose medium of instruction is English (compulsory) are “dismissed” from the university. However, these students have the right to reopen their registration if they succeed in one of the language proficiency exams accepted by the University within three academic years after they are dismissed, unless otherwise stated in the relevant academic year legislation.

The duration of the Prep Program for the students originally placed in a program whose medium of instruction is English through internal or external transfer is added on top of the duration of the Preparatory Program at Beykoz University; the total duration of the old and new institutions' education at Prep Program is maximum 2 academic years.

XVI. ABSENTEEISM

As the Prep Program has an intensive program, students who fail to attend classes will fall behind the program carried out, so they will not succeed in weekly exams, major midterm exams, and end of module exams. The students are required to attend their classes **at the rate of 80% for each module** (see Table 13). Except for the **health conditions that require a follow-up and documented with a council report from a state hospital** and the cases documented with a **death report of a loss of a first-degree relative** (mother, father, sibling), all kinds of excuse documents and reports submitted are examined in the School of Foreign Languages Board of Directors. Students who have exceeded the absenteeism limit by more than 40% and have not attended classes without submitting any official documents and have not submitted reports **are deemed unsuccessful from the relevant semester** and they lose their right to attend classes; however, these students can benefit from existing tutorials and online lessons. Even if they have taken any online exams, these exams will not be valid. For each new module, the absence limit starts from the beginning. In other words, absenteeism in one module is not transferred to the next module.

2020 – 2021 ACADEMIC YEAR	ATTENDANCE LIMIT (%20)	ATTENDANCE LIMIT (TOP LIMIT: %40)
Module 1 (Fall Term): 14 Weeks	100 class hours	200 class hours
Module 2 (Spring Term): 14 Weeks	80 class hours	160 class hours
Module 3 (Summer Term): 6 Weeks	40 class hours	80 class hours
<p>absenteeism in one module is not transferred to the next module! <i>Students who have exceeded %30 absenteeism limit have to submit a health report taken from a council of a state hospital to sit for the End of Module Exam.</i></p>		

Table 13- Attendance Limits for Each Module

- 80% attendance is compulsory
- The students whose absenteeism is between 20%- 39% with NO documented excuse can attend the classes but cannot take the End of Module Exam
- Students whose absenteeism is more than 40% fail automatically due to the very poor absenteeism and cannot attend regular classes unless they submit a report taken from a state hospital council. Students whose absenteeism exceeds 30% and have no recognized documents but has an average score of 80 and more, can sit for the End of Module Exam.
- Students whose absenteeism rate exceeds 30% must submit the council report on time (from the full-fledged state hospital) to the Preparatory Program Management in order to take the End of Module Exam (see Appendix 3).
- You can find more detailed information in the English Preparatory Program Education and Training Directive, Article 17 and Article 18, and on the "Frequently Asked Questions (see Appendix 5)" webpage on the Beykoz-EPP School of Foreign Languages Web Page.

Health Reports and Make-up Exams

Make-up exams are given to students who have missed the exams and assessments given in the English Preparatory Program due to health problems and the ones who deliver the health report on time. Reports must be submitted within "5 (five)" working days; however, if the make-up exam is held at an earlier date, the reports must be notified to the English Preparatory Program management by mail on

the day of medical report, and the original document must be submitted via e-mail to the management two days before the exam date.

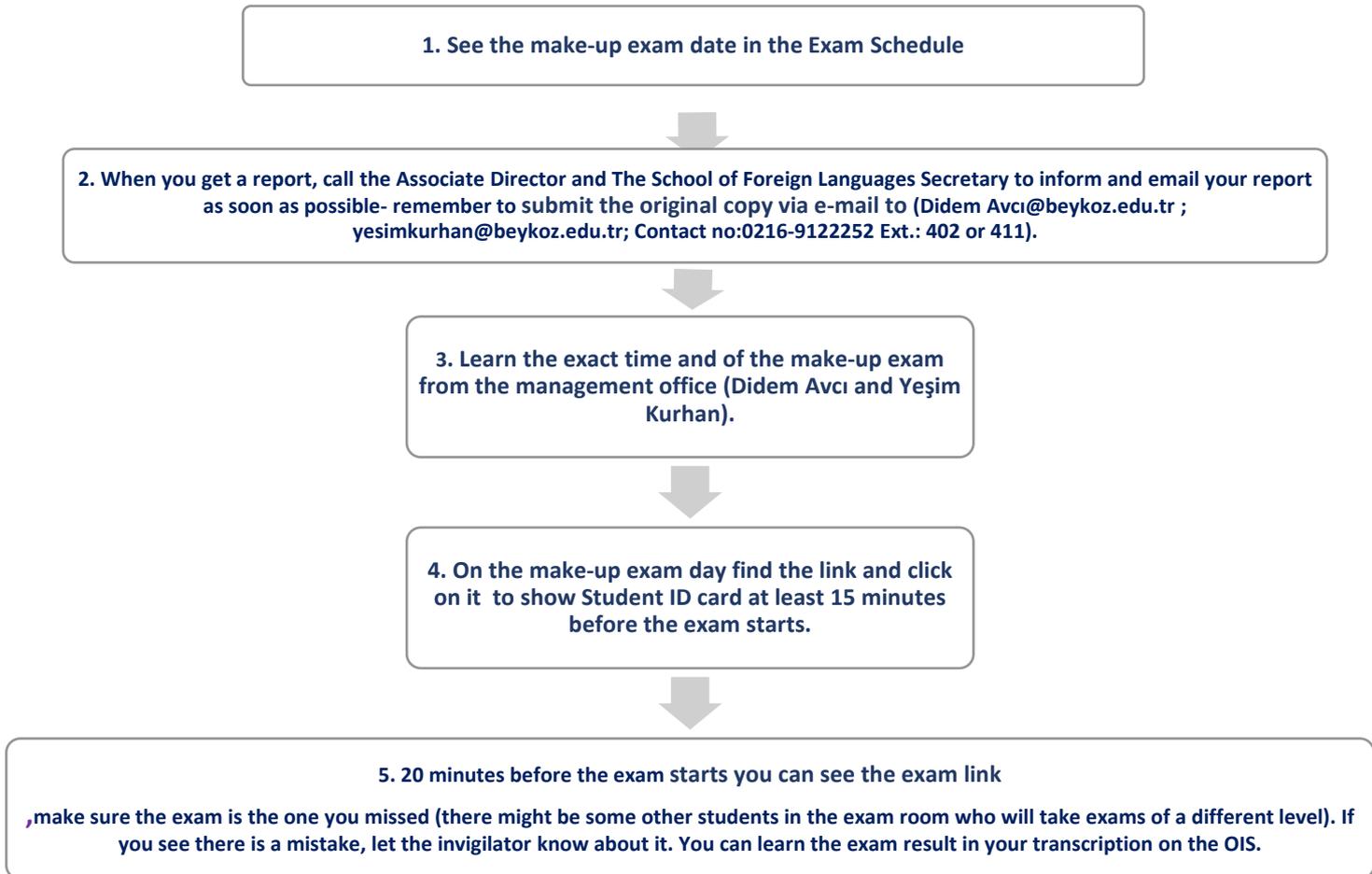
The make-up exam date is announced in the first week of the module in the Exam Schedule; however, its time is announced a day before the exam.

Not all exams have a make-up exam. Table 14 shows the exams with a make-up exam and the ones without a make-up exam:

<i>The Exams with Make-up Exams</i>	<i>The Exams without Make-up Exams</i>
AcT Quiz Writing Quiz Speaking Quiz Midterm End of Module	Project Task Online Task

Table 14- The Exams with Make-up Exams and the Ones without Make-up Exams

Important!!! There is NO make-up exam for a missing make-up exam.



To Take Make-up Exam

XVII. LESSON PROGRAM

There are two shifts: morning and afternoon.

The schedule for the 2020-2021 Academic Year, the morning is as follows. At least 24 hours of lessons per week are offered at all levels. Tutorial classes are carried out in beginner level (A1, A2) classes; upon request, tutorial classes can also be provided for other levels.

2020-2021 MORNING SHIFT LESSON SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
LESSON 1	09:00-09.40	09:00-09.40	09:00-09.40	09:00-09.40	09:00-09.40
LESSON 2	09.50-10.30	09.50-10.30	09.50-10.30	09.50-10.30	09.50-10.30
LESSON 3	10.40-11.20	10.40-11.20	10.40-11.20	10.40-11.20	10.40-11.20
LESSON 4	11.30 – 12.10	11.30 – 12.10	11.30 – 12.10	11.30 – 12.10	11.30 – 12.10
LESSON 5	12.20 – 13:00	12.20 – 13:00	12.20 – 13:00	12.20 – 13:00	

XVIII. TRANSPORTATION FOR SCHOOL OF FOREIGN LANGUAGES CAMPUS

Beykoz University School of Foreign Languages Our campus is located in the district of Kavacık in Beykoz, Istanbul.

Address: Fatih Sultan Mehmet Caddesi Şehit Er Cengiz Karcioğlu Sk. No: 7 Kavacık Beykoz İstanbul

Transportation

From the Asian (Anatolian) Side of Istanbul

If you take **Bus Number 14M** at **Kadıköy** and get off **Kavacık Turnoff**, you can arrive at School of Foreign Languages English Campus after 10-minute walk.

From Üsküdar, take the Üsküdar-Ümraniye Metro and get off at Bağlarbaşı stop and exit the Faculty of Theology. When you get on the **Bus number 14M** at the bus stop here and get off at Kavacık Turnoff, it is 10- minute walk away to Beykoz University School of Foreign Languages Campus.

If you come from Kartal, Maltepe, Pendik, Tuzla, take **the 500T Numbered Bus** and get off at the **Kavacık Bridge** stop. You can get to Beykoz University School of Foreign Languages Campus after 10-minute walk

From the European Side of Istanbul

If you come from Büyükçekmece, Beylikdüzü, Avcılar, Küçükçekmece, Bahçelievler, take **any metrobus** and **get off in Ayvansaray** and take the **500T Numbered Bus** on the left; get off at the **Kavacık Bridge** stop. You can get to Beykoz University School of Foreign Languages Campus after 10-minute walk.

If you are coming from Esenler, Bayrampaşa, take the **Bus Number 32M** and get off at **Mecidiyeköy**. From here you take **The Bus Number 121B** and get off at the **Kavacık Bridge (Kavacık Cemetery)** stop; it is 2 minutes away from Beykoz University School of Foreign Languages Campus.

If you are coming from Bağcılar, Güngören, when you take the **Kabataş-Bağcılar tram** and get off at **Cevizlibağ**, take the **500T Numbered Bus** and get off at **Kavacık Bridge** stop, Beykoz University School of Foreign Languages Campus after 10-minute walk.

Take the **Taksim metro** at Taksim and get off at **Mecidiyeköy** stop. From there, you can take **The Bus Number 121A** or **121B** and get off at the **Kavacık Bridge (Kavacık Cemetery)** stop, and it is 2 minutes away from Beykoz University School of Foreign Languages Campus.



APPENDIX 1:

BEYKOZ UNIVERSITY 2020-2021 ACADEMIC YEAR SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR	
MODULE 1 / FALL TERM	DATES
THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) (For Students Who are Placed by YKS and Registered in the University and repeat students from 2019-2020 Academic Year)	21 September 2020 Monday and 23 September Wednesday
WEBSITE ANNOUNCEMENT OF THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) RESULTS (After 05:00 pm)	25 September 2020 Friday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR THE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (For the students who have passed the English Placement Test and for the transfer students who have applied for the departments in which the medium of instruction is English) (After 05:00pm)	25 September 2020 Friday
THE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)	28 September 2020 Monday
WEBSITE ANNOUNCEMENT OF THE RESULTS OF ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 05:00 pm)	29 September 2020 Tuesday
WEBSITE ANNOUNCEMENT OF THE LEVEL CODES AND CLASSES OF THE STUDENTS WHO WILL STUDY AT THE ENGLISH PREPARATORY PROGRAM (After 05:00 pm)	01 October 2020 Thursday
ORIENTATION WEEK FOR THE STUDENTS	5-9 October 2020
THE ENGLISH PREPARATORY PROGRAM MODULE 1 CLASSES START	12 October 2020 Monday
MIDTERM EXAM 1	26 November 2020 Thursday
MIDTERM EXAM 2	24 December 2020 Thursday
A2-B1, B1-B1+, B1+ MODULE 1 CLASSES END	08 January 2021 Friday
A2-B1, B1-B1+, B1+ MODULE 1 CLASSES END OF MODULE EXAM	11-12 January 2021 Monday- Tuesday
A2-B1, B1-B1+, B1+ MODULE 1 CLASSES END OF MODULE "MAKE-UP" EXAM	13 January 2021 Wednesday
THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) (For the Students Who Have Frozen Their Registration for Fall Semester Only and Extension Students Who Will Register to the Programs in English)	14 January 2021 Thursday
WEBSITE ANNOUNCEMENT OF A2-B1, B1-B1+, B1+ CLASSES MODULE 1 RESULTS (After 05:00 pm)	15 January 2021 Friday
WEBSITE ANNOUNCEMENT OF THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) RESULTS (After 05:00 pm)	15 January 2021 Friday

WEBSITE ANNOUNCEMENT FOR THE STUDENTS WHO WILL SIT FOR ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) FOR MODULE 1 (For the English Preparatory Program students who have become entitled to sit for Module 1 Fall Term Beykoz-PROF Exam, for the students who have passed the Beykoz-PLET Test held on January 14 th , 2021 and for the transfer students who have applied for the departments in which the medium of instruction is English) (After 05:00 pm)	15 January 2021 Friday
A1-A2 MODULE 1 CLASSES END	15 January 2021 Friday
A1-A2 CLASSES FOR MODULE 1 END OF MODULE EXAM	18-19 January 2021 Monday-Tuesday
MODULE 1 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)	19 January 2021 Tuesday
A1-A2 CLASSES MODULE 1 END OF MODULE "MAKE UP" EXAM	20 January 2021 Wednesday
WEBSITE ANNOUNCEMENT OF END OF MODULE 1 ENGLISH PROFICIENCY EXAM (BEYKOZPROF)	22 January 2021 Friday
WEBSITE ANNOUNCEMENT OF RESULTS OF A1-A2 CLASSES MODULE 1 (After 05:00 pm)	22 January 2021 Friday
SEMESTER BREAK	25-29 January 2021 Monday-Friday
MODULE 2 / SPRING TERM	DATES
THE ENGLISH PREPARATORY PROGRAM MODULE 2 CLASSES START	01 February 2021 Monday
MIDTERM EXAM 1	04 March 2021 Thursday
MIDTERM EXAM 2	08 April 2021 Thursday
END OF A2-B1, B1-B1+, B1+ MODULE 2 CLASSES END	07 May 2021 Friday
RAMADAN BAIRAM (Holiday)	13-14-15 May 2021
A2-B1, B1-B1+, B1+ MODULE 2 END OF MODULE EXAM	17-18 May 2021 Monday-Tuesday
A2-B1, B1-B1+, B1+ MODULE 2 CLASSES END OF MODULE "MAKE-UP" EXAM	20 May 2021 Thursday
WEBSITE ANNOUNCEMENT OF A2-B1, B1-B1+, B1+ MODULE 2 END OF MODULE EXAM RESULTS (after 5 pm)	21 May 2021 Friday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR MODULE 2 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (For the English Preparatory Program students who have become entitled to sit for Module 2 Spring Term Beykoz-PROF Exam) (After 05:00pm)	21 May 2021 Friday
A1-A2 and PREP-PT MODULE 2 CLASSES END	21 May 2021 Friday

A1-A2 MODULE 2 CLASSES END OF MODULE EXAM	24-24 May 2021 Monday- Tuesday
MODULE 2 ENGLISH PROFICIENCY EXAM	26 May 2021 Wednesday
A1-A2 MODULE 2 CLASSES END OF MODULE "MAKE-UP" EXAM	26 May 2021 Wednesday
WEBSITE ANNOUNCEMENT OF THE MODULE 2 ENGLISH PROFICIENCY EXAM (BEYKOZPROF) RESULTS (After 05:00pm)	28 May 2021 Friday
WEBSITE ANNOUNCEMENT OF A1-A2 MODULE 2 CLASSES END OF MODULE	28 May 2021 Friday
MODULE 3 / SUMMER PERIOD	SUMMER MODULE
THE ENGLISH PREPARATORY PROGRAM MODULE 3 CLASSES START	31 May 2021 Monday
MIDTERM EXAM	25 June 2021 Friday
MODULE 3 CLASSES END	09 July 2021 Friday
MODULE 3 END OF MODULE EXAM	12-13 July 2021 Monday-Tuesday
MODULE 3 END OF MODULE "MAKE-UP" EXAM	14 July 2021 Wednesday
MODULE 3 CLASSES END OF MODULE WEBSITE ANNOUNCEMENT	16 July 2021 Friday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR MODULE 3 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (For the English Preparatory Program students who have become entitled to sit for Module 3 Summer Period Beykoz-PROF Exam) (After 05:00pm)	16 July 2021 Friday
SACRIFICE FEAST (HOLIDAY)	20-21-22-23 July 2021
MODULE 3 ENGLISH PROFICIENCY EXAM	27 July 2021 Tuesday
WEBSITE ANNOUNCEMENT OF THE MODULE 3 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS (After 05:00pm)	30 July 2021 Friday

APPENDIX 2: BEYKOZ-SFL NON-NEGOTIABLE CLASS RULES

NON-NEGOTIABLE CLASS RULES AT BEYKOZ-EPP

- Be punctual and join the lesson in a timely manner, with all the necessary materials and materials (e.g. books, notebooks, dictionaries, pencils, erasers, etc.) and all preparations made. (Example: To have done the homework)
- Act as instructed by your teacher and as required by the course (Example: not attending class activities, not paying attention to the lesson & talking while your teacher or a friend is talking, talking in Turkish, engaging in mobile phones and other technological equipment are NOT acceptable.)
- Be polite and respectful to both your teacher and friends. (Example: A humiliating and aggressive attitude that pushes the limits of respect, and continuing to be late for lesson are among UNACCEPTABLE behaviours.)
- Demonstrate academic honesty (for example: using others' ideas, copying, and presenting others' work as homework is NOT acceptable.)
- Do your best to become an exemplary student. 😊

NOTE: Violation of these rules requires disciplinary action.

APPENDIX 3:

BEYKOZ UNIVERSITY

ENGLISH PREPARATORY PROGRAM EDUCATION DIRECTIVE

(Senate Meeting Date: .../.../2018 Meeting
No: 2017/9)

SECTION ONE

Purpose, Scope and Basis

Purpose:

ARTICLE 1- (1) The purpose of this Directive is to determine the principles of education, assessment and evaluation processes in the English Preparatory Program of Beykoz University School of Foreign Languages.

Scope:

ARTICLE 2- (1) This Directive covers the provisions in the English Preparatory Program of Beykoz University School of Foreign

Languages regarding the teaching, assessment and evaluation processes.

Basis:

ARTICLE 3- (1) This Directive has been prepared based on the Articles 44 and 49 of the Higher Education Law no. 2547 and Regulation on the Principles to be Complied with in the Teaching of Foreign Language and Teaching in Foreign Language of Higher Education Council in Higher Education Institutions and Beykoz University Bachelor and Associate Degree Programs Education and Examination Regulations.

Objectives of the Foreign Language Preparatory Program:

ARTICLE 4- (1) The purpose of education given in Beykoz University English Preparatory Program is; to provide students with proficiency and competence to study English in

the bachelor and associate degree programs of the University.

SECTION TWO

English Preparatory Program Exemption Bases

Exemption from English Preparatory Program, English Proficiency Exam (Beykoz-PROF) and Sitting for Exam Requirements:

ARTICLE 5- (1) The English Proficiency Test (Beykoz-PROF) is administered to students who are enrolled in programs whose language of instruction is English to be exempted from the English Preparatory Program. In this exam, students who score 60 or more out of 100 are considered exempted from the English Preparatory Program and attend the first year of the program they enrolled in or the classes accepted by the University Senate according to the type of enrollment.

(2) In the Beykoz-PROF Exam, students' grammar, vocabulary, reading-comprehension, writing, listening and speaking skills are measured.

(3) Admission requirements for Beykoz-PROF Exam given by the University School of Foreign Languages Preparatory Program are as follows.

a) Beykoz University Placement Test: (Beykoz-PLET) consists of questions that measure grammar, vocabulary, reading-comprehension and writing skills in order to gain the right to enter the compulsory Beykoz-PROF Exam before starting the bachelor / associate degree programs in which newly registered students are placed. 60 multiple-choice questions asked in this exam at least 30 questions net (accurate) (for 4 wrong 1 accurate answer is omitted) and answer the writing question in B1 (intermediate: intermediate) level is required.

b) In order for the students attending the English Preparatory Program courses to take the Beykoz-PROF Exam given at the end of the module, they must take B1 level with a score of 80 (eighty) and above; they must complete the B1 + level with a score between 65-79.

c) All students of the English Preparatory Program who fail to take the Beykoz-PROF

Exam given at the end of the module because they have not fulfilled the required conditions or who have failed the exam (s), are in "attendance" status for the next academic year may take the Beykoz-PROF Exam given at the beginning of the next academic year.

d) Students who have frozen their registration for Spring Semester or 1 (one) academic year have the same rights to sit for the Beykoz-PROF Exam with the students who have just registered, stated in the first, second and third paragraphs of Article 5.

e) Students who will reopen their frozen records at the end of the Fall Semester will be entitled to take the Beykoz-PROF Exam given at the end of the Fall Semester if they pass the Beykoz-PLET Exam on the date indicated in the English Preparatory Program Academic Calendar.

(4) For students in Turkish or 30% English programs who wish to transfer to the University's English program by transfer, the following procedure applies.

a) 2nd and higher-class students who want to transfer between institutions or in-institution and Turkish program students who apply for minor / double major can take Beykoz-PROF Exam without taking Beykoz-PLET Exam; the students who fail this exam are not accepted to the programs they apply for.

b) Students who apply to the University by transfer between institutions while they are in the preparatory or 1st year, begin to study in the English Preparatory Program in accordance with the results of the Beykoz-PLET Exam after they have received the approval of admission to the transfer if they fail the Beykoz-PROF Exam.

c) The students who change the program by transferring within the institution while continuing their education in Beykoz University English Preparatory Program do not have the right to enter the Beykoz-PROF Exam given for the transfer students; these students continue their studies in the English Preparatory Program.

(5) The requirements for being exempted from the English Preparatory Program are the same

for all program students whose program language is English and Turkish.

Foreign Language Proficiency Certificates Accepted for Exemption from the English Preparatory Program:

ARTICLE 6- (1) Students may apply to be exempted from the English Preparatory Program by the Student Selection and Placement Center (ÖSYM) showing the scores determined by the University Senate. A score of 60 or more from one of the YDS / e-YDS / YÖKDİL exams is sufficient for exemption from the English Preparatory Program.

(2) An application to be exempted from the English Preparatory Program can be made with a certificate of international exams accepted by the University Senate in the last two years. International exams and accepted minimum scores are TOEFL IBT 72, CAE C and Pearson PTE Academic 55.

(3) Students who will transfer to Beykoz University from other institutions, submit a document indicating that they are exempted from the English Preparatory Program with the achievement score accepted by the university whose program language is 100% English, and documenting that they have been attending department courses in the last 2 years. If the institution they come from is an overseas university, a document (s) indicating that the university is recognized by the Council of Higher Education is required. If the submitted documents are in a language other than Turkish and English, a notarized translation of the documents is required.

(4) Based on the date of enrollment at the university, at least in the last 3 years, in a country where English is spoken officially and as a mother tongue, the students attending the educational institutions (high school, university) where the citizens of that country are attending are exempted from the English Preparatory Program.

(5) The approval of the “conformity” of the documents must be obtained from the School of Foreign Languages before submission of the foreign language proficiency certificates

mentioned in paragraphs 1, 2 and 3 of this article; In order for the students who do not get the approval of conformity for external language proficiency certificates to be exempted from the English Preparatory Program, the students who are registered to the University for the first time should follow the first, second and third paragraphs of Article 5 and the a, b and c of the third paragraph regarding the procedures of Beykoz-PLET Exam and Beykoz-PROF Exams.

Exemption from English Preparatory Program While Attending (Irregular Students):

ARTICLE 7- (1) Students attending the Compulsory English Preparatory Program and fulfilling the English language proficiency requirements at the end of the Fall Semester and students who submit their non-institution language proficiency certificate (such as TOEFL; CAE) until the end of the Fall Semester will enrol in the courses opened in the Spring Semester in bachelor and associate degree programs they will attend.

(2) Students attending the optional English Preparatory Program may also register for the courses offered in the Spring Semester of the program they wish to study; these students are not required to be successful in the Preparatory Program; however, students are required to submit a petition to the Directorate of the School of Foreign Languages and to the Student Affairs Directorate of the Beykoz University.

(3) At the end of the first academic year, students enrolled in the optional English Preparatory Program are enrolled in departmental courses regardless of their success; the students who have failed in the program are required to submit a request to the Student Affairs Directorate if they wish to attend the English Preparatory Program support class courses in the following academic year.

(4) Students who successfully complete the compulsory English Preparatory Program and those who participate in the optional English Preparatory Program may take courses from the first-year courses offered in the bachelor / associate degree programs they are registered in at the end of the Preparatory Program.

English Preparatory Program Exemption Validity Period:

ARTICLE 8- (1) For the bachelor / associate students whose program language is Turkish, they have gained by completing B1 + level with a score of 80 (eighty) or more while continuing their education in the English Preparatory Program or by taking a score of 60 or above from Beykoz-PROF Exam. The validity period of the program exemption is 2 (two) academic years.

(2) Turkish bachelor and associate degree students who pass the Beykoz-PROF exam successfully or pass the B1 + level with a score of 80 (eighty) and above, are exempted from the program. If they want to be placed in an English program through internal transfer or apply for a minor / double major in an English program, the English proficiency outcomes of these students are accepted as valid.

(3) The validity period of the exemption earned by the students who are exempted from the English Preparatory Program and whose language of residence is English, continues for the duration of their education in bachelor and associate degree programs. These students who have completed the bachelor / associate degree program will benefit from the exemption validity if they have the right to be placed to another bachelor / associate program at the end of the academic year they have completed.

Validity Period of Exemption from External Language Competences:

ARTICLE 9- (1) In the language proficiency certificates given by the Student Selection and Placement Center (ÖSYM) and showing the score determined by the Senate, the validity periods of the documents determined by ÖSYM are taken into consideration.

(2) The validity period of external language proficiency certificates (TOEFL, Pearson PTE Academic, CAE) accepted by the University Senate is maximum 2 years.

(3) For the students who successfully complete the English Preparatory Program, which is opened by other universities for 100% English program students, is 2 (two) years for the

English Preparatory Program exemption outcomes at the institution they come from.

SECTION THREE

Principles of Education

English Preparatory Program Education Period:

ARTICLE 10- (1) For the duration of compulsory and optional education in the English Preparatory Program, the provisions of Article 44 of the Higher Education Law No. 2547 and the provisions of the Beykoz University Bachelor and Associate Degree Education Regulations are applied.

(2) In the English Preparatory Program, the regular teaching period is 1 (one) and the maximum teaching period is 2 (two) academic years. If the students whose language of instruction is English are not successful in the English Preparatory Program at the end of the first academic year, they will attend the English Preparatory Program courses of the following academic year.

(3) Students who fail to succeed in the second academic year are dismissed. Students who are dismissed lose their right to attend classes. However, if they pass the Beykoz-PROF Exams given in the Prep Program and / or submit one of the valid external language competencies within 3 (three) academic years after they are dismissed, their registrations are re-opened and they continue to take the courses in their programs.

(4) The maximum period of freezing the registration in the English Preparatory Program is 2 (two) academic semesters. The periods for which the registration is frozen are not counted as the period of study.

English Preparatory Program for Students Transferring or Replaced to the University:

ARTICLE 11- (1) The education duration of the students who transfer in-institution while they are studying in the English Preparatory Program and the bachelor/associate students whose program language of the institution that they come from is English while they are studying in the English Preparatory Program,

have settled in the university is added to the English Preparatory Program which they will continue in the program they are enrolled to.

(2) During the English Preparatory Program, if the students who are re-admitted to the English Program through the Student Selection and Placement Exam re-register to the University, the English Preparatory Program period of these students is restarted.

Teaching Plans and Courses:

ARTICLE 12- (1) In the English Preparatory Program, courses in each level class and their weekly course hours and English Preparatory Program Academic Calendar are determined by the University Senate upon the proposal of the School of Foreign Languages.

(2) English Preparatory Program Academic Calendar may differ from Bachelor and Associate Academic Calendar.

(3) The English Preparatory Program consists of 3 modules. Study in Module 1 (Fall Semester) and Module 2 (Spring Semester) approx. 14 (fourteen) weeks; in Module 3 (Summer Teaching) approx. 6 (six) weeks.

(4) Module weeks and number of modules may vary according to the needs of the following academic year.

(5) Students who do not have the right to enter Beykoz-PROF Exam because they do not answer in 30 nets or more in Beykoz-PLET Exam are placed by the School of Foreign Languages to the level equivalents in classes A1 (beginner) or A2 (pre-intermediate), based on (Common European Framework of Reference for Languages: CEFR) standards; the students who fail to pass the Beykoz-PROF exam are placed in the B1 (intermediate) and B1 + (intermediate +) classes according to the net number of correct results made in the Beykoz-PLET Exam.

(6) at Module 1 and Module 2 lasting 14 weeks, at combined levels (A1-A2, A2-B1, B1-B1 +) or at single level (B1 +), and at Module 3 lasting 6 weeks at one level (A1, A2), B1, B1 +) courses. Students who do not succeed in the Beykoz-PROF Exam will continue to study in the Preparation for Proficiency Test (Prep-PT)

classes prepared for the Beykoz-PROF Exam in the following module.

Module Exams:

ARTICLE 13- (1) The following examinations and evaluations given during the Foreign Language Preparatory Program are conducted according to the exam schedule determined by the School of Foreign Languages. Module exams with and without excuses are described in paragraphs a and b below.

a) Short, no-make up exams: Quizzes, tasks and projects that measure students' vocabulary, grammar, reading and / or listening skills and do not exceed 30 (thirty) minutes, oral exams and online exams. These exams are announced to the students within the first week of the related module; The School of Foreign Languages may change the dates and / or number of these exams if deemed necessary. Grade weights of the quizzes are determined by the School of Foreign Languages and announced to the students at the beginning of the academic year.

b) Long, with make-up exams: midterm exam for writing and speaking skills, grammar, vocabulary, reading and listening skills, and the end-of-module that measures grammar, vocabulary, reading, listening, writing and speaking skills in end of module exam. These exams are announced to the students within the first week of the related module; The School of Foreign Languages may change the dates and / or the number of these exams if it deems necessary. Grade weights of long exams are determined by the School of Foreign Languages and announced to the students at the beginning of the academic year.

Module Success Grade and Advancing to Next Level:

ARTICLE 14- (1) Students completing the module with a minimum of 65 (sixty-five) scores are considered "successful" in the related module and are entitled to attend the courses at a higher level; the students whose module average is 64 and below are considered to be unsuccessful from the related module and repeat the level courses in the following module.

(2) End of Module level determination scale is as follows:

a) The levels at which A1-A2 students who start the module in the English Preparatory Program at A1 (beginner) level will study in the next module;

A1 (start) repeat when they complete the module with an average of 0-44 scores,

A2 (pre-intermediate) repeat when they complete with an average of 45-64 scores,

A score of 65 or above average becomes B1 (intermediate).

b) The levels at which A2-B1 students who start the module in English Preparatory Program at A2 (pre-intermediate) level will study in the next module;

A2 (pre-intermediate) repeat when they complete the module with an average of 0-44 scores,

B1 (intermediate) repeat, when completed with an average of 45-64 scores

A score of 65 or above average becomes B1 + (intermediate +).

Students who complete the module with a score of 80 (eighty) or more take the Beykoz-PROF Exam given at the end of the module; if they fail this exam, they will take the B1+ level in the following module.

c) The levels that B1-B1 + students who start the module at the English Preparatory Program at B1 (intermediate) level will study in the next module;

When they complete the module with an average of 0-44 scores B1 (intermediate) repeat, B1 + (intermediate +) repeats when they complete with an average of 45-64 scores.

Students who complete the module with an average of 65-79 scores take the Beykoz-PROF Exam given at the end of the module; if they fail this exam, they will take Prep-PT courses in the following module.

B1 + students who have achieved a score of 80 (eighty) or more in the module are considered successful in the English Preparatory Program

and can register for the courses opened in the program they will study in the following semester.

d) The levels in which the B1 + students who start the module in the English Preparatory Program at B1 + (intermediate +) level will study in the next module;

B1 + (intermediate +) repeats when they complete the average with 0-64 scores.

Students who successfully complete the module with an average of 65-79 scores take the Beykoz-PROF Exam given at the end of the module; if they fail this exam, they will take Prep-PT courses in the following module.

(3) B1 + students who have achieved a score of 80 (eighty) or above at B1 + level is considered successful from the English Preparatory Program and can register for the courses opened in the program they will be studying in the following semester.

(4) In which level the English Preparatory Program students who do not attend summer education "support courses" continue in the next academic year is determined according to the scores obtained from the Beykoz-PROF Exam given at the beginning of the new academic year.

(5) Students are required to follow the exam grade information from the Student Information System (OIS) in the Education Information System.

Objection to Exam Grade:

ARTICLE 15- (1) - The process of objection to the exam grade is executed and finalized in accordance with the provisions of Article 40 of the Beykoz University Regulation on Bachelor and Associate Degree Education; however, the duration of an objection to an exam may vary if there is a situation that would determine the sitting for another exam as a result of an objected exam.

Course Materials

ARTICLE 16- (1) At the beginning of each module, the students are informed which course materials will be used in the courses.

(2) The English Preparatory Program students are required to attend the courses with all course materials.

Obligation of Attendance and Acceptance of Absences

ARTICLE 17 - (1) Attendance is compulsory in the English Preparatory Program. A student's absence during a module cannot exceed 20% of the total course hours of the module concerned. Students whose absenteeism exceeds this ratio cannot take the end-of-module exam to be held at the end of the module unless they submit a valid document for their absenteeism.

(2) The periods in which the students who have a health report according to the principles determined by the Senate are reported and the periods in which the students who are allowed to participate in the national and international sports, cultural, scientific and artistic activities representing the University are not processed as absenteeism. However, these periods cannot exceed 50% of the total course hours.

(3) For health reasons, students who are absent at a rate of more than 30% of the module's total course hours are required to submit a committee report taken from the council of a full-fledged "state" hospital in order to take the final exam.

(4) Students who do not attend the courses for more than 40% of the total course hours and do not submit any official documents as an excuse for absenteeism lose their right to attend the courses and remain in the relevant module. These students have the right to benefit from the study courses or materials offered by the English Preparatory Program.

(5) The status of the students who do not attend the courses at the rate of 30% of the module's total course hours and cannot submit any official documents as an excuse for absenteeism, but the sitting for the exam rights of those whose average score of success is at least 80% is evaluated by the Board of Directors of the School of Foreign Languages.

(6) Students who attend Prep-PT classes cannot take Beykoz-PROF Exam given at the end of the module if they cannot submit valid excuse documents within the deadlines of the report if they exceed the 20% absenteeism limit.

(7) Students who are registered to the English Preparatory Program are required to attend the courses in the English Preparatory Program until the registration process is completed and formalized; the University is not responsible for the academic loss caused by the students who do not attend the classes until the registration freeze approval becomes official.

(8) Absence time in one module is not added to absenteeism time in the other module.

(9) Students are required to follow the absenteeism information from the Student Information System (OIS) in the Education Information System.

Excuse Certificate Delivery Time and Conditions for Taking the Make-up Exam:

ARTICLE 18- (1) Students must submit their reports via E-mail at the latest within 5 (five) working days after the end of the report.

(2) Students who do not submit any valid documents even if they exceed the 20% absenteeism limit and students exceeding the deadline for submission of documents even if they have documents, lose the right to enter the end-of-module exam.

(3) Report submission of the students who will take the make-up exam is as follows:

a) 5 (five) working days delivery period is not put on hold if the report delivery period includes the dates of writing, speaking, midterm and final exam with make up; in accordance with the make-up exam date, the submission of the report is made earlier than the make-up exam date (no later than one day).

b) In case the document is not submitted before the make-up exam, the student cannot take the make-up exam.

c) No make-up exams are given for the make-up exams that cannot be sit for.

d) Beykoz-PROF Exam does not have any make up exam; the students who fail to take this exam may submit a valid external language proficiency certificate in accordance with the academic calendar.

e) The students who will take the make-up exams are obliged to follow the information on the date of sitting for the exam and the place of the exam from the English Preparatory Program Student Affairs.

Attending Summer Course Module 3

ARTICLE 19- (1) Students who cannot successfully complete the English Preparatory Program at the end of the Spring Semester continue their education in the 3rd Module classes at levels appropriate to the end of the 2nd Module (Spring Semester) grades.

(2) Module 3 (Summer Education) approx. takes 6 weeks and is free of charge.

(3) At the end of the summer education, students who are at the B1 and B1 + level and fulfil the requirements for attendance and scores sit for the Beykoz-PROF exam.

(4) In order to carry out summer education at A1 and A2 levels, at least 15 students are required to attend summer education courses at this level. The Senate may, if it deems necessary, make such changes.

(5) A1 and A2 level students who wish to receive support in the event that the classroom cannot be opened in Summer Education can benefit from the studies to be given in the Student Academic Support Unit (ACUT); The studies are determined by the School of Foreign Languages and announced to the students.

SECTION FOUR

General provisions

No Provisions:

ARTICLE 21- (1) In the issues not raised in this Directive, the provisions of the Higher Education Law no.2547, Beykoz University Bachelor and Associate Education and Exam Regulation and the decisions of the Senate and the University Executive Board are applied.

Repealed Directive

ARTICLE 22- (1) With the publication of this directive, Beykoz University English Preparatory Program Education and Examination Directive dated 22 August 2017 and numbered 2017/9 has been repealed.

Adaptation

PROVISIONAL ARTICLE - (1) It is also applicable for students who have failed the English Preparatory Program in the 2019-2020 Academic Year and will continue their English Preparatory Program in the 2020-2021 Academic Year.

(2) In the English Preparatory Program, the English Preparatory Program passing grade for the English Preparatory Program exemption until the end of this Academic Year for the students studying in 2017-2018 is revoked and the English Preparatory Program No: 2017/9 dated 22.08.2017 - 70 out of 100 in accordance with the provisions of the Instruction and Examination Directive.

Enforcement:

ARTICLE 23- (1) This Directive is effective as of the 2020-2021 Academic Year.

Executive:

ARTICLE 24 (1) The provisions of this Directive are executed by the Rector of Beykoz University.

APPENDIX 4:

BEYKOZ UNIVERSITY RECTOR'S LIST,

Successful students who are registered to the associate and bachelor programs of our university have the right to enter the Rector List (RECTOR'S LIST), the Dean List (DEAN'S LIST), the School and Vocational School Directors List (DIRECTOR'S LIST) at the end of each semester. The certificate will be given to our students due to their success, and the names of those who are entitled to receive the certificate will be announced on the university website.

Accepted by, date and number: Senate,
06.09.2018 / 8

1. The students with outstanding achievement enrolled on graduate, bachelor and associate programs at Beykoz University are selected for RECTOR'S HONOUR LIST, DEAN'S HONOUR LIST, (Graduate Programs, Schools and Vocational Schools') DIRECTOR'S HONOUR LIST at the end of each semester with regards to their achievement in that semester.

2. The students who are selected for Rector's Honour List, Dean's Honour List and Graduate Programs, Schools and Vocational Schools' Directors' Honour List (excluding the guest students and the students who extend their studies) are given a certificate of achievement. The list of the certificate owners is announced on the website of the university. In the semester where Training for Practice in Workplace course is given, the students of the relevant program are out of the evaluation for that semester.

3. Rector's Honour List is for all the university and the selection is made among all the students on graduate, bachelor, associate and preparatory programs.

4. In order to be selected for Rector's Honour List, in the relevant semester, the student must;

➤ be registered to a course of at least 24 ECTS credits on the registered graduate, bachelor or associate program,

➤ have passed all of the registered courses by the end of that semester,

➤ not have received any disciplinary penalty,

➤ have end of semester grade point average at least for 3.80,

For Preparatory Program students;

➤ must attend preparatory program courses actively and on the "attending status" (excluding students with frozen registration),

➤ must not have received any disciplinary penalty,

➤ must have completed the levels on Module 1 (Fall) or Module 2 (Spring) on Preparatory Program,

➤ must have relevant end of module grade point average at least for **95,33 out of 100** (the grades given out of 100 will be converted into 4-point grading system.)

5. Dean's and Director's Honour List are for relevant graduate programs, faculty, schools and vocational schools and the selection is made among the students of the relevant graduate programs, faculty, schools and vocational schools. The students of double major are considered for both of the majors' Dean's and Director's Honour Lists.

In order to be selected for Dean's and Director's Honour List, in the relevant semester, the student must;

➤ be registered to a course of at least 24 ECTS credits on the registered bachelor or associate program,

➤ have passed all of the registered courses by the end of that semester,

➤ not have received any disciplinary penalty,

➤ have end of semester grade point average at least for 3.60,

For Preparatory Program, the students;

➤ must attend preparatory program courses actively and be present on the "attending status" (excluding students with frozen registration),

➤ must not have received any disciplinary penalty,

➤ must have completed the levels on Module 1 (Fall) or Module 2 (Spring) on Preparatory Program,

➤ must have relevant end of module grade point average at least for **90 out of 100**.

Effect: Rector's Honour List, Dean's and Director's Honour List are effective from 2018-2019 Academic Year Fall Semester. The implementation cannot be retroactive.

1. I need a "Student's ID".	You can click on "Documents" link on OIS online, choose your document, download it and print it out. (The document has wet-ink signature).
2. I lost/forgot my OIS password. What should I do?	Either by clicking on "I Forgot My Password" link on OIS homepage or by displaying your Student ID, you may receive your new password from English Preparatory Program Student Affairs.
3. I need to update my information on OIS.	You should fill out an update form by visiting Student Affairs.
4. How can I find out my total absenteeism and my grades?	You may learn that information on OIS. The absenteeism is entered on the system for each week on the days of Friday / Monday.
5. What happens if I exceed absenteeism limit?	The students who exceed the 20% limit of absenteeism on a module without any documented excuse lose their right to sit for (End of Module Exam) provided at the end of the module. The students who exceed the absenteeism limit at the rate of 40% and could not provide any sort of excuse document fail in the relevant module and lose the right to attend the classes; however, they can attend tutorial classes provided by Student Academic Counselling Unit- ACUT and online studies.
6. The information (grades, absenteeism) on my transcription has been filled inaccurately/deficiently.	You may contact with the instructor of your course at once. The necessary action will be taken.
7. I do not know the doctor's reports received from which hospitals are valid?	All the doctor's reports received from all the state and private hospitals opened with the permission of Ministry of Health, family medicine doctors...etc. are valid. However, for the students who has an absenteeism for 30% and above, only the "health committee reports" are valid.
8. Who and how will I submit my report to?	You can submit your report to English Preparatory Program / School of Foreign Languages Secretary via e-mail (SFL- Campus 4 th Floor) with your student number, class and level code on and if there is, the name of the exam you will sit for the make-up exam of.
9. What is the deadline for the reports' submission?	Excuse documents must be submitted via e-mail to the English Preparatory Program Student Affairs within 5 (five) days after the end of the excuse date. The documents which will be submitted in order to sit for the make-up exam must be submitted at the very least one day before the make-up exam without waiting for the document submission time.
10. Are the absenteeism with doctor's report are exempted from absenteeism immediately?	No; they are not exempted until the absenteeism excuses are negotiated by Academic Board at the end of the module.
11. I would like to participate in Academic Counselling Unit (ACUT) courses. What should I do?	You can inform your teacher so that he/she can enroll your name in the ACUT list. Certain programs are prepared for ACUT studies are submitted for the students' information. The student who requests for supplementary study has his/her name entered by Student Affairs Unit at the Preparatory Campus and thus gets a date. They may also request assistance for issues such as extra work sheets, ways of study and techniques for developing certain language skills from the instructors at ACUT.
12. Cambridge Learning Management System (CLMS)- I need technical information support for online courses and home assignments.	You can reach CLMS IT support by calling (No: 0850 611 03 03) or by e-mail (beykozitsupportgordionakademi.com) You can Associate Director Didem Avci concerning your questions about technology.
13. Who can I have a contact with social activities, clubs?	For detailed information and contact about the clubs and their activities; <i>Enes ÖZMEN (Vice Dir.): 444 25 69 (Ext.: 126) E-mail: enesozmen@beykoz.edu.tr</i> <i>Health, Culture and Sports Directorate web site: https://www.beykoz.edu.tr/icerik/748-sks-iletisim</i>

<p>14. I need an expert's counselling on issues such as adapting to university life, exam anxiety, eliminating anxiety.</p>	<p>You may consult to Psychological Guidance and Counselling Service at our Rectorate Campus. For detailed information and contact about the unit: <i>Telephone: 0216 912 22 52 (Extension: 127)</i> <i>E-mail: pdr@beykoz.edu.tr</i></p>
<p>15. I have lost my school ID / I have technical problems in entrance to the school's turnstiles with my school ID.</p>	<p>In case of loss or breakdown, please visit the Accounting Department at Kavacık Rectorate Building and inform them then visit the Student Affairs Unit at Kavacık Rectorate Building and you may solve your problem accordingly.</p>
<p>16. I want to find information (academic calendar, overseas programs, announcements...etc.) about Preparatory Program.</p>	<p>You may contact Preparatory Program Student Affairs (Tel:0216 912 22 52); also, you must visit School of Foreign Languages Web Site at "Schools" link on the Home Page of Beykoz University.</p>
<p>17. How can I find English Preparatory Program Education and Exam Directive?</p>	<p>You may find the Preparatory Program Education, Teaching Exam Directive by clicking on "Academic" link on Beykoz University website Home Page and then "Directives" sub link.</p>
<p>18. How can I learn my course syllabus?</p>	<p>On Preparatory Program web site, along with your announcement of classes, levels and class code, course syllabus of the classes will be found on OIS at the beginning of the academic year. Also, our instructors will share the course syllabus on the first day of the academic year with the students and the course syllabuses will be shared on the announcement boards at the classes and floors.</p>
<p>19. I would like to actualize my activity idea and projects about English. What should I do?</p>	<p>You may submit your projects and ideas to Associate Director Didem Avcı with a petition or applying in person; it will be evaluated and you will definitely be given positive/negative feedback.</p>
<p>20. How can I request the re-evaluation of my exam?</p>	<p>You may state your requests for objection for exam results and/or reassessment of the exam to English Preparatory Program Associate Director Didem Avcı with a petition. Our Testing and Assessment Unit will re-examine your exam and provide you feedback one on one/ via e-mail.</p>

APPENDIX 6: FREQUENTLY ASKED QUESTIONS

- SCHOOL OF FOREIGN LANGUAGES
- EXEMPTION FROM THE ENGLISH PREPARATORY PROGRAM
- ENGLISH PLACEMENT TEST (*Beykoz-PLET*) AND ENGLISH PROFICIENCY TEST (*Beykoz-PROF*)
- THE ENGLISH PREPARATORY PROGRAM
- ATTENDANCE AND HEALTH REPORTS
- THE STUDENT INFORMATION SYSTEM (OIS)
- PARTICIPATING IN THE ENGLISH PREPARATORY PROGRAM ON DEMAND
- OPPORTUNITY TO LEARN ENGLISH ABROAD (*ESL-A*)
- STUDENT CLUBS

SCHOOL OF FOREIGN LANGUAGES

1. Which programs does the School of Foreign Languages consist of?

The School of Foreign Languages consists of 3 programs: “English Preparatory Program”, “Undergraduate-Associate English Program” and “Modern Languages Program”.

2. Which students will attend the School of Foreign Languages Programs?

The English Preparatory Program is for those students registered in English medium departments who have not yet fulfilled the requirements for exemption from the English Preparatory Program and those who have recently enrolled in the university (Turkish medium departments) and demand to learn English.

Undergraduate-Associate English Program is for those students who start to take courses in their departments.

Modern Languages Program is for those students who want to take elective courses apart from English education (like German, Spanish, Italian) while continuing their courses in their departments.

EXEMPTION FROM THE ENGLISH PREPARATORY PROGRAM

1. Is it compulsory for all students of departments to be successful in (exempted from) English Preparatory Program?

No. However, the students placed in programs whose medium of instruction is English are obliged to be successful in (exempted from) the English Preparatory Program.

2. What are the conditions of exemption from the English Preparatory Program?

Students who have enrolled in the university for the first time and registered in English medium departments are required to choose one of the following options in order to be exempted from the English Preparatory Program.

Passing Beykoz-PROF Test: Taking English Proficiency Test (*Beykoz-PROF*) administered by Beykoz University School of Foreign Languages and achieving the score required for exemption (minimum 60);

Language proficiency tests given by ÖSYM (Student Selection and Placement Center): Achieving minimum grade of 60 in *YDS*, *e-YDS* and *YÖKDİL* language (English) proficiency exams held by ÖSYM;

Internationally recognized language proficiency tests: Submitting a document that verifies the score in an international exam recognized by Council of Higher Education (YÖK) and accepted by the Senate of Beykoz University (**72 and above in TOEFL, 55 and above in Pearson PTE Academic, C and above in CAE**);

1. **Submission of exemption certificate(s) from other universities:** Submitting a document via e-mail from other universities verifying that their preparatory school exemption conditions for students in programs instructed 100% in English have been fulfilled and preparatory program has been successfully completed (Undergraduate transfer students must also submit their transcripts verifying that they have attended departmental courses until their application date; the validity of exemption for the students of the programs whose medium of instruction is Turkish ends within two years);

2. **Submission of an abroad study document:** Submitting a document verifying that the student has got education, at least in

the last three years based on the date of placement to the university, in a country where English is spoken as the official and native language and in an educational institution (high school/university) that the citizens of that country attend.

3. **Is there a chance that I will be exempted from the English Preparatory Program and attend the departmental courses during the ongoing academic year?** Yes. Students who have completed B1+ level with a score of 80 or above in the English Preparatory Program and those who has been successful in the *Beykoz-PROF* Test given in the academic year are deemed to have successfully completed (exempted from) the English Preparatory Program and start taking courses at their departments in the following term. In addition, students who submit the document in the middle of the semester that proves they have been successful in one of the external language Proficiency Tests recognized by the Senate will also be entitled to take courses at their departments in the following semester.

ENGLISH PLACEMENT TEST (*Beykoz-PLET*) AND ENGLISH PROFICIENCY TEST (*Beykoz-PROF*)

1. **How can I take *Beykoz-PROF* Test?**
Students who have recently enrolled in the university and are required to take the *Beykoz-PROF* Test must first take the English Placement Test (*Beykoz-PLET*) and achieve a net score of at least 30 out of 60 multiple-choice questions asked in this exam.
2. **How many times a year and in which terms is *Beykoz-PROF* Test held?**
It is held four times in total: at the beginning of the academic year, at the end of the fall, spring and summer terms.
3. **Can everybody take *Beykoz-PROF* given at the beginning of the academic year and *Beykoz-PROF* Test given during the academic year?**
No. Those students who have recently enrolled in the university, taken *Beykoz-PLET* Test and achieved it and those who attended lessons in the English Preparatory Program in the previous academic year and failed can take *Beykoz-PROF* Test given at the beginning of the year.

Those students who have successfully completed B1 level with “a score of 80 and above” and those who have successfully completed B1+ with a score between 65 and 79 are eligible to take *Beykoz-PROF* Test held at the end of fall, spring and summer terms.

4. **How can I learn when and where I will take *Beykoz-PLET* Test?**
Upon the completion of enrollment at the university, a written text will be provided to the students via e-mail showing the location, date, time, and instructions of the English Placement Test.
5. **How can I get detailed information about *Beykoz-PLET* and *Beykoz-PROF* Tests?**
You can access necessary information about these exams through the sub-link *English Placement Test (Beykoz-PLET)* and *English Proficiency Exam (Beykoz-PROF)* on the website of the School of Foreign Languages English Preparatory Program.
Instructors of the English Preparatory Program will be present at the English Preparatory Program Registration Desk to give explanations to the students. When university enrollment phase is complete, it is compulsory to obtain information about the exams from the Desk.
6. **Does Beykoz University provide courses aimed at *Beykoz-PLET* and *Beykoz-PROF* Tests?**
No. You can get prepared for these tests using test books prepared for tests like YDS, e-YDS, and TOEFL.
7. **I have attended and successfully completed the English Preparatory Program as a student registered in departments whose medium of instruction is Turkish. Will I be able to use my exemption right for the English Preparatory Program if I am placed again in Beykoz University through vertical transfer (DGS)?**
Yes. In programs in which the medium of instruction is Turkish, the validity period of the English Preparatory Program exemption is two academic years. When associate degree students successfully complete their studies in their departments within two academic years after they have exempted from English Preparatory Program and are placed in our University through DGS, they will benefit from this exemption right.

ENGLISH PREPARATORY PROGRAM

1. Who can attend the courses in the English Preparatory Program?

The English Preparatory Program is compulsory for students who are registered in departments in which the medium of instruction is English and fail to fulfil English Preparatory Program exemption conditions. If students who are registered in departments in which the medium of instruction is "Turkish" wish to attend the courses in the English Preparatory Program, they are required to inform the University Student Affairs Office on their registration day with a petition declaring their intention.

2. Does English Preparatory Program adopt a yearly system?

No. "A modular system" is in effect in the English Preparatory Program. There is a total of 3 modules in the program: Fall Term-1st Module, Spring Term-2nd Module and Summer Term-3rd Module. Period of study for the 1st and 2nd modules is about 14 weeks and for the 3rd module it is about 6 weeks.

3. Which level will I start the academic year in the English Preparatory Program?

Students who have taken *Beykoz-PLET* Test and failed (under a net of 30) are placed to A1 (elementary) and A2 (pre-intermediate) level classes accordingly. Students who have been successful in *Beykoz-PLET* and taken *Beykoz-PROF* Test but failed are placed to B1 (intermediate) and B1+ (intermediate+) level classes based on their "*Beykoz-PLET* Test results".

The period allocated for each level is approximately 7 weeks. Since Module 1 (Fall Term) and Module 2 (Spring Term) last approximately 14 weeks, students starting with A1, A2, and B1 levels will study two levels (combined) in these modules (For example, in 14-week modules: the ones who start with A1 level continue with A1-A2, the ones who start with A2 level continue with A2-B1, the ones who start with B1 level continue with B1-B1+ levels).

What does it mean to "successfully complete" a module?

A student's successful completion of a module means that s/he can continue to higher level classes in the next module than the level(s) s/he has studied in that module. Students who complete the English level they study with at least "an average score of 65 (sixty-five) and above" are considered "successful" in the relevant module.

How are the module passing score ranges and level competences determined in 14-week modules?

At the end of the 14-week modules, the levels to be continued in the next module according to the grade point average are as follows:

A1-A2 levels, at the end of the 16-week combined module:

When the module is completed with grade point average of **0-44**, they repeat A1 (elementary),

When the module is completed with grade point average of **45-64**, they repeat A2 (pre-intermediate),

When the module is completed with grade point average of **65 and above**, they continue with B1 (intermediate).

A2-B1 levels, at the end of the 14-week combined module:

When the module is completed with grade point average of **0-44**, they repeat A2 (pre-intermediate),

When the module is completed with grade point average of **45-64**, they repeat B1 (intermediate),

When the module is completed with grade point average of **65 and above**, they continue with B1+ (intermediate+).

Students who complete the related module with **80 points and above** will take the *Beykoz-PROF* Test given at the end of module. If they fail this test, they will continue with the B1+ level courses in the English Preparatory Program in the following module.

B1-B1+ levels, at the end of the 14-week combined module:

When the module is completed with grade point average of **0-44**, they repeat B1 (intermediate),

When the module is completed with grade point average of **45-64**, they repeat B1+ (intermediate+).

Students who complete the related module with **65-79** points will take the *Beykoz-PROF* Test given at the end of the relevant module. If they fail this test, they will continue with the Prep-PT (Preparation Courses for Proficiency Test) courses in the next module. B1+ students who score **80 and above** and show excellence within the module are considered successful in the English Preparatory Program and may enroll in the courses offered by the programs they will study in the following semester.

B1+ level, at the end of the 14-week module:

When the module is completed with grade point average of **0-64**, they repeat B1+ (intermediate+).

Students who complete the related module with **65-79** points will take the *Beykoz-PROF* Test given at the end of related module. If they fail this test, they will continue with the Prep-PT (Preparation Courses for Proficiency Test) courses in the following module.

B1+ students who score **80 and above** and show excellence are considered successful in the English Preparatory Program and may enroll in the courses offered by the programs they will study during the spring semester.

6. **What exams are given in a module and what are their weights?**

<p>PORTFOLIO (50%): 50 points / 100 points</p> <ul style="list-style-type: none"> * Achievement Test (AcT): 10 points * Writing Quiz: 10 points * Speaking Quiz: 10 points * On-line Task: 10 points * Project Task: 10 points
<p>MIDTERM (20%): 20 points/100 points (Vocabulary, Grammar, Reading, Listening)</p>
<p>END OF MODULE EXAM (30%): 30 points / 100 points (Vocabulary, Grammar, Reading, Listening, Writing, Speaking)</p> <p>In order to take End of Module Exam: Not exceeding Absenteeism Limit (20%) Receiving the grade “complete” for assignments</p>

The Directorate of School of Foreign Languages may make changes in the abovementioned exams in the table as to their scores, weights, types and names in accordance with the level and module needs. Within the first week of

each module, exams and exam dates belonging to that module will be announced to the students.

ATTENDANCE AND HEALTH REPORTS

How many hours of courses are there in the English Preparatory Program per week?

Students of English Preparatory Program take in-class courses of **24 to 26 hours** per week in accordance with their level. In addition to the in-class courses, students have the opportunity to participate in **online** assignments and tutorials as well. Students will also be provided with the opportunity to receive additional materials and academic support one-on-one and/or in a group by the help of the **Student Academic Counselling Unit (ACUT)**.

2. **Is attendance to online classes compulsory?**

Yes. In order to be successful in a module, it is necessary to “attend **at least 80%** of the classes” and get the required score from the given exams. Students who do not come to their classes regularly will have problems in following the ongoing program. It is students’ responsibility to make up for the missed classes. These students may get support for these classes from the Student Academic Counselling Unit (ACUT) if they wish.

3. **Do I have a right of absenteeism?**

"Absenteeism" should not be regarded as a right but an obligation for situations in which an excuse document cannot be obtained and students should not be absent unless it is compulsory and/or urgent. Students are responsible for keeping track of their absenteeism used in compulsory situations through the Student Information System (OIS).

4. **What happens if I exceed the absenteeism limit?**

Students who exceed the **20%** absenteeism limit in a module without any excuse they can document (accepted by the Senate) lose their right to sit for the End of Module Exam given at the end of the module. Students who exceed the absenteeism limit by **40%** and cannot present any valid excuse document fail the relevant module and lose their right to attend classes, but they can benefit from the Student Academic Counselling Unit (ACUT) and online tutorials. The students who exceed the absenteeism limit by **30%** and more because of their health problems have to submit their medical reports approved by the medical

council of Turkish state hospitals within the report submission period. (for detailed information please see Beykoz University English Preparatory Program Regulations Article 17)

5. **Does my absenteeism in a module have an effect on another module and/or the academic year?**

No. Absenteeism in one module is not transferred to the next module. Absenteeism is renewed in a new module.

6. **When and where should I submit my absence excuse document?**

Excuse documents have to be submitted to the English Preparatory Program Student Affairs Office within 5 (five) work days following the final date of the excuse. Documents to be submitted for taking the make-up exam are required to be submitted, at the latest, one day before the make-up exam without waiting for the due date.

7. **When the academic year starts, will students be informed about the English Preparatory Program?**

Yes. At the beginning of the academic year it is compulsory for students who have enrolled in the University for the first time to participate in the “English Preparatory Program Orientation” which informs them about the details of the English Preparatory Program.

THE STUDENT INFORMATION SYSTEM (OIS)

1. How can I learn my attendance record and my grades?

You can learn that information by logging into the Student Information System (OIS) which shows students’ attendance records and grades.

2. How can I log into OIS?

When students enroll in the university for the first time, the Directorate of University Student Affairs Office give them a document with a username and a password to log into the system. Students can log into the system through the link: <https://ois.beykoz.edu.tr> .

PARTICIPATING IN THE ENGLISH PREPARATORY PROGRAM ON DEMAND

1. I have been placed in a Turkish medium department. Why should I attend the English Preparatory Program?

When students registered in departments whose medium of instruction is Turkish by successfully completing the English Preparatory Program,

- if they wish to attend the Erasmus Student Exchange Program, they will increase their chance of getting a good score in the English Proficiency Test and being admitted to the program.
 - if they wish to participate in international programs such as AFS, Mevlana or joint programs with universities abroad and do their internship abroad, they will take the advantage of having sufficient level of English.
 - when they graduate, they can apply for jobs as a qualified, foreign language-speaking person (For example, if they graduate from Civil Aviation Cabin Services (Turkish) programs and wish to take *DynEd* English exams, they will increase their chances of success in this exam).
 - if they wish to do double major or minor, they will have more department options if they will be eligible to apply for English programs.
 - if they are associate degree students and are placed in an English medium program in our university at the end of the second year through Vertical Transfer Exam (DGS), they will be able to use their right of English Preparatory Program exemption.
 - they will have the opportunity to keep their English at a good level by attending B2 level English classes given in their departments.
- ### 2. What should I do in order to participate in the English Preparatory Program on demand?
- If students registered in Turkish medium departments wish to voluntarily attend the English Preparatory Program, they are required to inform the Directorate of University Student Affairs Office about it when they enroll in the University.
- ### 3. If I study English in the English Preparatory Program on demand, do I have to be exempted from it?

No. At the end of the first Academic Year, all students who study English on the Program on demand start their first-year classes in their departments regardless of their success. Students who fail in the English Preparatory Program in their first year but wish to attend the English Preparatory Program in the next academic year must inform the University Student Affairs Office about their wish with a petition.

4. Is it obligatory for students who study in the English Preparatory Program on demand to attend it throughout the whole academic year?

No. Those students, if they wish, may leave the English Preparatory Program and begin the classes in their departments in the Spring Term, even if they fail the Program at the end of the Fall Term. Those students must inform the Directorate of Student Affairs Office about their wish with a petition at least 15 days before the end of the Fall Term; otherwise, they are assigned to the English Preparatory Program classes in the Spring Term and cannot start the classes in their departments.

OPPORTUNITY TO LEARN ENGLISH ABROAD (ESL-A)

1. Are there any opportunities to study English abroad?

Yes. Students (of all the departments whose medium of instruction is either Turkish or English) who would like to complete English Preparatory Program in a language program abroad can attend EF Language Schools in America and England. After successfully completing the English programs abroad, students of the departments in which medium of instruction is English are required to pass *Beykoz-PROF* Test or must submit the document that verifies the score in an international examination accepted by the Senate of Beykoz University to be exempted from Beykoz University English Preparatory Program.

2. What are the benefits of studying English abroad?

Students who study abroad can not only learn English fast but have a chance to meet new people of different cultures in the world.

3. Where can I get further information about the opportunities to learn English abroad (ESL-A)?

For detailed information about the ESL-A please contact:

Ebru AYTANÇ (the Director of International Office): 444 25 69 (Ext. 149)

E-mail: international@beykoz.edu.tr

PSYCHOLOGICAL SUPPORT AND COUNSELLING UNIT

1. What should I do if I have problems in adapting to a new institution, environment, etc. or need personal guidance starting to the university?

You can benefit from the services of Psychological Support and Counselling Unit located in Kavacık Rectorate Campus. For detailed information about the Unit please contact:

Phone Number: 0216-912 22 52 (Ext. 127)

E-mail: pdr@beykoz.edu.tr

STUDENT CLUBS

1. I want to participate in social activities and get hobbies. What should I do?

You can be a member of the student clubs and participate in activities of the University. For detailed information about the clubs and activities please contact:

Enes ÖZMEN (Acting Director): 444 25 69 (Ext. 126) E-mail: enesozmen@beykoz.edu.tr

Health, Culture & Sport Directorate Website: <https://www.beykoz.edu.tr/icerik/748-sks-iletisim>

APPENDIX 7:



**BEYKOZ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
LETTER OF COMPLAINT**

ABOUT THE APPLICATION	EXPLANATION
Date:	
Student Name-Surname:	
Student No:	
Student Program:	
Prep Program Level:	
Prep Program Class Code:	
Contact No:	

ABOUT THE APPLICATION

Please write here about the complaint(s) in details (date, people involved, the event, etc.) you would like to inform.

Any solution attempt before? If yes, please specify:

Student Signature

The date of meeting with the student: _____

The person/people who deal(s) with the complaint:
Name(s)-Surname(s): _____

Action(s) Taken: _____

Result: _____

/ Signature(s): _____

APPENDIX 8:



**BEYKOZ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
REQUEST/LETTER OF EXCUSE**

ABOUT THE APPLICATION	EXPLANATION
Date:	
Student Name-Surname:	
Student No:	
Student Program:	
Prep Program Level:	
Prep Program Class Code:	
Contact No:	

Please write here about the thing(s) you would like to inform.

Student Signature

The date of reply: _____

The person who deals with the letter: _____

Name-Surname: _____

Signature: _____