



**BEYKOZ UNIVERSITY
ENGLISH PREPARATORY PROGRAM
STUDENT HANDBOOK
2022-2023**

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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 inform your rights, 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 the 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
Prof. Dr. Sinan ALÇIN	Dean of the Faculty of Business and Administrative Sciences
Prof. Dr. Bengisu BAYRAK SHAHMIRI	Dean of the Faculty of Art and Design
Prof. Dr. Pinar TINAZ	Dean of the Faculty of Social Sciences
Prof. Dr. Gülten KAPTAN	Director of the Vocational School
Prof. Dr. Erhan BÜTÜN	Director of the School of Civil Aviation
Assoc. Prof. Ezgi UZEL AYDINOCAK	Director of Vocational School of Logistics
Assoc. Prof. Pinar ACAR	Director of Institute of the Higher Education
Asst. Prof. Dr. Mustafa MELEK	Director of the School of Foreign Languages
M. Murat ŞENTÜRK	General Secretary

Table 1- University Board

- ✓ Main website 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 2022-2023, see Appendix 1).

The screenshot shows the Beykoz University website. The top navigation bar includes links for 'AKADEMİK TAKVİM', 'ÖĞRENCİ İŞLERİ', 'BASIN ODASI', 'ÖNERİ KUTUSU', 'REHBER', 'OİS', and 'İLETİŞİM'. The main header features the Beykoz University logo and navigation links for 'Üniversite', 'Akademik', 'Uluslararası', and 'Aday Öğrenci'. The page title is 'Akademik Takvim'. A sidebar on the left lists various student services, with 'Akademik Takvim' highlighted. The main content area displays the 'Beykoz Üniversitesi 2019 - 2020 Akademik Takvim' and lists several academic programs, with the '2019 - 2020 Yabancı Diller Yüksekokulu İngilizce Hazırlık Programı Akademik Takvimi' highlighted. Below this, it shows the 'Beykoz Üniversitesi 2018 - 2019 Akademik Takvim' and 'Beykoz Üniversitesi 2017- 2018 Akademik Takvim'. A footer note states 'Bu içerik 28/08/2019 tarihinde güncellenmiştir.'

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 people's 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*).

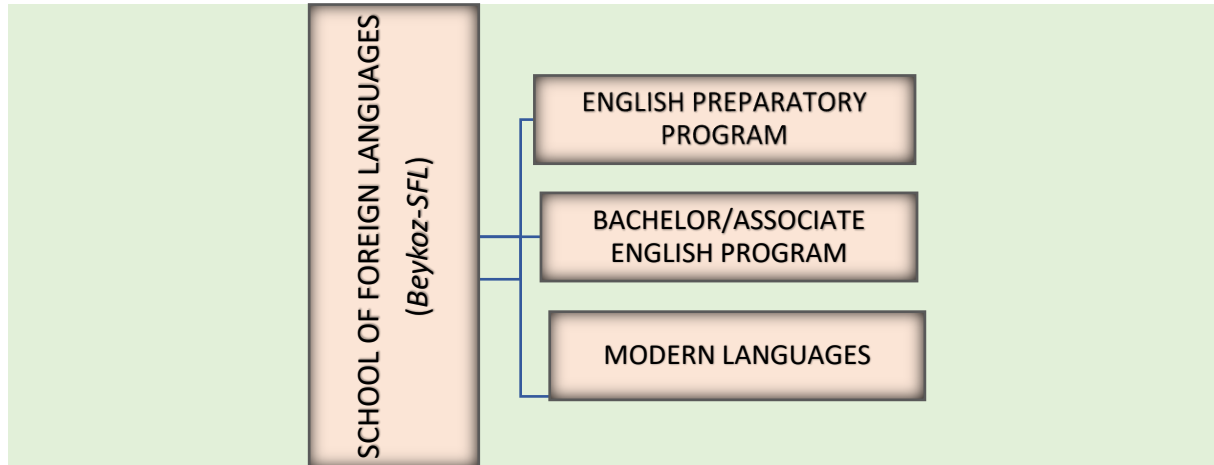


Chart 1- School of Foreign Languages (*Beykoz-SFL*) Organization Chart

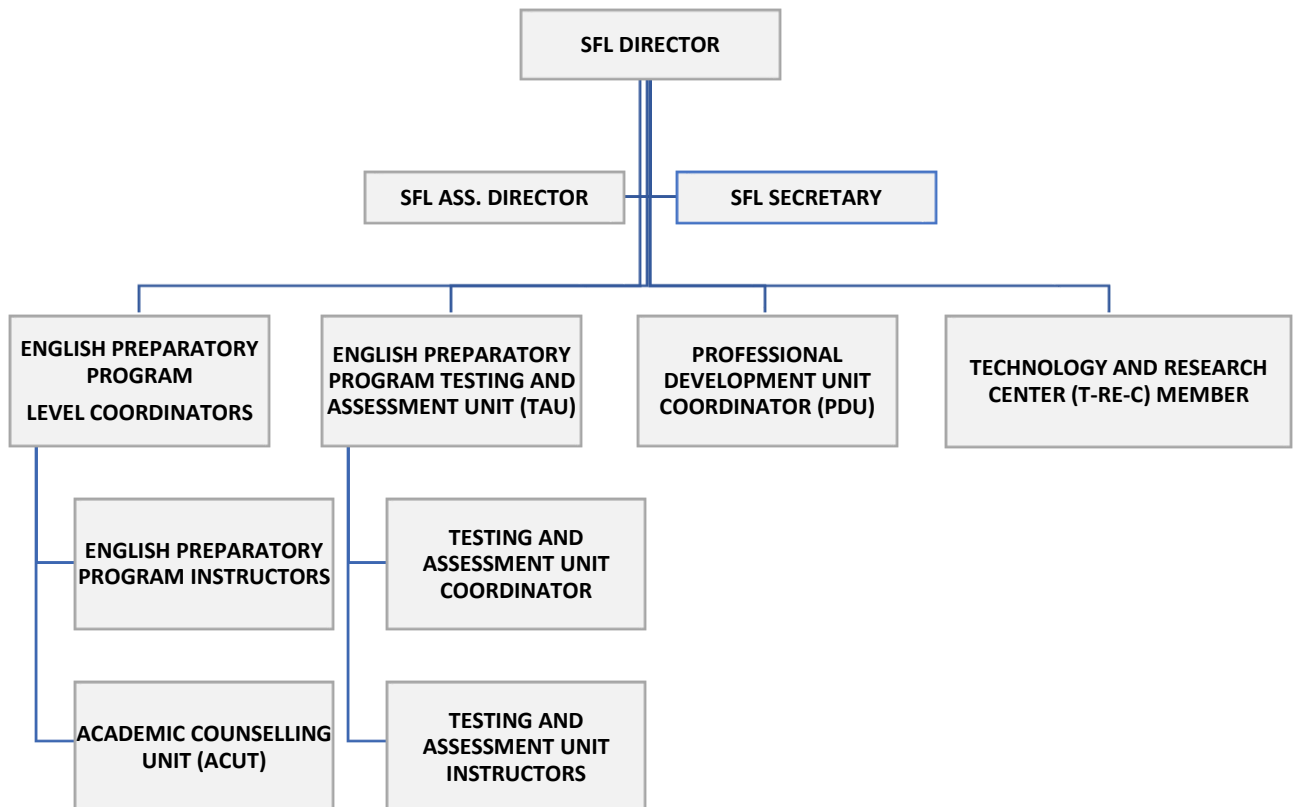


Chart 2-English Preparatory Program (*Beykoz-EPP*) General Organisation Structure

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: 8 weeks- Fall Semester,

Module 2: 8 weeks- Spring Semester and,

Module 3: 8 weeks- Spring Module (see *Table 2 and 3*).

Module 4: 8 weeks- Spring Module

Summer school: 6 – 8 weeks (voluntarily, paid programme)

MODÜL 1	MODÜL 2	MODÜL 3	MODÜL 4	MODÜL 5
FALL SEMESTER	FALL SEMESTER	BAHAR DÖNEMİ	SPRING TERM	Summer-School
1 LEVEL	1 LEVEL	1 level	1 Level	1 Level
SEPTEMBER-OCTOBER	NOVEMBER-JANUARY	FEBRUARY-APRIL	APRIL-JUNE	JUNE_AUGUST

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),
- B2 (upper-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 B2 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 achieve success at B1 or B2 levels are eligible to take the English Proficiency Exam (Beykoz-PROF).



***Students will be put into the programs according to the results of the placement test**

Chart 3, English preparatory program level determination

VI. AIMS AND OBJECTIVES

The general aim of the 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 3).

<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 3- Objectives of English Preparatory Program

VII. YOUR RIGHTS AND RESPONSIBILITIES

Participation of the students in “**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. The Office of Assessment and Evaluation and Beykoz-SFL Secretary are 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*).

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*).

Step 1: Complaints about a service provided are tried to be resolved by discussing them directly with the relevant person and / or unit.



1. Step 2: If a complaint about Academic / Administrative staff or another student has not been resolved by communication or previously informally by the complainant, if the complaint requires review and evaluation, the complaint is made with a written statement with the necessary evidence.



1. Step 3: Complaints must be made within 5 (five) working days at the latest after the incident occurred.

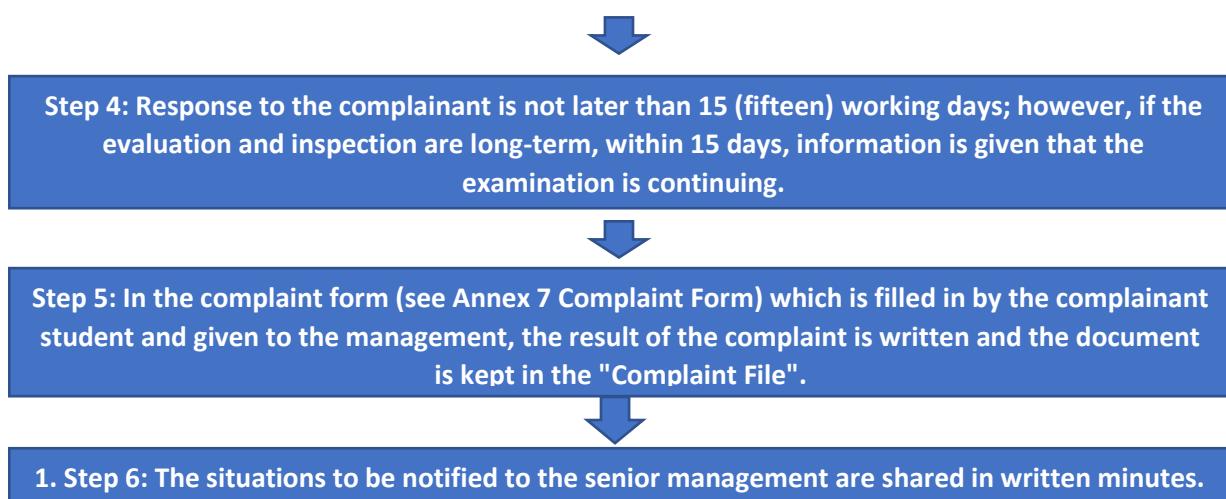


Chart 4- Complaint Procedure

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 classes regularly; not to exceed the limit of absenteeism except in cases of vital importance,
- Not to prevent the flow and functioning of the lessons (chewing gum, speaking unauthorizedly on extracurricular subjects, sleeping, playing / texting / talking with friends, chatting with friends on extracurricular subjects, walking around in class, etc.), to respect the right of others to learn,
- Not to cheat in exams and to act in accordance with the instructions given in the exams,
- Not to use plagiarized information in exams, projects and studies,
- To use original textbook 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 arrive at classes on time,
- Not to leave the course frequently and without any excuse and without permission,
- To act in accordance with the instructor's instructions,
- To have respect for classmates and / or lecturers,

- Not to damage others' belongings or school property,
- To have course materials and to do assignments, if any,
- To participate in English learning activities inside and outside the classroom,
- Not to fight or discuss with friends and / or academic and administrative staff,
- To try to speak English in 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 fulfil 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 course schedules. For some students who get lower grades in the exams, it is compulsory to attend the 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. Students can find their study enrolment lists (see Table 5) at the Student Affairs Desk on the ground floor.

ONE-ON-ONE (A1)							
#	ROOM	TIME	NAME SURNAME	CLASS CODE	CONTACT NO	SIGNATURE	ATTENDANCE
GROUP TUTORIALS (A1)							
#	ROOM	TIME	NAME SURNAME	CLASS CODE	CONTACT NO	SIGNATURE	ATTENDANCE
1							
2							
3							

Table 5- Academic Counselling Unit (ACUT) Study Enrolment Form

Prohibited Substances

Pursuant to the Law No. 4207 on the Prevention of Damages of Tobacco Products, it is forbidden to smoke tobacco and tobacco products in

1. health, education and cultural services,
2. indoor sports halls,
3. all kinds of transport vehicles in public transportation and their waiting rooms, and
4. in closed spaces where five or more people from public service organizations work.

For this reason, smoking is strictly prohibited in the BEYKOZ-SFL English Preparatory Program building, fire escapes, classrooms and toilets, and in some designated open areas.

In addition, the University acknowledges that the illegal and abusive use of alcohol and drugs is endangering the safety of others and impeding the learning process. The use, possession and distribution of alcohol or narcotic substances within the University's territory is strictly prohibited; the students who do not comply with these prohibitions will be punished in accordance with the regulations.

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.

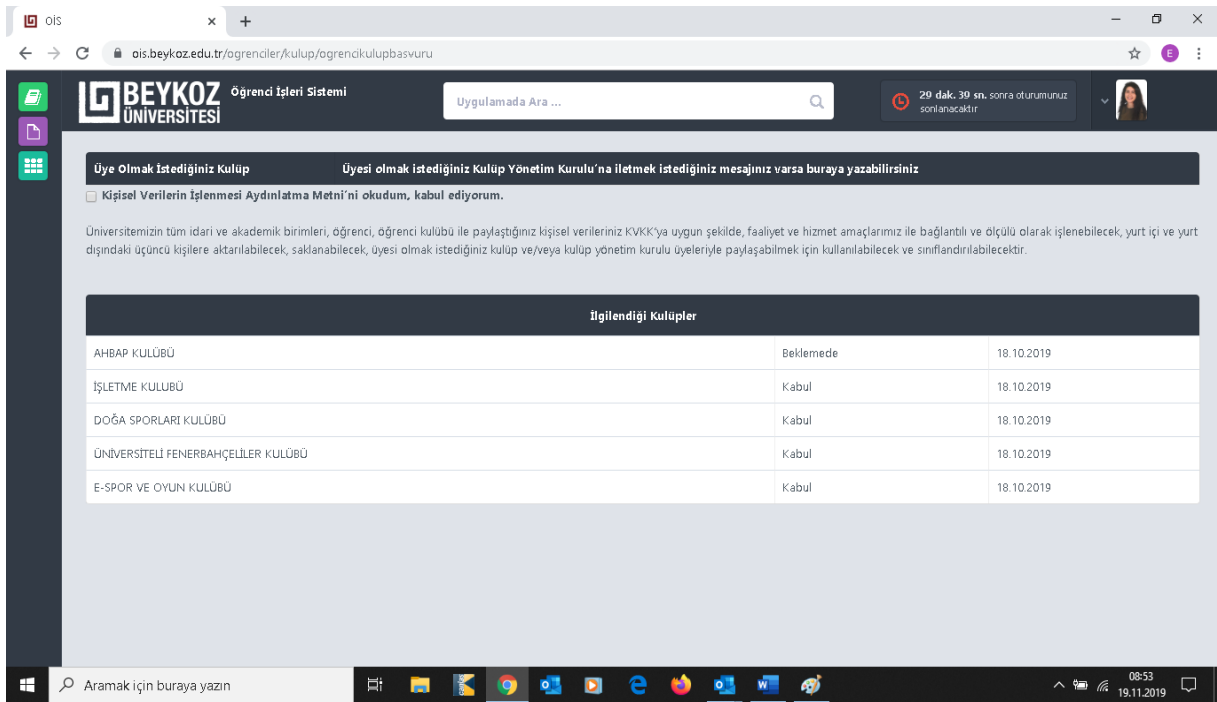
They gain a sense of ownership and belonging through their in-campus activities. In these activities, s/he interacts with different social environments and different working groups and adds pieces to their mosaic.

In line with the philosophy that “Education is not preparation for life, education is life itself”, 46 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. Food and Beverage

The students are offered the opportunity to buy food and beverages of their choice from the menu and the price list of the food offered for sale in school canteens. They can complain about food and beverages and prices by sending an e-mail to the Health Culture and Sports Directorate, writing their complaints in Student Evaluation Surveys or by sending a message to the Complaint Box on the Ground Floor of the School of Foreign Languages (Preparatory Program) Campus about the canteen.

Our university continues its educational activities in 5 different campuses. In each campus, students are served hot meals and cafeteria service. In order to provide the services in hygienic conditions and prices, SKS Unit performs the necessary audits.

b.4. Health Services

Beykoz University maintains its health service with two school infirmaries, a workplace doctor and a nurse. Thanks to the cooperation with public and private hospitals, free check-up checks are applied to our personnel. Educational and informative seminars such as first aid, healthy living, healthy nutrition, obesity, harmful substances and habits, blood donation campaigns and occupational diseases are provided in the health institution in our province and in cooperation with the expert health personnel working in their organizations.

b.5. 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.6. 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.7. Library

there are two libraries one in kavacik campus one is the central library and the other one is Terrace library where students can read and work on their projects. Central library is Installed on an area of 280 square meters, approx. 100 people can sit and work in the Information Resources Center; but you can have a nice time without ignoring the need for silence. Terrace library is installed on an area of 125-meter square where there is the capacity of sitting for 57 people. In addition to supporting the education given at our university, our library aims to contribute to the personal and intellectual development of our students and other users and to meet their information needs.

More than 22,000 print publications; It has more than 50 periodicals collection, map collection, DVD/CD collection, and rare works collection. It is increasing day by day with incoming requests and donation books.

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

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

e-journal and the link of the library is available at following (<http://library.beykoz.edu.tr/e-dergiler/>).

Address: Vatan Street link: 69 Kavacık Beykoz 34805 İstanbul

Phone: 02169122252
Fax: +90 (0) 216 413 95 20
E-mail: lib@beykoz.edu.tr

Gulnaz Tayfun– Library and Documentation Deputy Director– (Ext.:535)

Eslem YILDIZ– Library and Documentation Personnel – (Ext.: 536)

b.8. 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.
- Damla KARAYAKA contact: phone: 0216 912 22 52
- E-mail: pdr@beykoz.edu.tr
- Address: Vatan Street No: 69 Kavacık Beykoz 34805 İstanbul Turkey

• b.9. Accommodation

- In order to meet the housing needs of our students, we direct our students to the Credit and Dormitories Institution and M.E.B. Higher Education Private Student Dormitories. The students staying in these dormitories are monitored by our Health, Culture and Sports department to ensure that they are accommodated under properly healthy conditions.

• b.10. 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.11. 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, English preparatory program campus



Picture 5, English preparatory program canteen



Picture 6. classes at English preschool



Picture 7 English preparatory classes



Picture 8- Rectorate Campus



Picture 9- Bachelor Programs Campus



Picture 10 – Çubuklu Campus



Picture 11- Kavacık Campus



Resim 12 – Bachelor's Programs Labs and Studios

X. STUDENT AFFAIRS

a. STUDENT AFFAIRS MANAGEMENT

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 image shows the login interface of the Beykoz University Student Affairs Management System. At the top, there is the university's logo and name 'BEYKOZ ÜNİVERSİTESİ'. Below this, a section titled 'Kullanıcı Grubu' (User Group) contains three buttons: 'Öğrenci' (Student), 'Personel' (Personnel), and 'Mezun' (Graduate). Underneath, there are two input fields labeled 'Kullanıcı Adı' (Username) and 'Parola' (Password). A large green button labeled 'Giriş Yap' (Login) is positioned below the password field. At the bottom, there are two links: 'Parolamı Unuttum' (I forgot my password) and 'Change Language', which includes buttons for 'TR' (Turkish) and 'EN' (English).

Picture 12, OIS page

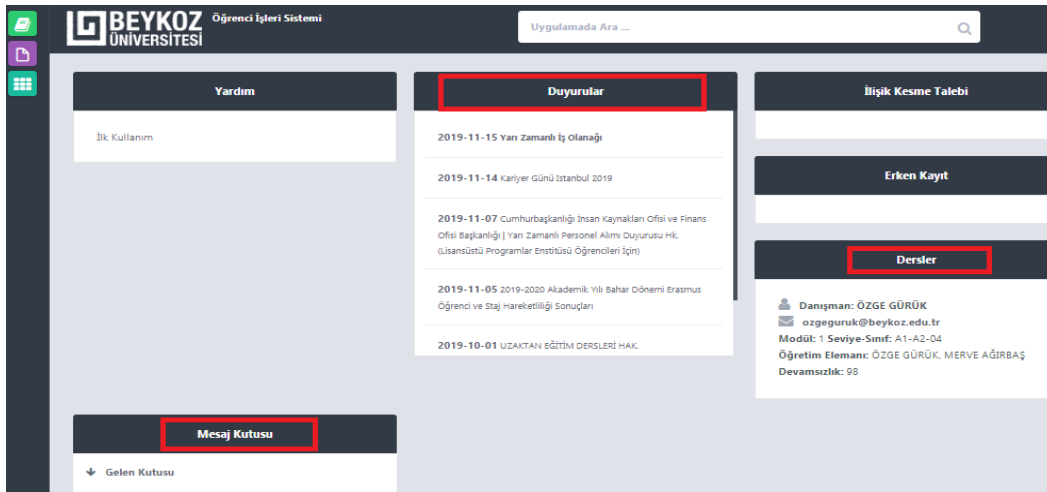
The duties of the Directorate of Student Affairs are as follows:

- To perform all about student registration and admission
- Graduation, identification, scholarship,
- To perform other similar tasks to be assigned,
- Preparation and publication of the academic calendar draft,
- To create an archive student files,
- To perform record deletion, dismissal, and freeze recordings,
- Preparation of information and statistics requested from institutions such as HEC, OSYM, KYK,
- Preparation of documents such as Student Certificates, Transcripts and Student Status Certificate, etc.
- Preparation of reports including student information
- Execution of course schedule changes and entry to the system,
- Implementation of education and training decisions and announcement to those concerned,
- To conduct foreign student transactions,
- To receive and transfer internal transfer applications within and between institutions,
- To conduct double major and minor operations,
- To receive and conduct special and guest student applications,
- Preparation of course and exam programs,
- To conduct Summer School procedures,

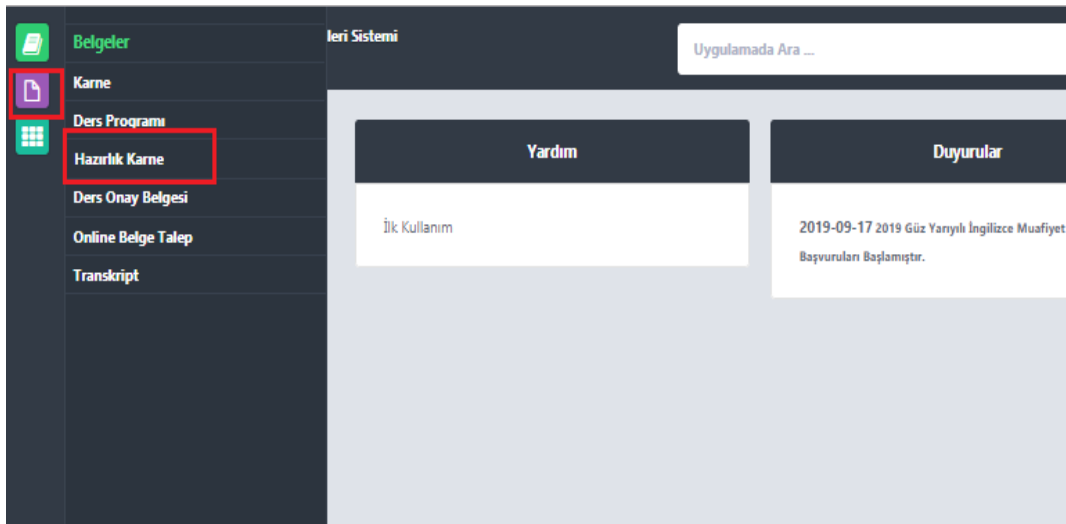
- r. To conduct internship procedures,
- s. Preparation and submission of graduation certificate, diploma and diploma supplements to the graduating students and honour, high honour and *Europass* documents,
- t. Student discipline penalties to be recorded in the relevant systems and the necessary correspondence.

b. OIS (Beykoz University Student Information System)

By clicking on the "Student" box (see picture 12) 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 13- OIS Student Interface



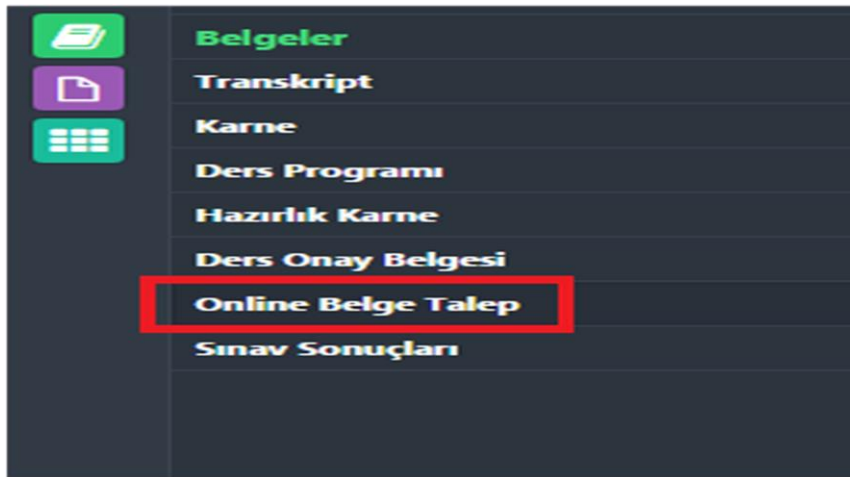
Picture 14, Picture 14, English preparatory program student page

You can access your preparatory notes by clicking on the "Preparatory Report" menu (see Picture 13 and 14).

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).

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	EQM - Use of English	10
Achievement Test (AcT) - 09	59	EQM - Listening	7
Achievement Test (AcT) - 10	80	EQM - Reading	15
Achievement Test (AcT) - 11	74	EQM - Speaking	9
Achievement Test (AcT) - 12	60	EQM - Vocabulary	9
EQM - Use of English	8	EQM - Writing	13
EQM - Listening	14	Midterm - 1	54
EQM - Reading	18	Midterm - 2	55
EQM - Speaking	9	Online Task - 01	47
EQM - Vocabulary	9	Project Task - 2	95
EQM - 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	DEVAMSİZLİK	
Speaking Quiz - 1	45	Main Course	21 Saat
Speaking Quiz - 2	90	TOPLAM	21 Saat
Speaking Quiz - 3	70	50-59: Bilgi düzeyinin 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	45	SINAV	PUAN
Writing Quiz - 3	72	Achievement Test (AcT) - 01	76
ORTALAMA	72.05	Achievement Test (AcT) - 03	83
Success Status	BAŞARILI		

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).



Picture 16- Online Document Request

Online Belge Talep

Belge Türü

Belge Dili

Varsa Özel Notunuz

Ekle

Durum (Ebys)	Belge Tarihi	Belge Türü

Belge Talebini Öğrenci İşlerine Gönder

Picture 16 Online Document Request

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 requested document is in waiting status

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
<div>  1 / 1  20 / 1 </div> <div>Excel</div>					

c. Preparatory Program Student Affairs

Students who want to get information, inform their complaints, and send their requests can get help from our Beykoz-SFL Secretary Yeşim Kurhan (School of Foreign Languages Campus Floor 4; Contact: 0216 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 (0216 912 22 52; Ext: 149) or by e-mail (ebruaytanc@beykoz.edu.tr).

e.1. Open 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 student exchange processes by making international agreements for the existing students.

Appendix 1.

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.
- ❖ **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 25 hours of lessons per week over an 8-week period, and a total of 200 hours of face-to-face instruction in the classroom. With online tasks given on weekdays and weekends, this period is up to 28 hours per week (the time spent on 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+1-hour integrated skills lessons (12 hours for reading, writing, grammar, vocabulary, and 12 hours for listening, speaking,

grammar, vocabulary) in the classroom. With 2-hour compulsory study lessons, in-class learning time increases from 24 hours a week to 25 hours a week, and 27 hours with the addition of online lessons.

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 100 -150 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 (Yes / No Questions) or can ask for information (Wh - and How 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

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 average of 65 points and above continue their B1 level courses; unsuccessful students continue their education as A2 Repeat.
- ❖ **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 25 hours of face-to-face instruction in the classroom with a total of 25 hours of lessons per week over an 8-week period. With online 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 classroom (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.

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 150-200 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 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</p>
VOCABULARY	<p>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.</p>

Table 7a- A2 Level Outcomes

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 level with an average score between 45-64 and students who complete B1 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 B2 level courses as well.

Students who complete B1 program with an average of 65 and above are considered to have successfully completed the Preparatory Program. Students who fail in the B1 combined module with an average of a score below 64 points, continue their education in the following module as B1 Repeat

- ❖ **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+1 hours of in-class tuition, and about 200 hours of face-to-face instruction in a total of 8 weeks. With online tasks given on weekdays and weekends, this period is up to 27 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) face to face. 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.

Students who successfully complete the B1 level;

LISTENING	<p>Can understand what they are listening to about familiar topics and / or daily social events.</p> <p>Can have skills to respond to written questions have improved while listening, however, their note-taking skills need to be improved.</p> <p>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.</p> <p>Can understand the basic issues in a text. However, they have difficulty understanding the implied meaning and complex linguistic structures in the text.</p> <p>Can grasp the main idea of the text, however, their academic and under-used non-academic vocabulary should be improved.</p>

	Can understand the texts they read on topics such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.
WRITING	<p>Can write academic or non-academic short paragraphs on topics they are familiar with or are of personal interest.</p> <p>Can tend to use new structures, and with these structures and can form sentences with few mechanical errors.</p> <p>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.</p> <p>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.</p> <p>Can overcome many situations that can be encountered in travels, where the language is spoken;</p> <p>Can express their experiences and talk about their thoughts and plans.</p> <p>Can have sufficient language knowledge to explain themselves with little hesitation about personal and familiar matters.</p> <p>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	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>

Table 8a- B1 Level Outcome

B2 Level (Independent User)

The B2 level is the upper-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).

- ❖ **B2 Level Description:** It is formed for students who successfully completed the B2 level with the score 65 are allowed to take the Beykoz-PROF exam. If they cannot pass 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 B2 program with an average of 80 and above are considered to have successfully completed the Preparatory Program, and can start their education at their departments.

- ❖ **B2 Level Objective:** The objective of the B2 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 B2 Level:** Students attending B2 Level courses receive approximately 200 hours of face-to-face instruction in the classroom with a total of approximately 24+1 hours of lectures per week over an 8-week period. With online tasks given on weekdays and weekends, this period is up to 27 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 B2 Level: At this level, students attend weekly 24+1-hour integrated skill lessons (12 hours of reading, writing, grammar, vocabulary and 12 hours of listening, speaking, grammar, vocabulary) in the classroom. In-class learning time provided to students is 25 hours; with online classes, the weekly tuition time is up to 27 hours. If student requests, tutorial classes are also provided.

Students who successfully complete the B2 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>
VOCABULARY	<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>

Table 9a- B2 Level Outcomes

XII. ASSESMENT AND EVALUATION

Students, who fail in the Beykoz-PROF exam that they take when starting the academic year, begin their education in the Preparatory Program classes at different levels, A1, A2, B1, B2 have to take “short and long (integrated)” exams (see *Table10*).

The detailed calendar of the relevant module of the exams which assesses 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, and 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.

PORTFOLYO (50%):	<u>50 points / 100 points</u>
* Achievement Test (ACT):	15 <u>points</u>
* Writing Quiz:	10 <u>points</u>
* Speaking Quiz:	10 <u>points</u>
* On-line Task:	5 <u>points</u>
* Project Task:	10 <u>points</u>
Midterm (15%): (Vocabulary, Grammar, Reading and Listening)	<u>15 points / 100 points</u>
End of Module Exam (35%): (Vocabulary, Grammar, Reading, Listening, Writing, Speaking)	<u>35 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 student 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 given 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!

- ✓ Students who successfully complete the English Preparatory Program are given a Certificate of Achievement.
- ✓ Students who miss the Beykoz-PLET exam at the beginning of the academic year can take the EnglishScore Exam (British Council) and get the certificate to submit their English level. Students of Beykoz University get special discount vouchers (%25) and get a certificate for 15\$.
- ✓ 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.

XV. COMPLETING ENGLISH PREPARATORY PROGRAM / EXEMPTION

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

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

a. Exemption for the New Comers

One of the options below is alright to fulfill the exemption requirement and to be exempt from the English Prep Program for the newcomers who are newly registered and are obliged to be exempt from 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 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*):** 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 B2 level with a score between 65-79.

Within an academic year, 5 (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 B2 level with a score between 65-79 points 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 placement 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, will have to take the Beykoz-PLET test and according to the result of the exam, they will 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; however, the ones who are not successful:

The students from programs whose medium of instruction is English can continue their education in the Preparatory Program in their second academic year, will be put in classes suitable for their level according to the result of the Beykoz- PLET (placement) test. 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, or B2 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.

2022 – 2023 ACADEMIC YEAR	ATTENDANCE LIMIT (%20)	ATTENDANCE LIMIT (TOP LIMIT: %40)
Module 1 8 Weeks	40	80
Module 2 8 Weeks	40	80
Module 3 8 Weeks	40	80
Module 4 8 weeks	40	80
<p>absenteeism in one module is not transferred to the next module!</p> <p><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>		

- 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 the medical report, and the original document must be submitted to the management two days before the exam date.

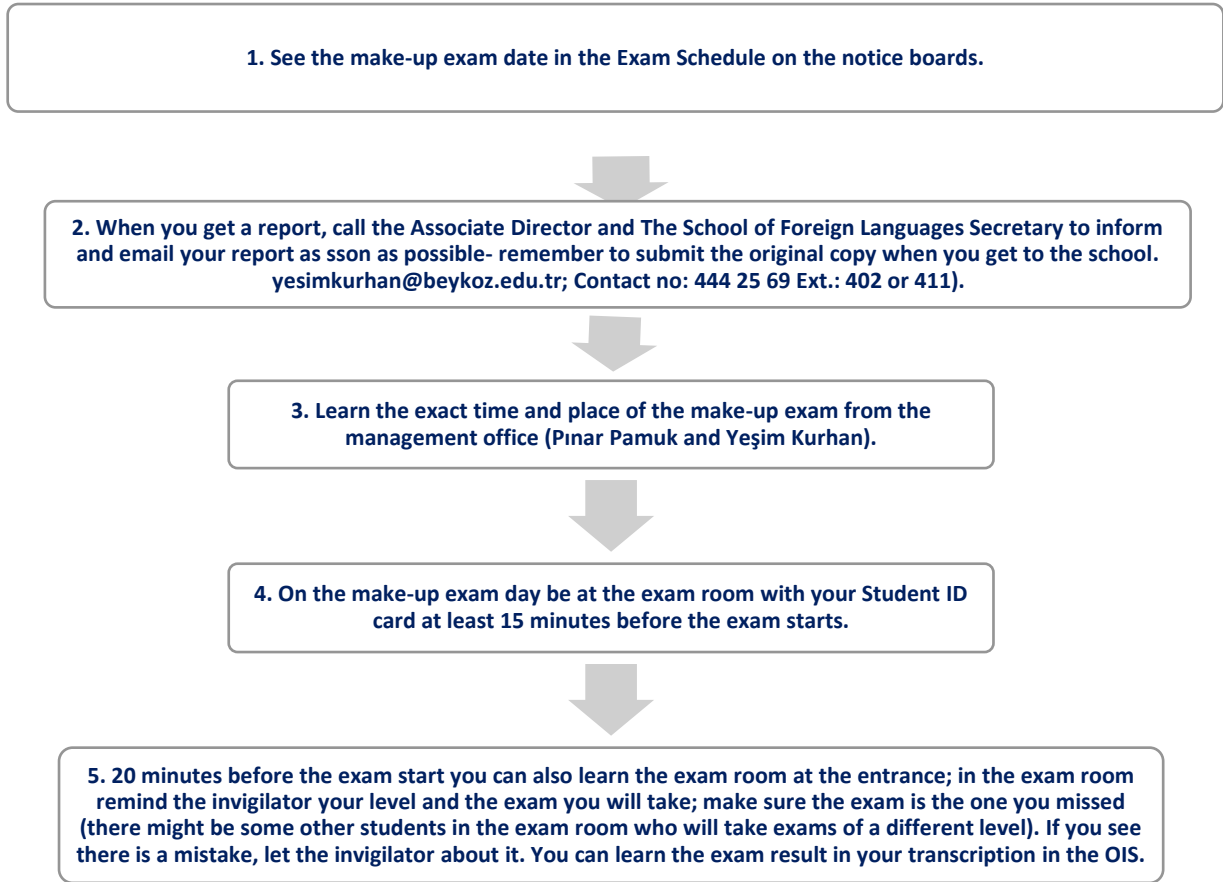
The make-up exam date is announced in the first week of the module in the Exam Schedule; however, its time and place are announced a day before the exam.

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>
Achievement test (ACT) 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



XVII. LESSON PROGRAM

There is one shift: morning

The schedule for the 2022-2023 Academic Year, the morning and afternoon shifts are 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.

2022-2023 MORNING SHIFT LESSON SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st HOUR	08.30-09.10	08.30-09.10	08.30-09.10	08.30-09.10	08.30-09.10
2nd HOUR	09.30-10.10	09.30-10.10	09.30-10.10	09.30-10.10	09.30-10.10
3rd HOUR	10.25-11.05	10.25-11.05	10.25-11.05	10.25-11.05	10.25-11.05
4th HOUR	11.20 – 12.00	11.20 – 12.00	11.20 – 12.00	11.20 – 12.00	11.20 – 12.00
5th HOUR	12.15 – 12.55	12.15 – 12.55	12.15 – 12.55	12.15 – 12.55	

2022-2023 AFTERNOON SHIFT LESSON SCHEDULE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st HOUR	13.10 – 13.50	13.10 – 13.50	13.10 – 13.50	13.10 – 13.50	13.10 – 13.50
2nd HOUR	14.05-14.45	14.05-14.45	14.05-14.45	14.05-14.45	14.05-14.45
3rd HOUR	15.00 – 15.40	15.00 – 15.40	15.00 – 15.40	15.00 – 15.40	15.00 – 15.40
4th HOUR	15.55 – 16.35	15.55 – 16.35	15.55 – 16.35	15.55 – 16.35	15.55 – 16.35
5th HOUR	16.50 – 17.30	16.50 – 17.30	16.50 – 17.30	16.50 – 17.30	

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 Road Şehit Er Cengiz Karcıoğlu St. 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 2022-2023 ACADEMIC YEAR SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR	
EXPLANATION	FALL TERM
THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) (For Students Who are Placed by YKS and Registered in the University) <u>Written Exam Time:</u> 10.00 am <u>Place:</u> English Preparatory Program Campus (Students are obliged to be at the exam room 30 minutes before the exam starts with their national ID cards/passports)	12 September 2022 Monday
WEBSITE ANNOUNCEMENT OF THE ENGLISH PLACEMENT TEST (BEYKOZ-PLET) RESULTS (After 07:00 pm)	13 September 2022 Tuesday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR THE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 07:00pm)	13 September 20122 Tuesday
THE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)	15 September 2022 Thursday
WEBSITE ANNOUNCEMENT OF THE RESULTS OF ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 07:00 pm)	19 September 2022 Monday
WEBSITE ANNOUNCEMENT OF THE LEVEL CODES AND CLASSES OF THE STUDENTS WHO WILL STUDY AT THE ENGLISH PREPARATORY PROGRAM (After 05:00 pm)	21 September 2022 Wednesday
THE ENGLISH PREPARATORY PROGRAM MODULE 1 (FALL TERM) CLASSES START	26 September 2022 Monday
MIDTERM EXAM 1	24 October 2022 Monday
MODULE 1 (FALL TERM) CLASSES END	16 November 2022 Wednesday
MODULE 1 (FALL TERM) CLASSES END OF MODULE EXAM	17-18 November 2022 Thursday-Friday
MODULE 1 (FALL TERM) CLASSES END OF MODULE "MAKE-UP" EXAM	21 November 2022 Monday
WEBSITE ANNOUNCEMENT OF MODULE 1 (FALL TERM) RESULTS (After 07:00 pm)	21 November 2022 Monday
WEBSITE ANNOUNCEMENT FOR THE STUDENTS WHO WILL SIT FOR ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) FOR MODULE 1 (FALL TERM) (After 07:00 pm)	21 November 2022 Monday
(FALL TERM) ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)	22 November 2022 Tuesday

WEBSITE ANNOUNCEMENT OF RESULTS OF (BEYKOZ-PROF) (After 07:00 pm)	24 November 2022 Thursday
EXPLANATION	SPRING TERM
THE ENGLISH PREPARATORY PROGRAM MODULE 2 (SPRING TERM) CLASSES START	28 December 2022 Monday
MIDTERM EXAM 1	26 December 2022 Monday
END OF MODULE 2 (SPRING TERM) CLASSES END	18 January 2023 Wednesday
MODULE 2 CLASSES END OF MODULE EXAM	19-20 January 2023 Thursday-Friday
MODULE 2 CLASSES END OF MODULE "MAKE-UP" EXAM	23 January 2023 Monday
WEBSITE ANNOUNCEMENT OF MODULE 2 END OF MODULE EXAM RESULTS	23 January 2023 Monday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR MODULE 2 (SPRING TERM) ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 07:00pm)	23 January 2023 Monday
MODULE 2 (SPRING TERM) ENGLISH PROFICIENCY EXAM	24 January 2023 Tuesday
WEBSITE ANNOUNCEMENT OF THE MODULE 2 (SPRING TERM) ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS (After 07:00pm)	26 January 2023 Thursday
Module 3	Dates
THE ENGLISH PREPARATORY PROGRAM MODULE 3 CLASSES START	06 February 2023 Monday
MIDTERM EXAM	06 March 2023 Monday
MODULE 3 CLASSES END	29 march 2023 Wednesday
MODULE 3 END OF MODULE EXAM	30-31 March 2023 Thursday-Friday
MODULE 3 END OF MODULE "MAKE-UP" EXAM	03 April 2023 Monday
MODULE 3 END OF MODULE WEBSITE ANNOUNCEMENT	03 April 2023 Monday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR MODULE 3 (SUMMER PERIOD) ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 07:00pm)	03 April 2023 Monday
MODULE 3 ENGLISH PROFICIENCY EXAM	04 April 2023 Tuesday
WEBSITE ANNOUNCEMENT OF THE MODULE 3 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS (After 07:00pm)	06 April 2023 Thursday
Module 4	Dates
THE ENGLISH PREPARATORY PROGRAM MODULE 4 CLASSES START	10 April 2023 Monday
MIDTERM EXAM	8 May 2023 Monday
MODULE 4 CLASSES END	31 May 2023 Wednesday

MODULE 4 END OF MODULE EXAM	1-2 April 2023 Thursday- Friday
MODULE 4 END OF MODULE “MAKE-UP” EXAM	5 April 2023 Monday
MODULE 4 END OF MODULE WEBSITE ANNOUNCEMENT	5 April 2023 Monday
WEBSITE ANNOUNCEMENT OF THE STUDENTS WHO WILL SIT FOR MODULE 4 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) (After 07:00pm)	5 April 2023 Monday
MODULE 4 ENGLISH PROFICIENCY EXAM	6 April 2023 Tuesday
WEBSITE ANNOUNCEMENT OF THE MODULE 3 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS (After 07:00pm)	8 April 2023 Thursday
Module 5 PREP-PT course	Dates
PREP- PT classes start	19 April 2023 Monday
PREP-PT classes End	11 August 2023 Friday

APPENDIX 2: BEYKOZ-SFL NON-NEGOTIABLE CLASS RULES

<u>NON-NEGOTIABLE CLASS RULES AT BEYKOZ-EPP</u>
<ul style="list-style-type: none"> ○ Be punctual and come to the class 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 class & talking while your teacher or a friend is talking, sleeping, 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 class are among UNACCEPTABLE behaviours.) ○ Demonstrate academic honesty (for example: using others 'ideas, copying, and presenting others' work as homework is NOT acceptable.) ○ Use it without damaging the school building and its objects. (Example: Use the belongings of yourself, your school and your friends without damaging them.) ○ Do your best to become an exemplary student.☺
<u>NOTE: Violation of these rules requires disciplinary action.</u>

