



BEYKENT UNIVERSITY

2021-2022

School of Foreign Languages **Student Handbook**

THE
**FUTURE
IS NOW!**

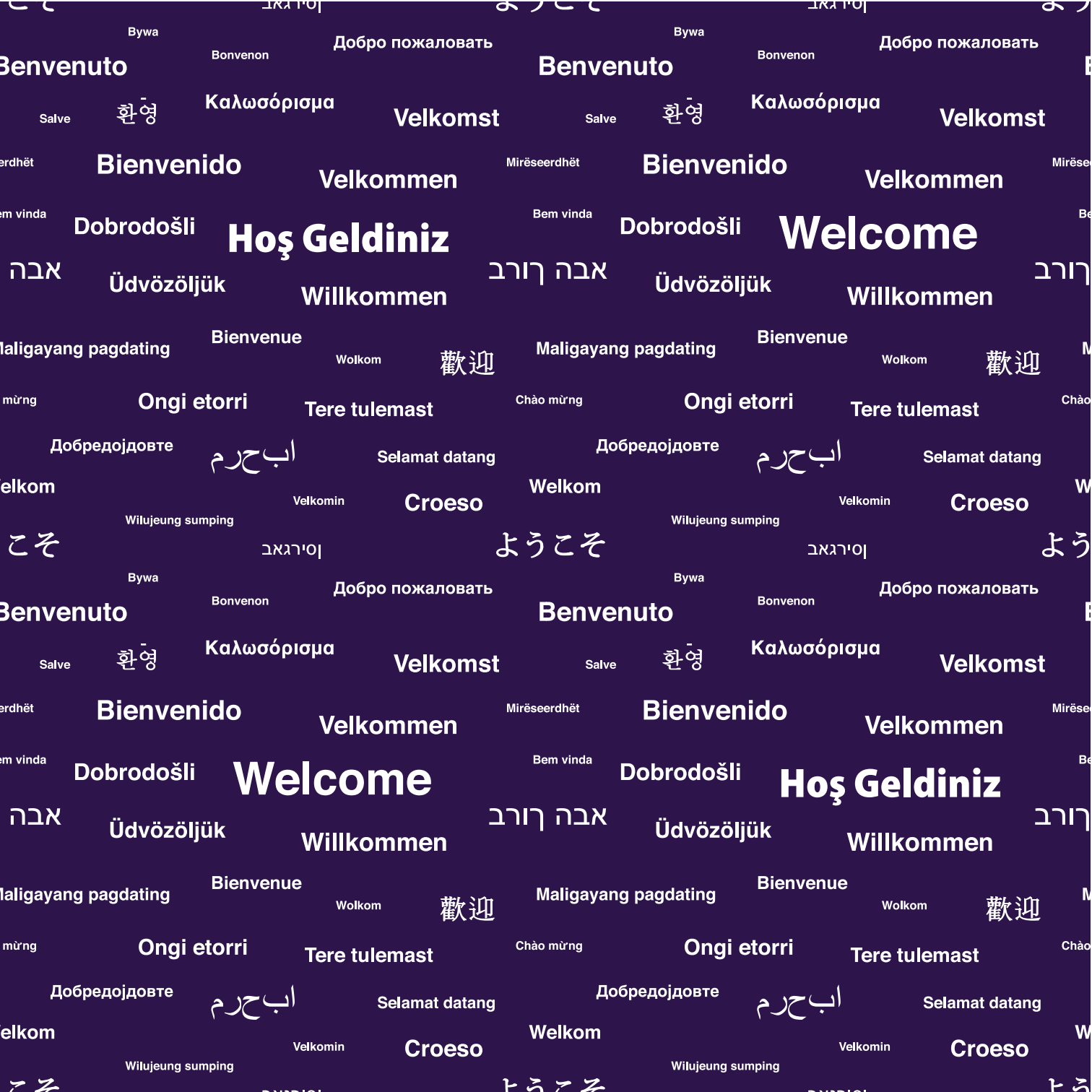


TABLE OF CONTENTS

• Message from the Director	4
• Pearson Assured Accreditation	5
• Mission & Vision	6
• English Preparatory Classes Academic Calendar	7
• Russian Preparatory Classes and Evening Classes Academic Calendar	7
• Foreign Language Preparatory Classes	8
• Modular System	9
• Semester System	10
• Testing and Assessment	11
• Exam Types	12
• Placement Test	
• Quiz	
• Midterm	
• End of Module /Term Exam	
• BULET (Beykent University Language Exemption Test)	





• Performance and Evaluation	14
• Attendance	16
• Learning Management System	17
• Student Information System	18
• Disability Advisory Unit	19
• Student Complaints	20
• Disciplinary Procedures	21
• Administrative and Academic Staff	23
• Campuses	25
• Frequently Asked Questions	26
• Appendices	30

The School of Foreign Languages
offers foreign language education
allowing cross-cultural communication
in a globalising world!



MESSAGE FROM THE DIRECTOR



Dear Students,

We would like to welcome you to our University, where we believe that you will be spending the most valuable and influential times of your life both academically and socially. It is our privilege and pleasure to have you among us this year.

Having unimpeded access to information is one of the most essential needs of our century, and it is an undeniable fact that an internationally recognised high-quality education is the way to meet that need. Foreign language education is unquestionably the key to unlock access to information necessary to prepare yourselves for your presence on the international stage.

As the School of Foreign Languages (SFL), we are well aware of the important role of continuous renewal of curriculum as well as an experienced staff, who are equipped with internationally recognised qualifications and have adopted modern approaches, in achieving and advancing success in foreign language education. The School's mission is shaped by our aspiration to educate self-confident, innovative and competent individuals in cross-cultural communication, and to provide them with knowledge and information which will be useful for every aspect of their lives.

Our main objective is to offer our valued and esteemed students efficient language education based on the Common European Framework (CEFR) in line with the School's mission. We also aim to enrich our students' academic and professional lives by equipping them with the required language skills, along with problem solving and critical thinking skills.

The handbook you are reading right now, which includes vital information about our daily operations, principles and services provided, is designed and prepared to guide you throughout your entire education life at the School of Foreign Languages. To give you better support and guidance with both our administrative and academic staff, we strongly recommend that you read and examine this handbook thoroughly.

We wish you great success in your higher education life and professional life.

In the name of School of Foreign Languages,

Fatih YÜCEL
Director of the SFL

PEARSON ASSURED ACCREDITATION



Aslı Konuş

has completed the
**Beykent University School of
Foreign Languages**

A Pearson Assured Programme

Awarded: August, 2018

Centre Name: Beykent University
Centre Number: 91960



Pearson Assured is an independent benchmark for third-party organisations that have training or learning programmes designed to deliver and assess in-house. The English Preparatory Programme of the School of Foreign Languages has been granted with the “Pearson Assured” status as of the 2017-2018 Academic Year by meeting 40 different criteria completely which concern various aspects of the programme such as administrative structure, education-training, and testing and assessment.

As the students of an accredited institution, you will gain the right to graduate with an internationally recognised “Pearson Assured Certificate” provided you have completed the Preparatory Programme successfully.

Pearson, one of the world’s leading awarding organisations, has been working cooperatively with many education institutions thanks to their over 100 years of education and training experience in more than 100 countries. Therefore, the “Pearson Assured Certificate” will be an important gain for both your future education and career.



A Pearson Assured Organization

MISSION & VISION

Mission

The mission of Beykent University School of Foreign Languages (BUSFL) is to provide high-quality language education to its students of different proficiency levels in the light of the Common European Framework for Languages (CEFR) and Global Scale of English (GSE). BUSFL offers its students the necessary skills and strategies to handle their departmental studies as well as communicate effectively in their future social and professional lives.

Vision

The vision of the BUSFL is to equip the students with the necessary language skills and abilities they will use throughout their academic, professional and social lives by adapting to the circumstances of the time and integrating up-to-date approaches, methods, techniques and required digital equipment into their language learning process with the help of competent instructors.



ENGLISH PREPARATORY CLASSES ACADEMIC CALENDAR

SCHOOL OF FOREIGN LANGUAGES ACADEMIC CALENDAR – ACADEMIC YEAR 2021-2022 (ENGLISH PREPARATORY CLASSES)					
Re-registration for Continuing Students	01-31 July 2021				
Placement Test (For Students Admitted through Central Placement)	06-12 September 2021				
BULET (For Students Admitted through Central Placement)	19-17 September 2021				
Placement Test (For Students Admitted through Extra Quota)	04-07 October 2021				
BULET (For Students Admitted through Extra Quota)	08 October 2021				
School of Foreign Languages Student Orientation	11 October 2021				
Terms	Fall Term		Spring Term		Summer Term
Modules	Module 1	Module 2	Module 3	Module 4	Module 5
Classes Begin	11 October 2021	6 December 2021	7 February 2022	4 April 2022	6 June 2022
Classes End	26 November 2021	14 January 2022	25 March 2022	20 May 2022	1 July 2022
End of Module Exam	29-30 November 2021	17-18 January 2022	28-29 March 2022	23-24 May 2022	2 July 2022
BULET (Beykent University Language Exemption Test)	25 January 2022		31 May 2022		6 July 2022

RUSSIAN PREPARATORY CLASSES AND EVENING CLASSES ACADEMIC CALENDAR

SCHOOL OF FOREIGN LANGUAGES ACADEMIC CALENDAR – ACADEMIC YEAR 2021-2022 (RUSSIAN PREPARATORY CLASSES & EVENING CLASSES OF ENGLISH PREPARATORY PROGRAMME)			
Re-registration for Continuing Students	01-31 July 2021		
Placement Test (For Students Admitted through Central Placement)	06-12 September 2021		
BULET (For Students Admitted through Central Placement)	19-17 September 2021		
Placement Test (For Students Admitted through Extra Quota)	04-07 October 2021		
BULET (For Students Admitted through Extra Quota)	08 October 2021		
School of Foreign Languages Student Orientation	4 October 2021		
Terms	Fall Term	Spring Term	Summer Term
Classes Begin	11 October 2021	7 February 2022	6 June 2022
Midterm	29-30 November 2021	28-29 March 2022	17 June 2022
Classes End	14 January 2022	20 May 2022	1 July 2022
End of Module Exam	17-18 January 2022	23-24 May 2022	2 July 2022
BULET (Beykent University Language Exemption Test)	25 January 2022	31 May 2022	6 July 2022

FOREIGN LANGUAGE PREPARATORY CLASSES



The goal of Foreign Language Preparatory Programme at Beykent University is to equip our students with writing, reading, listening, speaking and grammar knowledge and skills including comprehensive skills required for their academic studies, and to provide high quality education meeting both national and international criteria. In line with this goal, the School of Foreign Languages uses a CEFR (Common European Framework) and Global Scale of English (GSE) compliant modular system consisting of six different contents:

Step 1 (A1/A2)

Step 2 (A2/B1)

Step 3 (B1/B1+)

Step 4 (B1+/B2)

Step 5 (B2+)

Proficiency

Classrooms within the body of BUSFL can accommodate approximately 20 students and are supported with digital equipment suitable for 21st century educational goals. Students are lectured in classrooms equipped with the state-of-the-art smart boards, which contributes to their language acquisition by engaging visual and auditory elements. Furthermore, thanks to the online platforms that enable students to follow courses both synchronously and asynchronously, and the learning management system that offers learning outside the classroom, BUSFL has the required technological equipment and structure to provide its students with distance education.

If you have enrolled in an undergraduate/associate degree programme where a language other than Turkish is partly or totally used as the medium of instruction, you are required to attend Foreign Language Preparatory Classes and to complete at least B1+ level (Step-3). However, if you have enrolled in one of the undergraduate/associate degree programmes listed below, you are required to complete at least B2 level (Step-4).

Programmes that require B2 level

English Language and Literature

Translation and Interpreting (English)

Applied English and Translation

Translation and Interpreting (Russian)

The English Preparatory Programme of Beykent University consists of six different contents covering levels from elementary to pre-advance. The content of each course is delivered in a module which lasts for seven or eight weeks of instruction and assessment. You can continue to the next level provided you have successfully completed the relevant module at the end of seven or eight weeks. In order to allow you to make up/complete the required level, a Summer Module is offered which is planned to last for 5 weeks of instruction and assessment (for details, see the Academic Calendar on page 7). In the modular system, the courses may be delivered face-to-face and/or by means of blended learning conducted and supplemented through online platforms (synchronously) and digital platforms (asynchronously).

MODULAR SYSTEM



The programme has been designed to allow every student from all levels to complete their education by the end of the academic year, provided they have successfully completed each required level. Regular attendance and participation in academic studies play an important role in completing your education successfully. Attendance is compulsory in the English Preparatory Programme. If you exceed the absenteeism limit of 30 classes per module, then you are required to repeat the same level. In order to continue to the next level, the weighted average of the quizzes taken throughout the module and the End of Module Exam must be 60 or above out of 100. Students whose average is below 60 need to repeat the same level.

SEMESTER (TERM) SYSTEM

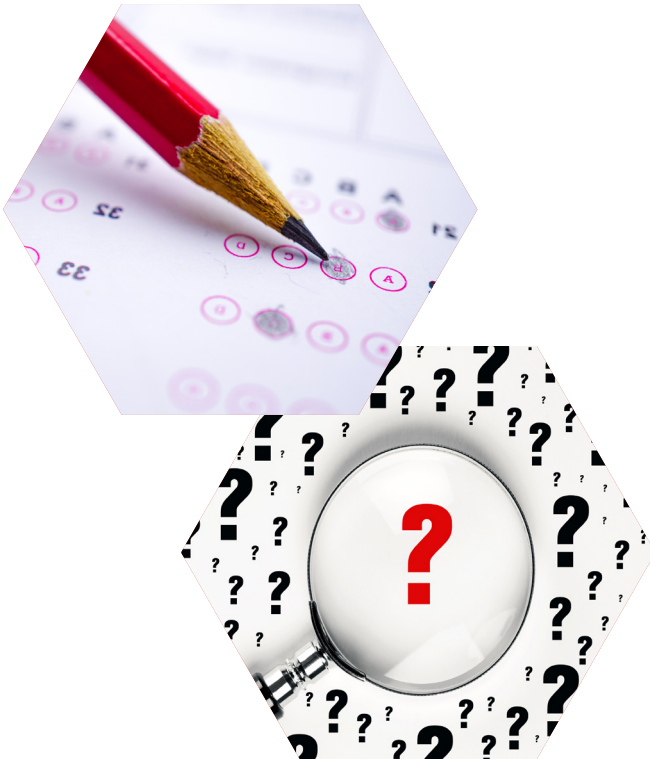
In the Russian Preparatory Programme and the evening education of the English Preparatory Programme, regular attendance and participation in academic studies also play an important role in completing your education successfully. Attendance is also a requirement. If you exceed the absenteeism limit of 60 classes per term, then you are required to repeat the same level. In order to complete the term successfully, the weighted average of the quizzes and the midterm taken throughout the term and the End of Term Exam must be 60 or above out of 100. Students whose average is below 60 need to repeat the same level in the following term or the summer period.

The Russian Preparatory Programme and the evening education of the English Preparatory Programme offers levels from elementary to pre-advance by using a semester system. In this system, the content of two modules is delivered in the same semester which lasts for 15 weeks of instruction and assessment. You can continue to the next level in the following semester, provided you have successfully completed the relevant semester consisting of 15 weeks. In summer term, an intensive 5-week programme is offered to make up for failed classes within the academic year. In the semester system, the courses may be delivered face-to-face and/or by means of blended learning conducted and supplemented through online platforms (synchronously) and digital platforms (asynchronously).



An important factor in students' success is learning the target language in suitable level groups with educational resources appropriate for their skill levels. Therefore, the language education starts in level groups formed according to students' Placement Test scores obtained at the beginning of the academic year, and continues with the assessment of all language skills throughout 5 Modules / 1 Academic Year.

TESTING AND ASSESSMENT



Testing and Assessment tools and methods in the School of Foreign Languages may vary in some aspects. The exams, prepared by the Testing and Assessment Unit and/or provided by international third parties, may be written, oral, and/or a combination of them, and the delivery method may be paper-based, computer-based, and/or internet-based. Scheduled quizzes are used to assess and monitor students' progress in language skills throughout the academic year. In addition, at the end of each module/term End of Module/Term Exams are conducted to assess students' success and to determine whether they meet the criteria and have the required competence to continue to the next level. Those who have successfully completed the language level required by the undergraduate/associate programme they have enrolled in are entitled to sit for BULET (Beykent University Language Exemption Test). If they score 60 or above in BULET, they will be eligible to start their department. On the other hand, those who score below 60 will be placed in "Proficiency" classes in order to study for the next BULET.

PLACEMENT TEST

Students take the placement test on the dates announced in the academic calendar

The Placement Test is required in order for you to be placed in appropriate level groups. Therefore as a newly registered student who is required to attend Compulsory Preparatory Classes, you need to take the Placement Test on the dates announced in the academic calendar. Those who do not sit for the Placement Test are placed in the lowest level group available in the Foreign Language Preparatory Programme. Those students do not have the right to object to their level groups or request to take the test later.

The Placement Test selected according to the learning objectives of CEFR and GSE has been provided by international third party suppliers. Both the process and the application of the test are audited by the third parties nationally and/or internationally authorised in foreign language learning. In order to be exempted from the Preparatory Programme, first you need to achieve a score in the Placement Test which is equivalent to B1+ level, and then obtain the required score in BULET, which is prepared depending on the language level required for the programme you have enrolled in. If you fail to meet the exemption criteria, you will be placed in classes according to your Placement Test score.

Quiz

In the English Preparatory Programme, at least 4 (four) quizzes in each module and at least 8 (eight) quizzes in each term are conducted on the dates and hours pre-determined by the Testing and Assessment Unit. In the Russian Preparatory Programme at least 4 (four) quizzes are conducted in each term on the dates and hours pre-determined by the Head of the Russian Preparatory Programme.

EXAM TYPES



Midterm

Midterms are conducted once in each term in the Russian Preparatory Programme and in the evening education of English Preparatory Programme.

End of Module/Term Exam

In the English Preparatory Programme, End of Module Exams are conducted once in every module following the completion of classes, while in the Russian Preparatory Programme and evening education of the English Preparatory Programme the End of Term Exams are conducted once in each term on the dates published in the Academic Calendar following the completion of classes. Those exams consist of Use of English, Reading, Listening and Speaking parts. If you fail to meet the attendance requirements, you will automatically lose the right to sit for the End of Module/Term Exam.



Beykent University Language Exemption Test (BULET)

Beykent University Language Exemption Test (BULET) is designed to assess if the language competence of students is satisfactory to follow their departmental courses. Students who have enrolled in Translation and Interpreting (English), English Language and Literature, Translation and Interpreting (Russian), or Applied English and Translation need to take the test at B2 level while those who have enrolled in an undergraduate/associate degree programme other than the ones specified above where a language other than Turkish is partly or totally used as the medium of instruction need to take the test at B1+ level. The test is conducted four times a year: once at the beginning of the academic year, and once at the end of each term – fall term, spring term, and summer term.

Those who achieve a score equivalent to at least B1+ level in the Placement Test, and those who attend Foreign Language Preparatory Classes and successfully complete the minimum language level required by the programme they have enrolled in are entitled to sit for BULET. The test consists of two parts: writing and speaking. If the average of the scores obtained from these parts is 60 or above, you will be eligible to start your department. However, if your average is below 60, you will be placed in Proficiency classes in order to study for the next BULET.

PERFORMANCE AND EVALUATION

In the English Preparatory Programme, module-based performance evaluation is carried out. Provided you have successfully completed the relevant level, you may continue to the next level. The module final grade is calculated as follows:

Quiz / Exam No*	Percentage Value
Quiz 1	10%
Quiz 2	10%
Quiz 3	10%
Quiz 4	10%
End of Module Exam	60%

The lower limit is set as 60 out of 100 to pass.

In the evening education of the English Preparatory Programme semester-based performance evaluation is carried out. Semester final grade is calculated as follows:

Quiz / Exam No*	Percentage Value
Quiz 1	5%
Quiz 2	5%
Quiz 3	5%
Quiz 4	5%
Midterm	20%
Quiz 5	5%
Quiz 6	5%
Quiz 7	5%
Quiz 8	5%
End of Term Exam	40%

The lower limit is set as 60 out of 100 to pass.

* Please see Appendix B for detailed information about the content of the exams.

The Russian Preparatory Programme also uses semester-based performance evaluation and the semester final grade is calculated as follows:

Quiz / Exam No	Percentage Value
Quiz 1	10%
Quiz 2	10%
Midterm	20%
Quiz 3	10%
Quiz 4	10%
End of Term Exam	40%

The lower limit is set as 60 out of 100 to pass.



MODULE PROGRESS CHARTS

From the links below, you can access the charts showing how you may proceed in the modular system of English Preparatory Classes. Separate charts are prepared according to your language at the beginning of the academic year and the language level required by the programme you have enrolled in. You may choose the chart that suits you and learn your possible progress throughout the academic year.

Module Progress Chart	Link
Started as Step-1 and must complete B2	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-1-en-b2.pdf?Status=Temp&sfvrsn=d01fc38f_4
Started as Step-1 and must complete B1+	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-1-en-b1-.pdf?Status=Temp&sfvrsn=99a789_4
Started as Step-2 and must complete B2	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-2-en-b2.pdf?Status=Temp&sfvrsn=b8d1d804_4
Started as Step-2 and must complete B1+	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-2-en-b1-.pdf?Status=Temp&sfvrsn=71bc677e_4
Started as Step-3 and must complete B2	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-3-en-b2.pdf?Status=Temp&sfvrsn=1b73b932_4
Started as Step-3 and must complete B1+	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-3-en-b1-.pdf?Status=Temp&sfvrsn=ca2626b_4
Started as Step-4 and must complete B2	https://ydyo.beykent.edu.tr/docs/librariesprovider17/default-document-library/ingilizce-hazirlik-programi-sinav-step/step-4-en-b2.pdf?Status=Temp&sfvrsn=6e9f468_4

ATTENDANCE

Medical reports will not cause the absence to be excused.

In the Foreign Language Preparatory Programme, attendance is a requirement and recorded starting from the first day of the module. In the modular system used in the English Preparatory Programme, if you exceed the absenteeism limit (which is 30 classes for each module), you will lose the right to sit for the End of Module Exam and have to repeat the same level. In the semester system used in the Russian Preparatory Programme, the absenteeism limit is 60 classes for each semester. Those who exceed this limit will lose the right to sit for the End of Term Exam and will have to repeat the same semester.

General principles of SFL concerning attendance are as follows:

a. In the Foreign Language Preparatory Programme, you are required to attend classes and participate in class activities (i.e. tasks, projects, internet-based registration, etc.).

b. You are allowed to miss a maximum of 30 classes in a module and 60 in a term. Absences documented with medical reports from health facilities or other similar reports are counted against this allowed limit. Meaning, medical reports will not cause the absence to be excused. However, you will be excused from this requirement up to 3 days in case of decease of first degree relatives (i.e. mother, father or siblings), as long as you prove it with documents and apply for excusal in writing.

c. If you miss 31 or more classes in a module in the modular system or 61 or more classes in a term in the semester system, you are considered as “absentee” and will automatically fail. In that case, you need to repeat the same level in the next module/term.

d. Instructors monitor the attendance for each lesson through your signatures on attendance registers and/or electronic signatures. Attendance records are submitted daily to the Secretary of SFL. The records are entered into the automation system and any objections to these records should be made in writing within 5 (five) working days as of their announcement in the system. Objections which are made after the relevant module/term has ended and the total number of hours of absence has been officially announced, will not be taken into consideration. The records kept by instructors are taken as a basis in attendance records; and only in case of mistakes in fact, corrections will be made on these records.

e. In case of an objection, attendance records only up to 5 (five) working days back will be checked.

f. You are expected to attend classes with the course materials determined by the School of Foreign Languages at the beginning of the academic year. Those without the required materials will not be admitted to the class.

g. You are expected to purchase original copies of the course books determined by SFL at the beginning of the academic year. Those with unauthorised copies of copyrighted materials on campus take full responsibility for any legal or financial sanctions that may arise from that action.

LEARNING MANAGEMENT SYSTEM

The road to achieve intended learning objectives starts with the correct platform...



Learning Management System (LMS) supports members of the Foreign Language Preparatory Programme via the new virtual learning environment Moodle. By using modern educational sources with LMS, in-class language learning can be taken outside the classroom environment and accessed 7/24. You can access the Moodle system using this link: <https://prep.beykent.edu.tr/login/index.php> . On your first login, you can use your student number as your user name and “Beykent” as your password.

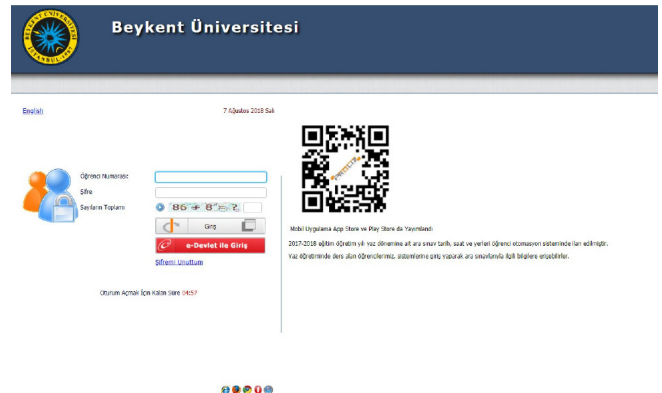
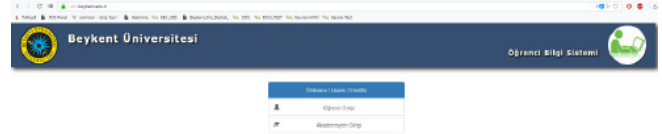
Online education platforms offered in to addition Moodle both encourage learning outside the campus and allow you to continue learning wherever and whenever you want. These platforms enable you to complete a number of tasks online, get instant feedback, monitor your learning process and improve yourselves with the guidance of your instructors. One of the key factors in students’ success is guiding students according to their special needs by assessing learning outcomes frequently and identifying their strengths and weaknesses.

STUDENT INFORMATION SYSTEM

The Student Information System is an online platform where you can access your attendance records and grades throughout the academic year by using the automation system. The system is accessible from PC or via mobile applications for Android or iOS. You can access the system via the following link:

<https://obs.beykent.edu.tr/>

In order to log into the system, you need to write the student number assigned to you on the registration day in the 'username' box, shown in the figure at the right bottom. The first 5 digits of Your TR Identity Number or Passport Number will be temporarily assigned as your password. After your first login, please change your password.





DISABILITY ADVISORY UNIT

We aim to provide the required support services for our students with disabilities to continue their studies in an accessible and suitable environment, and access the facilities and services of the University effectively. We also aim to create a supportive environment for our students with disabilities to set and realise their academic, social, personal, and professional goals.

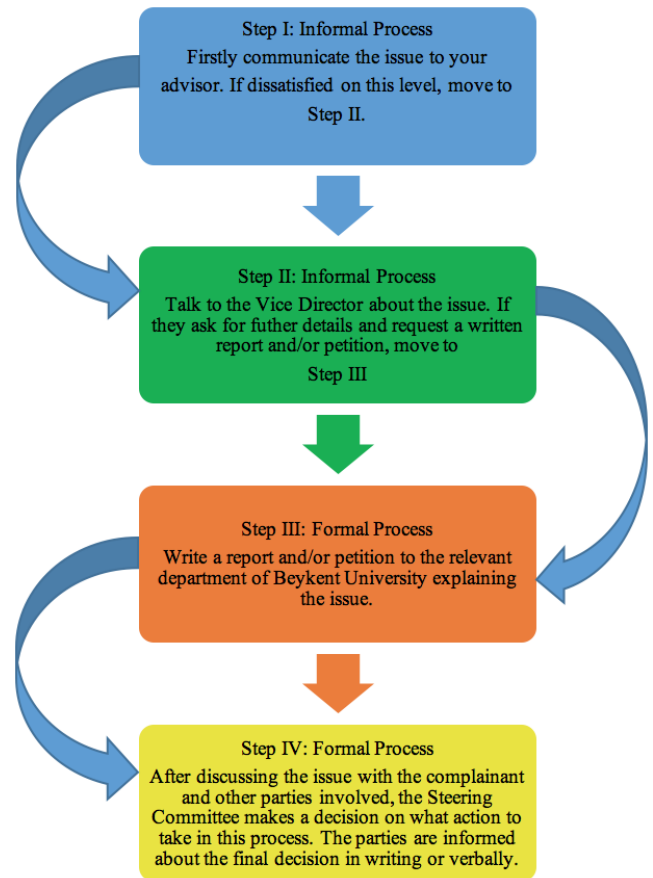
You can support us with your ideas and projects for our students with disabilities, and volunteer for the relevant projects of our Office of the Dean of Students. You can contact us at odek@beykent.edu.tr.



STUDENT COMPLAINTS

BUSFL aims to build good relationships with its students and staff, and takes all the necessary steps to have a peaceful and motivating environment for both parties. To provide and maintain such an atmosphere, all complaints by students and instructors are given careful consideration and necessary actions are taken to deal with these complaints. When you have a complaint, you are advised to follow the steps shown in the figure (See Appendix A for contact people in certain situations).

Student Complaint Procedure Chart



Those who do not wish to follow the above-mentioned steps may communicate their requests, suggestions or complaints through their class representatives or through feedback boxes in the halls.

DISCIPLINARY PROCEDURES

Provisions of the Higher Education Institutions Student Disciplinary Regulations apply to all disciplinary proceedings concerning students in the School of Foreign Languages. Some misconducts that require SFL to take disciplinary actions can be as follows: disrupting an exam/class environment, insulting the instructor or other students, assaulting verbally, cheating and/ or attempting to cheat, and damaging the fixtures. Pursuant to the relevant articles of Higher Education Institutions Student Disciplinary Regulations, disciplinary proceedings may be initiated against students who committed the above- mentioned misconducts, by an investigator assigned by the Directorate of SFL. Disciplinary penalties that will apply to the misconducts as specified in Higher Education Institutions Student Disciplinary Regulations are as follows (to get access to the whole text, please visit the website: <https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>):

Misconducts that require reprimand

ARTICLE 5:

b) Disruption of academic studies such as classes, seminars, practices, laboratory practices, workshops, and scientific meetings and conferences;

e) Attempting to cheat in exams.

Misconducts that require suspension from one week to one month

ARTICLE 6:

a) Disruptive behaviour interfering with the freedom of learning and teaching and/or disrupting the operation and peace of higher education institutions;

c) Allowing another person to use a document issued by the Higher Education Institution which originally grants any kind of right to themselves, or using a document which belongs to another person;

d) Assaulting – verbally or in writing – the honour and dignity of the people in the Higher Education Institution;

e) Assaulting – verbally or in writing – the honour and dignity of the personnel of the Higher Education Institution, both on the premises of and outside the Higher Education Institution.





Misconducts that require suspension for one semester

ARTICLE 7:

- a) Threatening the staff of the Higher Education Institution or other students;
- c) Abusing the staff or other students physically;
- e) Damaging the buildings, fixtures and such property of the Higher Education Institution, or attacking the information system;
- f) Cheating or helping others cheat in exams.

Misconducts that require suspension for two semesters

ARTICLE 8:

- a) Preventing the staff from conducting their duties by using force and violence against them;
- e) Compelling others to help them cheat by threat, interfering with the removal of the cheating students from the exam hall, and having someone else sit for the exam or vice versa.

Repeated Misconducts

ARTICLE 11:

- (1) If a misconduct which has already been disciplined is repeated, a more severe penalty will result.

2021-2022 ACADEMIC YEAR ADMINISTRATIVE AND ACADEMIC STAFF

ADMINISTRATIVE BOARD OF THE SCHOOL OF FOREIGN LANGUAGES

Director of the School of Foreign Languages
FATİH YÜCEL

Vice Director of the School of Foreign Languages
AYŞE UMUT ARIBAŞ

Vice Director of the School of Foreign Languages
IRMAK ZENGİN

Head of the Academic Language Support Programme
TÜRKAN ERGİN

Head of the English Preparatory Programme
GİZEM ARSLAN

English Preparatory Programme Coordinator
BUSE ÖZER

Head of the Russian Preparatory Programme
İSMAİL ÖZÇELİK

TESTING AND ASSESSMENT UNIT

NURPINAR KAZIMLAR (Unit Head)

ALİ CAN ÇAKAR

EBRU AÇAK

AHMET BORA DİNDAR

ŞEYMA HORASAN SÖYLEYİCİ

CURRICULUM AND MATERIAL DEVELOPMENT UNIT

MELEK ATAĞ

SİBEL ÖZÇELİK

SULTAN NUR KARABAĞ

AYDAN SEHER İLBEĞİ

DIGITAL LEARNING UNIT

BARAN ARIŞ (UNIT HEAD)

SERDAR ÖZTÜRK

SFL REPRESENTATIVE IN THE DISABILITY ADVISORY UNIT

BARAN ARIŞ

PROFESSIONAL TEACHER DEVELOPMENT UNIT

MEHTAP ÇİÇEN EFE (UNIT HEAD)

FATİH YÜCEL (BUSFL Director)

SEMİH İRFANER (Consultant)

TONY GURR (Consultant)

INSTITUTIONAL EFFECTIVENESS AND QUALITY ENHANCEMENT UNIT

BARAN ARIŞ (UNIT HEAD)

AYŞE UMUT ARIBAŞ

BUSE ÖZER

GİZEM ARSLAN

IRMAK ZENGİN

MEHTAP ÇİÇEN EFE

NURPINAR KAZIMLAR

SERDAR ÖZTÜRK

ACADEMIC STAFF

ABDULLAH KARAAKIN

ADAM RACKAM

ASİL VATANSEVER

ASLI HASANOĞLU

ASLIHAN YILMAZ

AYLİN YARKA

BELINDA DUGGAN

BERFU DUYGUN

BERRY ANDERSON

BURAK EFE

BUSE MALKOÇ

CENNET BURÇAK

CEREN AKTAY ERYILMAZ

CHARLOTTE WILLICOME

CHERRYLL SILVA

CHRIS KITRINOS

ÇILGA ATALAY AKYIL

DOĞAN ERGÜN

ELİF BIÇAKLAR DİNDAR

ERTAN İDRİSOĞLU

ESMA BİNGÜL

ESRA KARAN

FATMA SANNAV

GÜLCAN İNALCIK

HİLAL MELAHAT FIRAT BAYRAKÇIL

IAN TILLEY

LISA MARIE PICKREN

MAX NERI

MEHMET TURAN KOÇER

MEHMET UMUT CEYLAN

MUAZZEZ BEHRAM

MUHAMMET ŞAHİN

SECRETARIAL OFFICE

ESRA AKSAKAL

HANDAN KURTULUŞ

BURAK DEMİRDAĞ

MUSTAFA BURAK KARAFAKIOĞLU

NEHİR ÇAKMAK

ÖZGECAN OKUL

ÖZKAN KOÇAK

ROBBIE MITCHELL

SELÇUK ALPASLAN

SELEN GÖNCÜ KARABACAK

SELİM KAPANCI

SELMA AYHAN

SEVCAN DOĞAN ÜNLÜ

SİMAY SÖNMEZ

SİNEM ÖZTÜRK

SUAVİ BÜLENT BİLGİNER

TRACEY DOHERTY

YAŞAR ERDİN

CAMPUSES



Beylikdüzü Campus



Hadımköy Campus



Ayazağa-Maslak Campus



Taksim Campus

As of the Academic Year 2021-2022, English Preparatory Programme will be delivered on two different campuses. Those who have enrolled in an undergraduate programme in the Faculty of Engineering and Architecture, Faculty of Communication, or Faculty of Fine Arts will attend the English Preparatory Programme on Ortaköy Campus while those who have enrolled in an undergraduate or associate degree programme in a faculty or school other than the ones mentioned above will attend the English Preparatory Programme on Büyükçekmece Campus. However, students admitted through YÖS will attend the English Preparatory Programme on Büyükçekmece campus regardless of their department. Russian Preparatory Programme will only be delivered on Büyükçekmece Campus.

FREQUENTLY ASKED QUESTIONS

1. Is it compulsory to take the Placement Test?

Yes. The test is accepted as a proof of language competence. Therefore, all students who have enrolled in partly or totally English-medium programmes are required to take the test.

2. Is it possible to take the Placement Test on a later date?

The Placement Test can only be conducted on the dates announced in the academic calendar. Therefore it is not possible to take it on a later date.

3. How long does the Placement Test last?

The system allows a student a maximum of 90 minutes to finish the exam. However, most students generally complete the test in 45 minutes to 1 hour.

4. Is it possible to be exempted from the Preparatory Programme depending on my Placement Test score?

Those who achieve a score equivalent to at least B1+ level in the Placement Test are entitled to sit for BULET. If they score 60 or above in BULET, which is prepared depending on the language level required by the programme they have enrolled in, they will be eligible to start their department. On the other hand,

if they score below 60, they need to attend Foreign Language Preparatory Classes they are placed in according to their Placement Test Score.

5. May I complete my Foreign Language Education at the end of Fall Term and start my department?

If you have successfully completed the minimum language level required by the undergraduate/associate degree programme you have enrolled in, you are entitled to sit for BULET conducted at the end of Fall Term. If you achieve the required score in BULET, then you will be eligible to start your department. As of Spring Term, you may wish to start the programme you have enrolled in, or continue your language education in a higher language level.

6. How many times may I take BULET?

SFL students who meet the criteria to sit for BULET can take the exam up to four times in an academic year: once at the beginning of the academic year, and once at the end of each term – fall, spring and summer. If a newly registered student is not eligible for BULET at the beginning of the academic year and thus continues the Preparatory School, then they can take BULET up to three times in total, i.e. once at the end of the fall, spring, and summer terms. Students failing the BULET exam at the end of the summer term have to study the preparatory year again in the following academic year. Those who suspend their studies for a term cannot take the BULET at the end of that term even though they meet the criteria to sit for the exam. Those students need to take the BULET at the end of the following term.

7. Who are entitled to take BULET?

Those who achieve a score equivalent to at least B1+ level in the Placement Test, and those who attend Foreign Language Preparatory Classes and successfully complete the minimum language level required by the programme they have enrolled in, which may be B1+ (Step-3) or B2 (Step-4) depending on the programme, are entitled to sit for BULET (refer to page 7 for the level required for your programme).

8. What happens if I fail BULET?

If you fail BULET even though you have successfully completed the language level required by the programme you have enrolled in, you will be placed in Proficiency classes in order to study for the next BULET.

9. How many days per week do I have to attend classes?

5 weekdays. You are required to attend 24 classes a week in total.

10. What is the double shift education system?

The double shift education system means dividing classes into morning and afternoon groups and determining in which groups students are to be assigned to take classes. Morning classes take place between 08:30 a.m. and 1:00 p.m., while afternoon classes take place between 1:15 p.m. and 5:45 p.m.

11. What time do the classes start and finish in the evening education?

The classes of the evening education start at 5:30 and finish at 10:00 p.m. and the double shift system is not used in the evening education.

12. How will students be divided into morning and afternoon groups?

In the double shift education system, at the beginning of the academic year students are placed into the level groups according to their placement test scores and student numbers. Those with student numbers ending in odd numbers are placed into the morning group, while those with student numbers ending in even numbers are placed into the afternoon group.

13. Is it possible to change my shift in the double shift education system?

In the Spring Term, at the beginning of the third module, morning and afternoon groups are switched. Except for this change, no excuses are accepted to change the shift. The double shift education system is not applied in the Russian Preparatory Programme and the evening education of the English Preparatory Programme.

14. What excuses are considered valid to change the shift in the double shift education system?

No excuses are accepted to change the shift in the double shift education system.

15. Can I swap my shift with a friend?

No. In the double shift system, uniquely generated student IDs, which are assigned at the registration are used for determining the groups. Thus, it is not possible to swap even if you and your friend are both willing to switch.

16. For which undergraduate/associate degree programmes is the English Preparatory Programme compulsory?

If you have enrolled in a partly or totally English-medium programme, you are required to prove your language competence. Therefore, unless you prove your language level is at least B1+ or B2, depending on the programme you have enrolled in (refer to page 7 for the level required for your programme), according to your test scores in the Placement Test and BULET, you are obliged to attend Preparatory Classes.

17. What is the minimum score I am required to get in the national and/or international language tests in the ÖSYM Chart to be exempted from the Preparatory Class?

Acceptable language tests and minimum scores required to be exempted from the Preparatory Class are shown in the Language Test Equivalency Chart below, which is updated by ÖSYM on a regular basis (refer to page 7 for the level required for your programme). The test results will be taken into consideration if the validity period defined by the institutions conducted the test is not expired.



Test Score Equivalency Chart

TEST	LANGUAGE	REQUIRED MINIMUM SCORE/GRADE	
		Group 1*	Group 2**
YDS & E-YDS	ENGLISH	75 POINTS	60 POINTS
YDS & E-YDS	RUSSIAN	75 POINTS	-----
TOEFL IBT	ENGLISH	90 POINTS	72 POINTS
PTE ACADEMIC	ENGLISH	75 POINTS	55 POINTS
CPE	ENGLISH	C GRADE	C GRADE
CAE	ENGLISH	A GRADE	C GRADE
YÖK DİL	ENGLISH	75 POINTS	60 POINTS
TORFL	RUSSIAN	84 POINTS	-----

***Group 1:** shows the minimum score for exemption for those who have enrolled in Translation and Interpreting (English), English Language and Literature, Translation and Interpreting (Russian), or Applied English and Translation.

**** Group 2:** shows the minimum score for exemption for those who have enrolled in an undergraduate/associate degree programme, other than the ones listed in Group 1, where a language other than Turkish is partly or totally used as the medium of instruction.

18. I have completed my secondary education abroad. May I be exempted from the Preparatory Classes?

Pursuant to the relevant provisions of the School of Foreign Languages Education, Training and Examination Regulation, provided you have continued and completed your secondary education in a secondary school with native students for (at least) the last three years in a country where the mother tongue is the language chosen as the medium of instruction of the programme concerned, you may be declared exempt from the compulsory Preparatory Class with the Steering Committee’s decision. In such case, you are required to submit the original documents proving this education to the Student Registrar’s Office during the registration period. As a result, you are allowed to start the undergraduate/associate degree programme you have been placed.

19. I have already attended a Foreign Language Preparatory Programme in a different higher education institution. May I be exempted from the Preparatory Classes without taking a test?

As a newly enrolled student, it is possible for you to be exempted from the Preparatory Classes depending on your success and grades taken in the Preparatory Programme of a different higher education institution where the medium of instruction is the same as the one in the current programme. You need to present a language certificate equivalent to the language level required by the programme you have enrolled in (refer to page 7 for the level required for your programme), and if the Steering Committee approves it, you may be exempted from Preparatory Classes. However the issue date of the certificate must be within the last three years. If not, then you need to submit documents proving that following the completion of Preparatory Classes, you have taken and successfully completed at least three undergraduate or associate degree courses (other than YÖK compulsory courses) with the medium of instruction in the relevant language within the last year.

20. Is it possible to be exempted from the Preparatory Classes during the Academic Year?

Yes. If you take one of the language tests shown in the Language Test Equivalency Chart and get the minimum scores required during the Academic Year, it is possible for you to be exempted from the Preparatory Class.

21. May I attend Preparatory Classes on a voluntary basis though I have enrolled in a Turkish-medium programme?

If you have enrolled in a Turkish-medium programme, you are allowed to register for the English Preparatory Classes as a certificate student upon your request. The education period for certificate students is also one academic year. At the end of the academic year, successful students are granted a Certificate of Achievement and Competence for the level successfully completed.

22. Will the Certificate of Achievement and Competence be considered valid if I apply for a minor or double major in an English-medium programme?

When you apply for a minor or double major in an undergraduate/associate degree programme where a language other than Turkish is used partly or totally as the medium of instruction, you are also required to prove your language competence in that language. However, those with a Certificate of Achievement and Competence equivalent to B1+ or B2 level (refer to page 7 for the level required for your programme) are considered competent and do not need to take the Placement Test or BULET when they apply for a minor or double major.

23. Will a tuition fee be charged for the Summer Term?

There is no extra tuition fee charged for the Summer Term. If you have not completed the minimum required level, you are allowed to attend the tuition-free classes in Summer Term.

24. Is it possible to get help from my instructors outside the classroom?

Yes. Each class is assigned with a class advisor and the class advisors have weekly tutorial hours with their students. You can attend the tutorials and get help from your teacher by scheduling an appointment in advance. The tutorial hours will be announced by your advisor at the beginning of each module.

25. Am I only allowed to attend the tutorial hours of my advisor?

There is no such restriction. It is also possible for you to study with other instructors within their tutorial hours, as long as you inform them in advance.

26. Are the exams prepared by the instructors?

No. Exams are prepared by the Testing and Assessment Unit and designed to assess the pre-determined learning objectives and outcomes.

27. What is the marking procedure for exams?

In the Foreign Language Preparatory Programme, the exam marking procedure is centrally monitored and supervised by the Testing and Assessment Unit (TAU).

In order to avoid marking mistakes, each exam paper is marked separately by two centrally-assigned instructors according to the answer keys and rubrics provided by the Testing and Assessment Unit. The exam results with instructors' signatures are submitted to the TAU after the marking procedure is completed. These precautions aim to eliminate all possible mistakes including ones that may arise from marking by only one person.

28. How do I appeal my exam results?

Appeals should be made in writing to the School of Foreign Languages within 3 (three) working days following the announcement of the exam results. In order to identify the mistakes in fact if there are any, exam papers of the complainant are examined by a commission of 3 people, including a member of the Testing and Assessment Unit. The commission report becomes official after Steering Committee's approval and is announced on the automation system no more than three days.

29. Are there any Wi-Fi hotspots on campus?

Yes. There are several Wi-Fi hotspots available on campus. Networks are encrypted, you need to use your student number as your username, and your TR Identity Number to connect to Wi-Fi networks. Foreign students can use the TR Identity Number assigned to them upon registration. If you have any problems regarding the Wi-Fi connection, please contact the IT Department.

30. Am I allowed to use mobile devices during the classes?

No. Use of mobile devices is not allowed in class except for the situations where the instructor finds it necessary.

31. How can I make the best use of my time on campus outside the class-time?

There are various physical and educational facilities on campus from a library to a sports hall. You can benefit from these facilities for free and make use of your time on campus well.

APPENDIX A

BEYKENT UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

Trouble Shooting Guide

Problem	Contact People, Units & Departments	Room (Büyükcemece Campus)	Room (Ortaköy Campus)
Attendance Exams	Secretaries of SFL <ul style="list-style-type: none"> ESRA AKSAKAL BURAK DEMİRDAĞ Handan KURTULUŞ 	D-417	Z-02
Grade Appeals	Registrar's Office	-	-
Informal Complaints	Your Class Advisor	Instructor Offices (D-401, D-406, D-407, D-508, D-509)	Instructor Offices (104, 105, 203, 204, 207, 208, 209)
Academic Issues	Your Class Advisor	Instructor Offices (D-401, D-406, D-407, D-508, D-509)	Instructor Offices (104, 105, 203, 204, 207, 208, 209)
Formal Complaints about academic issues or other issues	Vice Directors <ul style="list-style-type: none"> IRMAK TÜRK AYŞE UMUT ARIBAŞ 	D-519	Z-01
Issues about physical conditions	Secretaries of SFL	D-417	Z-02
Transcripts	Secretaries of SFL	D-417	Z-02
Issues about online learning tools (such as Moodle)	Digital Learning Unit	D-511	-
Activation of Student ID Cards Student e-mail Wi-Fi internet connection	IT Department	D-529	-

APPENDIX B

2021 - 2022 ASSESSMENT MATRIX

Module-based Assessment Matrix

7 Week Modules – 1st and 3rd Modules

WEEK	TEST	CONTENT	PERCENTAGE VALUE		
1				%40	%100
2					
3					
4	QUIZ 1 QUIZ 2	Listening & Use of English Writing	%10 %10		
5					
6	QUIZ 3 QUIZ 4	Reading & Use of English Writing	%10 %10		
7					
8	END OF MODULE EXAM	SPEAKING	%15	%60	
		RECEPTIVE SKILLS (Reading, Reader, Listening)	%30		
		USE OF ENGLISH (Grammar & Vocabulary)	%15		

6 Week Modules – 2nd and 4th Modules

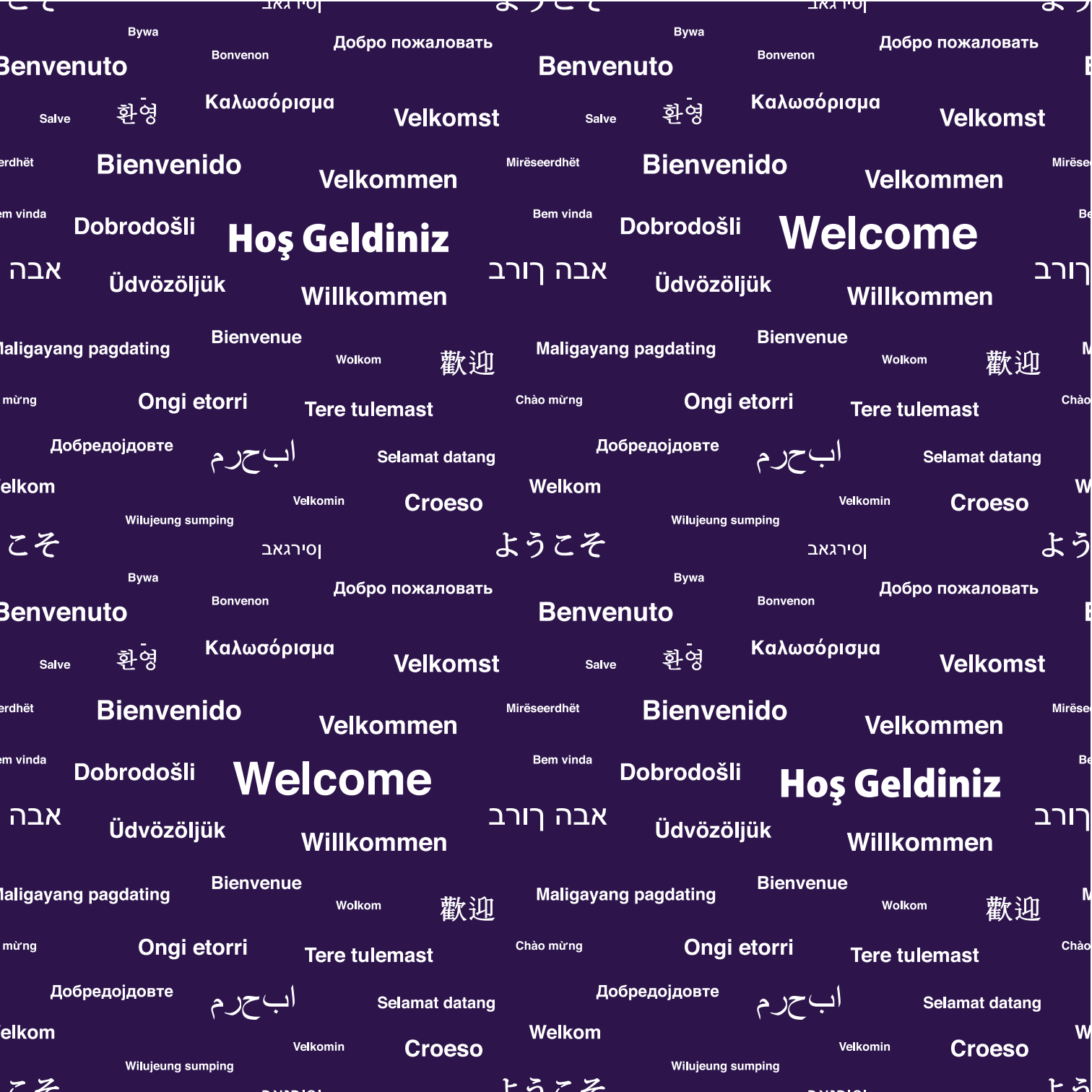
HAFTA	SINAV ADI	İÇERİK	YÜZDELİK DEĞER		
1				%40	%100
2					
3	QUIZ 1 QUIZ2	Listening & Use of English Writing	%10 %10		
4					
5	QUIZ 3 QUIZ 4	Reading & Use of English Writing	%10 %10		
6					
7	END OF MODULE EXAM	SPEAKING	%15	%60	
		RECEPTIVE SKILLS (Reading, Reader, Listening)	%30		
		USE OF ENGLISH (Grammar & Vocabulary)	%15		

Semester-based Assessment Matrix

HAFTA	SINAV ADI	İÇERİK		YÜZDELİK DEĞER	
1				%20	%100
2					
3					
4	QUIZ 1 QUIZ 2	Listening & Use of English Writing	%5 %5		
5					
6	QUIZ 3 QUIZ 4	Reading & Use of English Writing	%5 %5		
7					
8	MID-TERM	SPEAKING	%5	%20	
		RECEPTIVE SKILLS (Reading, Reader, Listening)	%10		
		USE OF ENGLISH (Grammar & Vocabulary)	%5		
9				%20	
10					
11	QUIZ 5 QUIZ6	Listening & Use of English Writing	%5 %5		
12					
13	QUIZ 7 QUIZ 8	Reading & Use of English Writing	%5 %5		
14					
15	DÖNEM SONU SINAVI	SPEAKING	%10	%40	
		RECEPTIVE SKILLS (Reading, Reader, Listening)	%20		
		USE OF ENGLISH (Grammar & Vocabulary)	%10		

BULET

CONTENT	CONTENT	
PERCENTAGE VALUE	PERCENTAGE VALUE	
WRITING	WRITING	%100





BEYKENT UNIVERSITY

Ayazağa-Maslak Campus

Ayazağa - Sarıyer / İST. **Fax:** +90 212 289 64 90

Beylikdüzü Campus

Beykent - Büyükçekmece / İST. **Fax:** +90 212 872 28 30

Hadımköy Campus

Akçaburgaz Mevkii - Esenyurt / İST

Taksim Campus

Sıraselviler - Beyoğlu / İST. **Fax:** +90 212 212 243 02 78



/BeykentUnv



/BeykentUnv



/BeykentUnv

Contact Beykent University

beykent.edu.tr - info@beykent.edu.tr

+ 90 444 1997