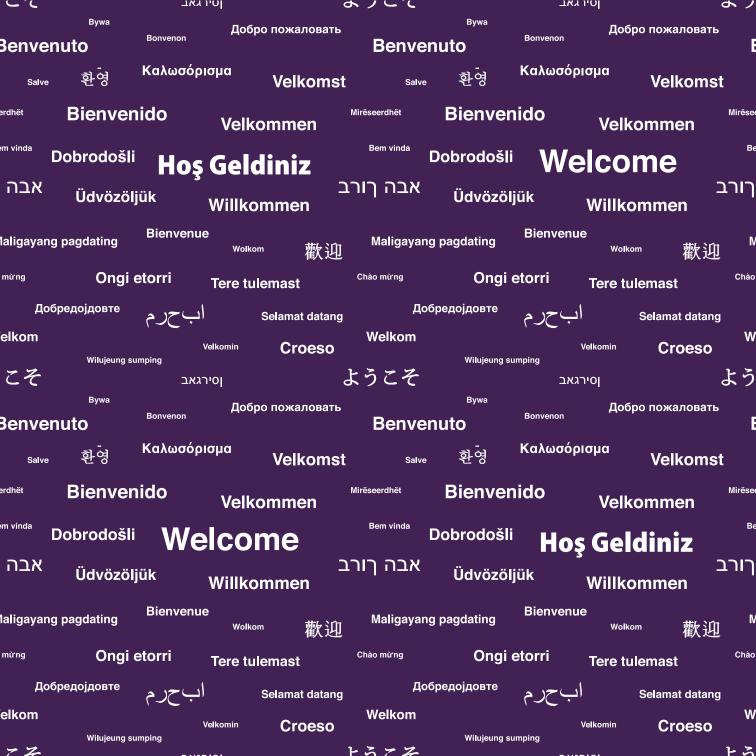


BEYKENT UNIVERSITY

School of Foreign Languages Student Handbook









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







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 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.





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 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 (ENGLISH PREPARATORY CLASSES) 2019-2020 ACADEMIC YEAR						
RE-REGISTRATION FOR CONTINUING STUDENTS					1 July - 9 August 2019	
PLACEMENT TEST (For students admitted through central placement)					19 - 23 August 2019	
PLACEMENT TEST (For students admitted through extra quota)			During registration period			
SCHOOL OF FOREIGN LANGUAGES STUDENT ORIENTATION			30 September 2019			
Terms	Terms Fall Term Spring Term		Summer Term			
Modules	Module 1	Module 2	Module 3	Module 4	Module 5	
Classes Begin	30 Sep 2019	25 Nov 2019	3 Feb 2020	30 March 2020	1 June 2020	
Classes End	15 Nov 2019	10 Jan 2020	20 March 2020	15 May 2020	3 July 2020	
End of Module Exam	18-19 Nov 2019	13-14 Jan 2020	23-24 March 2020	18-20 May 2020	6 July 2020	

RUSSIAN PREPARATORY CLASSES ACADEMIC CALENDAR

SCHOOL OF FOREIGN LANGUAGES ACADEMIC CALENDAR (RUSSIAN PREPARATORY CLASSES & EVENING CLASSES OF ENGLISH PREPARATORY PROGRAMME) 2019-2020 ACADEMIC YEAR							
RE-REGISTRATION FOR CONTINUING STUDENTS					1 July - 9 August 2019		
PLACEMENT TEST (For students admitted through central placement)		19 - 23 August 2019					
PLACEMENT TEST (For students admitted through extra quota)		During registration period					
CHOOL OF FOREIGN LANGUAGES STUDENT ORIENTATION		30 September 2019					
Terms	Terms Fall Term Spring Term		g Term	Summer Term			
Modules	Module 1	Module 2	Module 3	Module 4	Module 5		
Classes Begin	30 Sep 2019		3 Feb	2020	1 June 2020		
Classes End	10 Jan 2019		Classes End 10 Jan 2019 15 May 2020		y 2020	3 July 2020	
Midterm	18-19 N	ov 2019	23-24 March 2020		19 June 2020		
End of Term Exam	13-14.6	an 2020	18-20 N	fay 2019	6 July 2020		





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 four levels:

A1 A2 B1 B2

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.

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. However, if you have enrolled in one of the undergraduate/ associate degree programmes listed below, you are required to complete at least B2 level.

Programmes that require B2 levelt

English Language and Literature

Translation and Interpreting (English)

Applied English and Translation

Translation and Interpreting (Russian)

Students take the placement test on the registration day.

The Placement Test is required in order for you to be placed in appropriate level groups. Therefore, on the registration day as a new student, who is required to attend Compulsory Preparatory Classes, you need to take the Placement Test designed to assess your language level at the beginning of the academic year. 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, you need to achieve a score in the Placement Test which is equivalent to the level required for the programme you have enrolled in. If you do not meet the exemption requirements, then you will be placed in classes according to your test scores.

MODULAR SYSTEM

The English Preparatory Programme of Beykent University consists of four modules covering levels from elementary to upper-intermediate. The content of each level is delivered in a module which lasts for 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 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 5).

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

The Russian Preparatory Programme and the evening education of the English Preparatory Programme offers levels from elementary to upper-intermediate by using a semester system. In this system, the content of two modules is delivered in the same semester which lasts for 16 weeks of instruction and assessment. You will be able to start your undergraduate / associate degree education, provided you have successfully completed two semesters, each consisting of 16 weeks. In summer term, an intensive 5-week programme is offered to make up for failed classes within the academic year.

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. The programme also has attendance 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 in the following term or the summer period.

TESTING AND ASSESSMENT

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 tools and methods in the School of Foreign Languages may vary in some aspects. The exams, which are prepared by the Testing and Assessment Unit and Curriculum & Material Development Unit of the Preparatory Programme 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.



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 predetermined 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 predetermined by the Head of the Russian Preparatory Programme. Quizzes may be in the forms of paper-based tests, Internet-based tests, or writing quizzes, etc.

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.





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	15%
Quiz 2	15%
Quiz 3	15%
Quiz 4	15%
End of Module Exam	40%

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	7.5%
Quiz 2	7.5%
Quiz 3	7.5%
Quiz 4	7.5%
Midterm	20%
Quiz 5	7.5%
Quiz 6	7.5%
Quiz 7	7.5%
Quiz 8	7.5%
End of Term Exam	20%

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

The Russian Preparatory Programme also uses semesterbased 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.

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

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



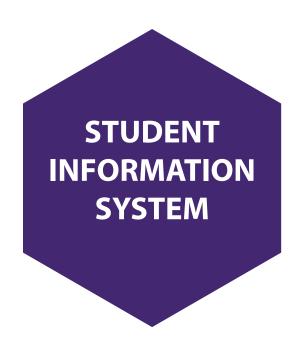
The road to achieve intended learning objectives starts with the correct platform...



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.

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.

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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.





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

Step I: Informal Process
Firstly communicate the issue to your
advisor. If dissatisfied on this level, move to
Step II.



Step II: Informal Process

Talk to the Vice Director about the issue. If they ask for futher details and request a written report and/or petition, move to Step III



Step III: Formal Process

Write a report and/or petition to the Secretarical Office of Beykent University School of Foreign Languages explaining the issue.



Step IV: Formal Process

After discussing the issue with the complainant and other parties involved, the Steering Committee makes a decision on what action to take in this process. The parties are informed about the final decision in writing or verbally.

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.



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 http://www.mevzuat.gov.tr/Metin.Aspx-?MevzuatKod=7.5.16532&Mevzuatlliski=0&sourceXml-Search=Y%C3%BCksek%C3%B6%C4%9Fretim%20 Kurumlar%C4%B1%20%C3%96%C4%9Frenci%20 Disiplin%20Y%C3%B6netmeli%C4%9Fi):

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;
- **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.



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 IRMAK TÜRK

Vice Director of the School of Foreign Languages AY\$E UMUT ARIBA\$

Head of the Academic Language Support Programme TÜRKAN ERGİN

Head of the English Preparatory ProgrammeGİZEM ARSLAN

English Preparatory Programme Coordinator BUSE ÖZER

Head of the Russian Preparatory Programme ISMAİL ÖZÇELİK

TESTING AND ASSESSMENT UNIT

MEHMET TÜRK (Unit Head)

ALİ CAN ÇAKAR

NURPINAR KAZIMLAR

FATMA SANNAV

CURRICULUM AND MATERIAL DEVELOPMENT UNIT

SULTAN NUR KARABAĞ

MELEK ATAK

SİBEL ÖZÇELİK

BARAN ARIS

DIGITAL LEARNING UNIT

SULTAN NUR KARABAĞ

BARAN ARIŞ

SECRETARIAL OFFICE

ESRA AKSAKAL

IDIL SAYGI

ACADEMIC STAFF

ABDULLAH KARAAKIN

AHMET BORA DİNDAR

ASIL VATANSEVER

ASLI HASANOĞLU

ASLIHAN YILMAZ

AYLİN YARKA

BELINDA DUGGAN

BERFU DUYGUN

BUSE MALKOÇ

CEREN AKTAY ERYILMAZ

CENNET BURÇAK

CHERRYLL SILVA

CHRIS KITRINOS

ÇILGA AKYIL

DOĞAN ERGÜN

ECE SAĞLIK

ELAINE WOODS

ELİF BIÇAKLAR

ERTAN İDRİSOĞLU

ESMA ŞENEL

FSRA KARAN

GEORGE VANDERVEER

GÖKÇEN UZUNKÖPRÜ

GÜLAY BALABAN KALKAN

HİLAL MELAHAT FIRAT

IAN TILLEY

INCI DEMIR

İPEK YÜCEL

ISMAİL ÖZÇELİK

LEMAN DİYAR AKAR

LISA PICKREN

MAX NERI

MEHMETTURAN KOÇER

MEHMET UMUT CEYLAN

MEHTAP ÇİÇEN EFE

MELTEM CİRDİ

MICHAEL SMITH

MUAZZEZ BEHRAM

MUHAMMET ŞAHİN

MUSTAFA BURAK KARAFAKIOĞLU

NİLÜFER İBRAHİMOĞLU

ÖZGECAN OKUL

ÖZKAN KOÇAK

ROBBIE MITCHELL

SEBAHAT ÇAKIRLAR

SELÇUK ALPASLAN

SELİM KAPANCI

SELMA AYHAN

SERDAR ÖZTÜRK

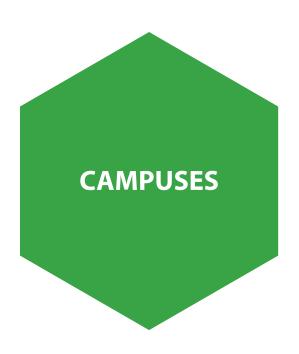
SEVCAN DOĞAN ÜNLÜ

SİNEM ÖZTÜRK

SUAVİ BÜLENT BİLGİNER

TRACEY DOHERTY

YAŞAR ERDİN



As of the Academic Year 2019-2020, 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. Russian Preparatory Programme will only be delivered on Büyükçekmece Campus.



Büyükçekmece Campus



Büyükçekmece Campus New Building



Ayazağa - Maslak Campus



Ortaköy Campus



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 on the registration day.

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

Your placement test can only be conducted during the registration period. Therefore it is not possible to take it later.

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 complete the Preparatory Programme at the end of the fall term depending on the placement test score?

The education period of the English Preparatory Programme is one academic year. However, the programme can also be completed in a term depending on your placement

test scores and academic performance throughout the term. The education period of the Russian Preparatory Programme is one academic year for all students who do not meet exemption criteria.

5. How many days per week do I have to attend classes? 5 weekdays. You are required to attend 24 classes a week in total.

6. 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.

7. 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. the double shift system is not used in the evening education.

8. 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 whit student numbers ending in even numbers are placed into the afternoon group.

9. 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.

10. What excuses are considered valid to change the Test Score Equivalency Chart for B1 and B2 Levels shift in the double shift education system?

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

11. 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.

12. 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 get a score equivalent to the required level (refer to page 6 for the level required for the relevant programme) in the Placement Test, you are obliged to attend Preparatory Classes.

13. 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 on the right, which is updated by ÖSYM on a regular basis. Test scores received in the listed language tests are valid for three years. Please submit your test scores at registration. Following the control and approval of your documents, you will be exempted from the Preparatory Programme by the Steering Committee's Decision (refer to page 6 for the level required for the relevant programme).

TEST	LANGUAGE	REQUIRED MINIMUM SCORE/GRA	
- MILES VIII	and the same of	81	82
YOS & E-YOS	ENGLISH	60 POINTS	75 POINTS
YOS & E-YOS	RUSSIAN		75 POINTS
TOEFL IST	ENGLISH	72 POINTS	90 POINTS
PTE ACADEMIC	ENGLISH	55 POINTS	75 POINTS
CPE	ENGLISH	C GRADE	C GRADE
CAE	ENGLISH	C GRADE	A GRADE
YOK DIL	ENGLISH	60 POINTS	75 POINTS
TORFL	RUSSIAN	- Cartestones	84 POINTS

14. 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 the placement test?

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.

15. 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 the placement test?

As a newly enrolled student, it is possible for you to be exempted from the Preparatory Programme 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 CEFR B1 or B2 level (refer to page 6 for the level required for the relevant programme) and the

issue date of the certificate must be within the last three years. If the certificate has not been issued within the last three years, then you need to submit documents proving that in another Higher Education Institution you have taken and successfully completed courses with the medium of instruction in the relevant language. Provided you meet those criteria, you will be exempted from the Preparatory Programme by the Steering Committee's decision.

16. 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.

17. 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 Programme 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.

18. 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 6 for the level required for the relevant programme) are considered competent and do not need to take the Placement Test when they apply for a minor or double major.

19. 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.

20. 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.

21. 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.



22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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
Attendance Exams Grade Appeals	Secretaries of SFL ESRA AKSAKAL IDIL SAYGI	D-417
Informal Complaints	Your Class Advisor	Instructor Offices (D-401, D-406, D-407, D-508, D-509)
Academic Issues	Your Class Advisor	Instructor Offices (D-401, D-406, D-407, D-508, D-509)
Formal Complaints about academic issues or other issues	Vice Directors IRMAK TÜRK AYŞE UMUT ARIBAŞ	D-519
Issues about physical conditions	Secretaries of SFL	D-417
Transcripts	Secretaries of SFL	D-417
Issues about online learning tools (such as Moodle)	Digital Learning Unit	D-511
Activation of Student ID Cards	IT Department	D-529

APPENDIX B

BEYKENT UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAMME

Content and Percentage Value of the Exams

STEP 1

WEEK	TEST	CONTENT	PERCENTAGE VALU		
1					
2	177 A 187 T.F.	A CARROLT SECTION AND			
3	QUIZ 1	Listening & Use of English	15%		
4	QUIZ 2	Writing	15%	60%	100%
5	QUIZ 3	Reading & Use of English	15%		
6					
7	QUIZ 4	Writing	15%		
- 8					
79-85	decreases	SPEAKING	10%	SIGNOVA-]
8	FINAL	READING & LISTENING	20%	40%	
		USE OF ENGLISH	10%		

STEP 2

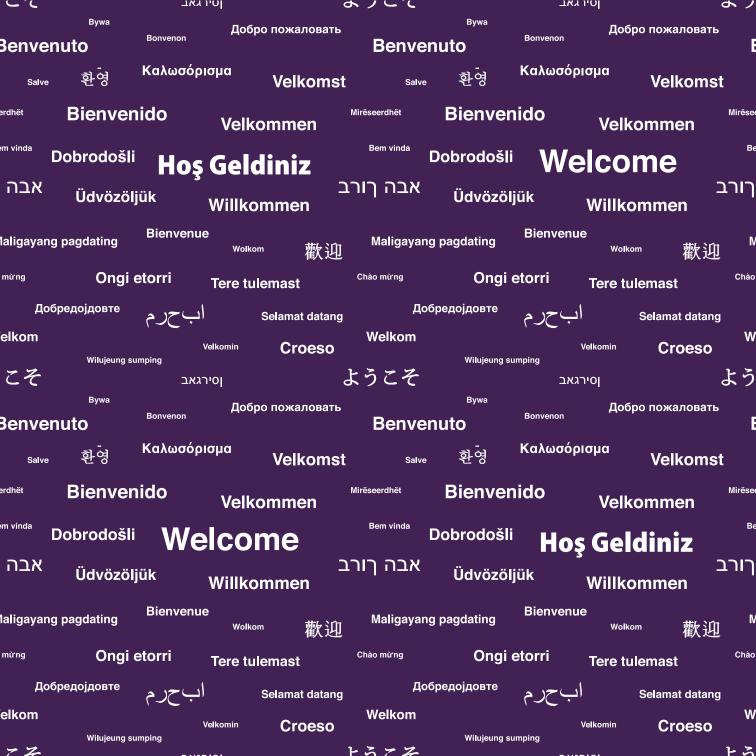
WEEK	TEST	CONTENT	PERCE	PERCENTAGE VALUE	
1					
2	57900000	A MARIN DIS SMANNE AMERICAN]	
3	QUIZ 1	Listening & Use of English	15%	1	
4	QUIZ 2	Writing	15%	60%	
5	QUIZ 3	Reading & Use of English	15%		
6					1009
7	QUIZ 4	Writing	15%		1
2000	Aurophon	SPEAKING	10%		
8	FINAL	READING & LISTENING	20%	40%	
		USE OF ENGLISH	10%	1	

STEP 3

WEEK	TEST	CONTENT	PERCE	PERCENTAGE VALU	
1					
2	20000000				
3	QUIZ 1	Listening & Use of English	15%		
4	QUIZ 2	Writing	15%	60%	
5	QUIZ 3	Reading & Use of English	15%		
6	800,000,000				1009
7	QUIZ 4	Writing	15%		
- T		SPEAKING	10%		
8	FINAL	READING & LISTENING	20%	40%	
		USE OF ENGLISH	10%		

STEP 4

WEEK	TEST	CONTENT	PERCENTAGE VALUE		
1					
2	2				
3	QUIZ 1	Listening & Use of English	15%	60%	S 0470
4	QUIZ 2	Writing	15%		
5	QUIZ 3	Reading & Use of English	15%		
6					1009
7	QUIZ 4	Writing	15%		
8	FINAL	SPEAKING	15%	40%	
		READING & LISTENING	15%		
		USE OF ENGLISH	10%		





Ayazağa-Maslak Campus

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

Büyükçekmece Campus

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

Büyükçekmece Campus New Building

Akçaburgaz Mevkii - Esenyurt/İST

Taksim Campus

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





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