



T.C.
İstanbul
YENİ YÜZYIL
ÜNİVERSİTESİ

2020-2021 ACADEMIC YEAR

School of Language
English Preparatory Program

STUDENT'S HANDBOOK

Student's

Name :

Department :

Number :

Prep Class :

Signature:

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This booklet is intended to guide you through your two-semester education in English preparatory class. The stated articles will help you to act knowing your rights.

GENERAL INFORMATION

According to the Istanbul Yeni Yuzyil University School of Languages Education and Examination Regulation;

- ✚ Students who are newly enrolled in the departments of English Language and Literature, English Translation and Interpretation and Nutrition and Dietetics, whose education language is English in Istanbul Yeni Yuzyil University, are required to take the English Prep Classes Proficiency and Placement Exam on the dates specified in the academic calendar.
- ✚ Students who get 70 points from this exam are exempt from the English Preparatory program and are entitled to start their undergraduate education. Students who score below 70 are placed in English Preparatory classes according to their scores and receive two semesters of preparatory education.
- ✚ Although it is compulsory, students who do not take this exam on the dates announced in the academic calendar are placed in the beginner level preparatory class.
- ✚ Students who can document that they got the specified score from one of the exams* listed below are also exempted from the English Preparatory Program. Students who wish to be exempted are obliged to submit their original exam results by hand to the Language School Coordinatorship within ten working days following the announcement of the English Prep Classes Proficiency and Placement Exam results by the Language School Coordinatorship.

** In order to be able to evaluate the scores obtained in international foreign language exams accepted as equivalent, the exam validity period determined by the relevant institutions that conduct the exam must not be exceeded. If the validity period of the exam is not known, the documents received in the last two years are valid.*

EQUIVALENT EXAMS - 2								
FACULTY / DEPARTMENT	iYYÜ English Prep Classes Proficiency and Placement Exam	YDS/e-YDS/ YÖKDİL/ ÜDS/KPDS	TOEFL (Paper- Based)	TOEFL i-BT	CAE	FCE	PTE (Academic)	IELTS (General/ Academic)
For students of departments and programs whose language of instruction is English (Mandatory)	70	70	561	84	C	75	71	6
For students of department and programs whose education language is Turkish (Elective)	60	60	531	72	C	C	55	5

ENGLISH PREP CLASSES

I. GROUPS

Level groups consist of courses that include Reading-Comprehension, Listening-Comprehension, Speaking-Writing skills as separate curricula and these courses are also supported by grammar lessons. The groups that students will attend are determined by the English Level Examination which is conducted immediately after the registration process. These groups;

Group A

False beginner - Beginner level group where students who speak very little or no English are accepted.

Group B

Elementary - Pre-intermediate level group where students who can explain their basic needs in daily life and communicate are accepted.

Group C

Students who can speak English at **Intermediate - Upper intermediate** level are admitted.

Note: Transfers and changes between groups can be made within the first two weeks following the beginning of the academic year, with the written application of the student or with the proposal of the Advisor and the Coordinator. Student can change the group after the approval of the administration.

II. ASSESSMENT SYSTEM

A. General Assessment Principles

During the English Preparatory Program, the assessment in each level is based on various elements. The criteria that constitute the basis for this assessment and affect the success status of the students in the preparatory classes are as follows:

- ✚ **participation & assignments**
- ✚ **projects & common quizzes**
- ✚ **portfolio (SLICE) (Graphic-2)**
- ✚ **Mid-term exams** held every 7 or 8 weeks (**INAT**) (Graphic-1)
- ✚ **Final exam** at the end of academic year

***The student's success status is determined by 60% of the total in-term achievement score and 40% of the final exam score at the end of the academic year.*

Summer school can be opened for students who fail at the end of the Academic Year in accordance with the relevant provisions of the Istanbul Yeni Yüzyıl University Summer School Directive. Summer School is held within the periods specified in the academic calendar. Students who continue the English Summer Education but fail can take the English Proficiency Exam and if successful, they can continue their education in the programs and departments they are registered for.

Midterm Exams

During the academic year, **4 mid-term exams** namely Achievement Test 1, Achievement Test 2, Achievement Test 3 and Achievement Test 4 are held in the preparatory program. Each Achievement Test consists of **Listening, Grammar, Reading, Writing and Speaking** sections.

Midterm Exam grade (Achievement Test grade) is the total of 40% of written part, 10% of oral part and 50% of the student's presentation, project, assignments, quiz and class participation grades (SLICE). During the year, this assessment grade is calculated separately for each midterm exam (achievement test) in each semester.

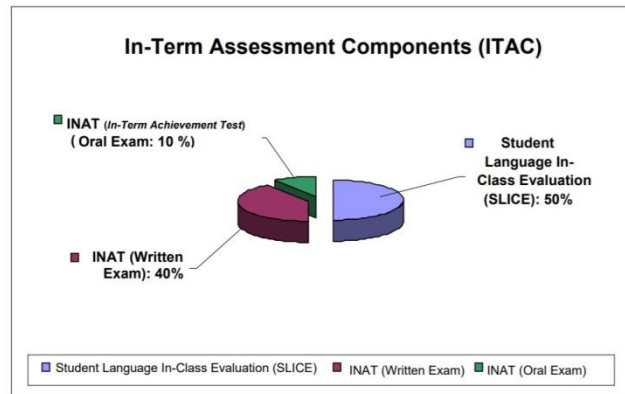
Common Quizzes

During the academic year, a total of 8 quizzes that are prepared in accordance with the level curriculum of the preparatory program are held. The date and time of the quizzes are announced beforehand.

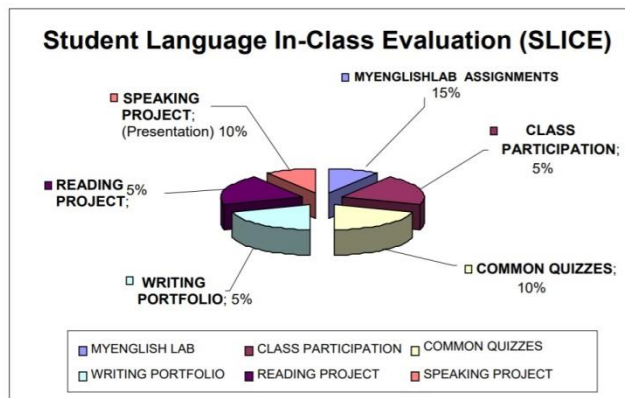
Final Exam

Final Exam is held at the end of the year and consists of Listening, Grammar, Reading, Writing and Speaking sections that are applied in two sessions: Written and Oral. 40% of the Final Exam score is added to 60% of the average of midterm exams score (the average of Achievement Tests score) to determine the end of year success status of the students in Prep Program.

GRAPHIC-1



GRAPHIC-2



Exam Rules

- ✚ Students who leave the exam hall for any reason are not admitted to the exam hall again.
- ✚ Students who are late for the exam cannot request to listen to the Listening section again.
- ✚ Students who do not want to continue the exam can leave the exam hall only after the specified time.
- ✚ During the exam, students are not allowed to ask questions to examiners.
- ✚ Students must switch off their mobile phones in the exam hall and they cannot switch on or use mobile phones for any purpose. Papers of the students who have not switched off their mobile phones are taken immediately.
- ✚ During the exam, students are not allowed to use a dictionary, talk to other students and exchange pens or erasers.
- ✚ If a student attempts to cheat or is caught cheating, the exam paper of that student will be deemed invalid and cancelled without warning, and legal action is initiated.
- ✚ During the exam, it is not allowed to smoke, chew gum, or eat/drink anything (except water).

B. Examination Appeals

Students in the English preparatory program, excluding the examination results determined by the optical reader, can object the results of Writing Section of mid-term exams, final exams and proficiency exam within three working days after the date of the announcement of the results. Objections made after this period are not taken into consideration.

III. ACADEMIC ADVISORS

In English preparatory classes, each student has an academic advisor. Academic advisors are responsible for the same class and the same students until the end of the year. Each student can share any type of academic subject with their academic advisor. Academic advisors are required to check the students' development during the academic year. Academic advisors can inform students' families about the student's academic development and attendance/absenteeism etc. when necessary.

IV. ATTENDANCE / ABSENTEEISM

Students must attend 80% of the lessons in the English Preparatory Program. This rate is the same for Summer School. Students who exceed the absentee limit cannot take Final Exam at the end of the year and cannot claim any rights. **Each student is obliged to follow his attendance and absenteeism status himself.**

A. Excuses (Medical Reports)

Reports to be received due to health reasons are evaluated within the limit of 20% excused absenteeism. The period of sickness absence is not deducted from the total absence period. School of Languages Coordinatorship decides to accept the medical reports obtained in cases that require urgent hospitalization of the student (traffic accident, medical operation, etc.) as an excuse.

Students must participate actively and attend the class on time. The student arriving late for the lesson is warned first. If the student continues the behaviour in question, he can be admitted to the lesson but he is recorded as absent.

You can access the relevant regulation from the link below.

IYYU School of Languages Education and Examination Regulation:

<https://yeniuyuzyl.edu.tr/mevzuat/Yonetmelikler/%C4%B0YY%C3%9C%20Dil%20Okulu%20E%C4%9Fitim-%C3%96%C4%9Fretim%20ve%20S%C4%B1nav%20Y%C3%B6netmeli%C4%9Fi.pdf>

V. DURATION of EDUCATION & COURSE HOURS

- ✚ The Preparatory Program is a one-year long program.
- ✚ There are a total of 30 lessons per week, 6 lessons every weekday.
- ✚ **Course hours:** 8:30 a.m. - 3:15 p.m. (Subject to change)

Online Prep Classes

Online lessons in prep program are conducted live in classes created on the Microsoft Teams platform.

The issues and practices stated under the headings of groups, assessment system, exams, absenteeism, excuses, duration of education and disciplinary issues are also valid for online lessons.

Microsoft Teams is the platform where online classrooms are created and live classes are held in English Preparatory Program. Students, who are grouped according to their levels by the Language School, can join these virtual classrooms and online courses by logging in with their usernames and passwords.

VI. COURSE MATERIALS

Students will provide their own course materials such as books, CDs and passwords. Students are obliged to bring the necessary materials (textbook, pencil, notebook, etc.) to the lesson.

Using photocopied (or pirated) books in the English Preparatory Program is definitely not allowed as it may create serious legal problems for Istanbul Yeni Yüzyıl University. T.C. Istanbul Yeni Yüzyıl University, T.C. Istanbul Yeni Yüzyıl University Language School Coordinatorship and English Preparatory Program are not responsible for severe legal sanctions and penalties that that the student may face regarding the use of photocopied (or pirated) books; the student himself / herself is entirely responsible.

VII. DISCIPLINARY ISSUES

A. Cheating

During the academic year, the exam of the student who cheats by copying from or sharing answers with, or attempts to cheat or cheats is cancelled and considered invalid. In addition, investigation is carried out and disciplinary action is taken against these students in accordance with the student disciplinary regulations.

B. Classroom Code of Conduct

Students are required to have course tools and equipment such as course books, notebooks, a file to keep the documents given by the instructors, a dictionary.

Your mobile phone must be off or in silent mode during the lesson. It must not be used for any purposes other than a dictionary. Students who do not obey the rules are warned once since their phones prevent the harmony and processing of the lesson. If they are warned again, their phones are taken and delivered to the administration.

You are expected to behave in a way worthy of a university student. It is unacceptable to doze off during the lesson, chat with classmates, or do things not related to the lesson. Students who break the harmony of the lessons are warned first, and these students are reported to the administration when they misbehave.

You are responsible for success and failure because the system, lecturer and course tools are only helpful elements on the road to success. Therefore, students are expected to come ready for classes.

*****Those who behave that will break the general rules of the university, disturb their friends, prevent or make it difficult for the teaching staff to teach, do not comply with social ethics and negatively affect the rules of higher education and discipline are subject to the relevant articles of the Higher Education Institutions Student Disciplinary Regulation.***

You can access the relevant regulation from the link below.

Council of Higher Education Student Discipline Regulations

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>

VIII. ASSIGNMENTS AND PROJECTS

All the assignments given in prep classes are students' responsibility. Students are responsible for obtaining both the assignment given when they are not in the classroom, and also any the necessary information about this assignment, and they must submit it on time via email or similar tools, or friends. The excuse of not being in the classroom does not evade the student's responsibility. Students are given homework that must be completed within a certain period of time through the online learning platforms of the textbooks they use. In online platforms the linguistic performances of the students are carefully monitored by the instructors of the class, and the learning deficiencies are tried to be eliminated by in-class activities or out-of-class directions. For this reason, the original course books must be purchased and students must register in the virtual classes with the digital codes provided.

Assignments and projects are individual works unless otherwise stated and no help should be accepted.

If it is determined that the given assignments and projects are quoted, stolen, copied from the internet in whole or in part, and the translation engine is used, they will be deemed invalid and they will be graded zero (0).

Criminal proceedings are taken against these students in accordance with the relevant articles of the **Council of Higher Education Student Disciplinary Regulation**.

You can access the relevant regulation from the link below.

Council of Higher Education Student Discipline Regulations

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>

IX. REVIEW of ANNOUNCEMENTS & EMAILS

English Preparatory Class students are obliged to follow all announcements made on the Istanbul Yeni Yüzyıl University website (<https://www.yeniuyuzuil.edu.tr/tum-duyurular.aspx>), University notice boards, prep class boards and in Microsoft Teams online prep classes.

It is assumed that the content of the messages sent to our students by e-mail from the Administrative and Academic units of our university is read and known by the students. It is the student's responsibility to regularly check their e-mail accounts and read mails.

Due to the Covid-19 pandemic possible changes and notifications are announced on our University website. It is important to follow up the announcements, as it will not evade students' responsibilities to claim that they are not aware of, hear or do not know about the information and changes announced. The web page announcement itself and announcement date are taken as basis for any objections or disputes.

A. Contact Information / Useful Links

School of Languages Coordinatorship	dilokulu@yeniuyuzuil.edu.tr
Student Information System	https://obs.yeniuyuzuil.edu.tr/
Department of Student Affairs	https://www.yeniuyuzuil.edu.tr/rehber/default.aspx?bID=12
International Student Office	https://www.yeniuyuzuil.edu.tr/rehber/default.aspx?bID=16

X. ACADEMIC CALENDAR

The academic calendar for the 2020-2021 Academic Year English Preparatory Program is as follows:
<https://yeniuyuzyl.edu.tr/ogrenci/files/2020-2021-akademik-takvim/D%C4%B0L%20Okulu%20Haz%C4%B1r%C4%B1k%20S%C4%B1n%C4%B1f%C4%B1%20Akademik%20Takvim%202020-2021.pdf>

SCHOOL of LANGUAGES COORDINATORSHIP ENGLISH PREPARATORY PROGRAM		
September 14 - 18, 2020	Monday to Friday	English Proficiency and Placement Test (Written Session)
September 21 - 23, 2020	Monday to Wednesday	English Proficiency and Placement Test (Oral Session)
October 9, 2020	Cuma	English Proficiency Exam Results Announced /Prep Classes Announced
October 19, 2020	Monday	Orientation Program
October 20, 2020	Tuesday	Classes Begin
December 11, 2020	Friday	Achievement Test 1
December 14-18, 2020	Monday - Friday	First Break
February 5, 2021	Friday	Achievement Test 2
February 8 -19, 2020	Monday - Friday	Second Break
April 16, 2021	Friday	Achievement Test 3
April 19-23, 2021	Monday - Friday	Third Break
June 11, 2021	Friday	Achievement Test 4/ Last Day of Classes
June 21-25, 2021	Monday - Friday	Final Exam (Written & Oral)
July 2, 2021	Friday	End of the Year Results Announced

2020-2021 PUBLIC (BANK) HOLIDAYS		
July 15, 2020	Wednesday	Democracy and National Unity Day
July 30, 2020	Thursday	Sacrifice Feast Eve
July 31 - August 3, 2020	Friday - Monday	Sacrifice Feast
August 30, 2020	Sunday	Victory Day
October 28, 2020	Wednesday	Republic Day Eve
October 29, 2020	Thursday	Republic Day
January 1, 2021	Friday	New Year's Day
April 23, 2021	Friday	National Sovereignty and Children's Day
May 1, 2021	Saturday	Labor and Solidarity Day
May 12, 2021	Wednesday	Ramadan Feast Eve
May 13-15, 2021	Thursday - Saturday	Ramadan Feast
May 19, 2021	Wednesday	Commemoration of Atatürk, Youth and Sports Day
July 15, 2021	Thursday	Democracy and National Unity Day
July 19, 2021	Monday	Sacrifice Feast Eve
July 20-23, 2021	Tuesday - Friday	Sacrifice Feast
August 30, 2021	Pazartesi	Victory Day

As School of Languages, we welcome you to our university. We sincerely hope that you will spend the academic year with us very efficiently with the awareness of your responsibilities, and that you will have a healthy and successful academic year.