



**BEYKOZ UNIVERSITY  
ENGLISH PREPARATORY PROGRAM  
STUDENT HANDBOOK  
2023-2024**

## CONTENT

I. INTRODUCTION
II. ABOUT THE UNIVERSITY
III. MISSION AND PRINCIPALS
IV. SCHOOL OF FOREIGN LANGUAGES ( <i>Beykoz-SFL</i> ) and ENGLISH PREPARATORY PROGRAM ( <i>Beykoz-EPP</i> ) ORGANISATION PLAN
V. GENERAL INFORMATION ABOUT ENGLISH PREPARATORY PROGRAM
VI. AIMS AND PURPOSES
VII. YOUR RIGHTS AND RESPONSIBILITIES
a. Rights
Equal Opportunity in Education
Confidentiality of Documents and Information
Student Complaint, Request and Excuse Notices
Scholarship Opportunities
b. Responsibilities
The Responsibilities of a Successful Language Student
Prohibited Substances
VIII. SERVICES PROVIDED TO STUDENTS
a. Academic Counselling Unit (ACUT)
b. Health, Culture and Sports (SKS) Directorate Activities
b.1. Sports and Social Life
b.2. Registration to Student Clubs
b.3. Food and Beverage
b.4. Health Services
b.5. Insurance
b.6. Disabled Student and Special Needs Support
b.7. Library
b.8. Psychologic Guidance and Counselling (PDRM)
b.9. Accommodation
b.10. Computer and Internet
b.11. Photocopy
IX. CAMPUSES
X. STUDENT AFFAIRS OFFICE
a. Student Affairs Directorate
b. OIS (Beykoz University Student Information System)
c. Preparatory Program Student Affairs
d. Admission, Registration to University and Other Essentials
Student Admission
Student Registration

e. International Office
XI. LEVEL DESCRIPTIONS AND LANGUAGE LEARNING OUTCOMES
A1 Level (Basic User)
A2 Level (Basic User)
B1 Level (Independent User)
B2 Level (Independent User)
XII. ASSESSMENT AND EVALUATION
XIII. PROCESS WRITING
XIV. COMPLETING THE ENGLISH PREPARATORY PROGRAM SUCCESSFULLY / EXEMPTION
a. Exemption for New Registered Students
b. Exemption While Continuing English Preparatory Program
English Proficiency Exam Grade Descriptions
c. Success Status at the end of the Academic Year
d. Dismissal Status
XV. ABSENTEEISM
Health Reports and Make up Exams
XVI. LESSON PROGRAM
XVII. TRANSPORTATION TO THE SCHOOL OF FOREIGN LANGUAGES CAMPUS
APPENDIX 1: 2023-2024 ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR
APPENDIX 2: BEYKOZ-SFL NON-NEGOTIABLE CLASS RULES
APPENDIX 3: <i>WHAT SHOULD I DO?</i>
APPENDIX 4: FREQUENTLY ASKED QUESTIONS
APPENDIX 5: COMPLAINT LETTER
APPENDIX 6: REQUEST/ EXCUSE LETTER

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

## I. INTRODUCTION

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

## II. ABOUT THE UNIVERSITY

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

Ruhi Engin ÖZMEN	Chairman of Board of Trustees
Prof. Dr. Mehmet DURMAN	Rector
Prof. Dr. Baki AKSU	Vice Rector
Prof. Dr. Selahattin Kuru	Vice Rector Dean of Faculty of Engineering and Architecture
Prof. Dr. Muammer Mustafa ERDOĞDU	Dean of the Faculty of Business and Management Sciences
Prof. Dr. Bengisu BAYRAK SHAHMIRI	Dean of the Faculty of Art and Design
Prof. Dr. Mansur BEYAZYÜREK	Dean of the Faculty of Social Sciences
Dr. Öğr. Üyesi Nesli ÇANKIRI	Director of Beykoz Vocational School of Logistics/ Vocational School
Prof. Dr. Erhan BÜTÜN	Director of the School of Civil Aviation
Prof. Dr. Ezgi UZEL AYDINOCAK	Director of the Institute of Graduate Programs
Lect. Pinar PAMUK	Director of the School of Foreign Languages
Serpil SÜER	General Secretary

Table 1- University Board

- ✓ Main web site of the University is accessed by [www.beykoz.edu.tr](http://www.beykoz.edu.tr) link. Contact Information:

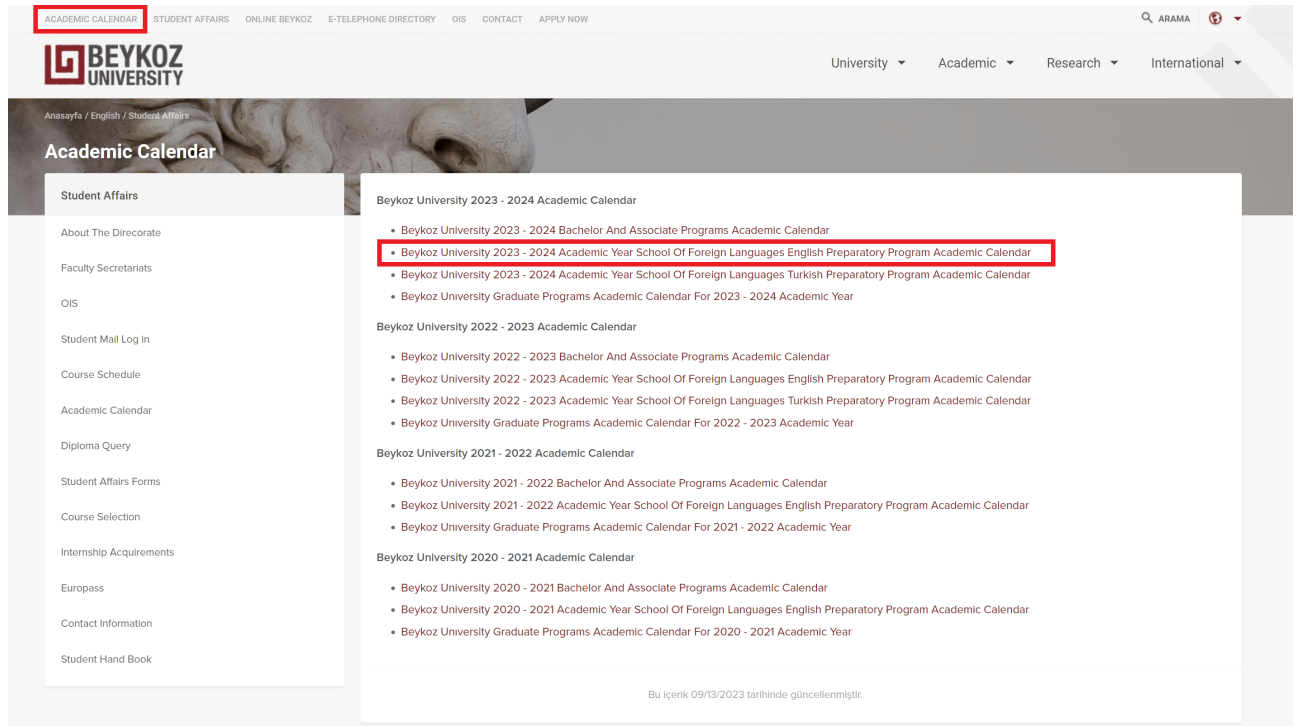
**Telephone:** +90(216)912 22 52

**Fax:** +90 (216) 413 95 20

**E-Mail:** [bilgi@beykoz.edu.tr](mailto:bilgi@beykoz.edu.tr)

**Registered E-Mail (KEP):** [beykozedu@hs01.kep.tr](mailto:beykozedu@hs01.kep.tr)

- ✓ In addition to graduate programs, the university has 4 faculties, 2 colleges and 2 vocational schools.
- ✓ You can find information about the university departments and programs by clicking on the "Academic" link on the Beykoz University Main Web Page.
- ✓ You can view the English Preparatory Program Academic Calendar (see Picture 1) from the *Academic Calendar* link on the University's main website, which shows the dates for students' admissions and enrolment procedures, education, exams, and similar activities (see Appendix 1 for the 2023-2024 English Preparatory Program Academic Calendar).



Picture 1- Access to Academic Calendar

### III. MISSION AND PRINCIPLES

#### MISSION:

*The mission of Beykoz University School of Foreign Languages (BEYKOZ-SFL)* is to provide qualified and high quality English language education to domestic and international students whose native language is not English, to help them add value to society with what they have learned, to make them creative, participatory and innovative, to be respectful to individual rights and freedoms, free thought and universal values, to be open to communication and open to communication, to develop their power of expression with a sense of social responsibility, and to meet their needs in following their departments and/or programs at the university. *Beykoz-SFL* realizes this mission with its competent teaching staff who are competent in gaining foreign language knowledge and skills, and with the opportunities provided by in-class and distance education.

#### PRINCIPLES:

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

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

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

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

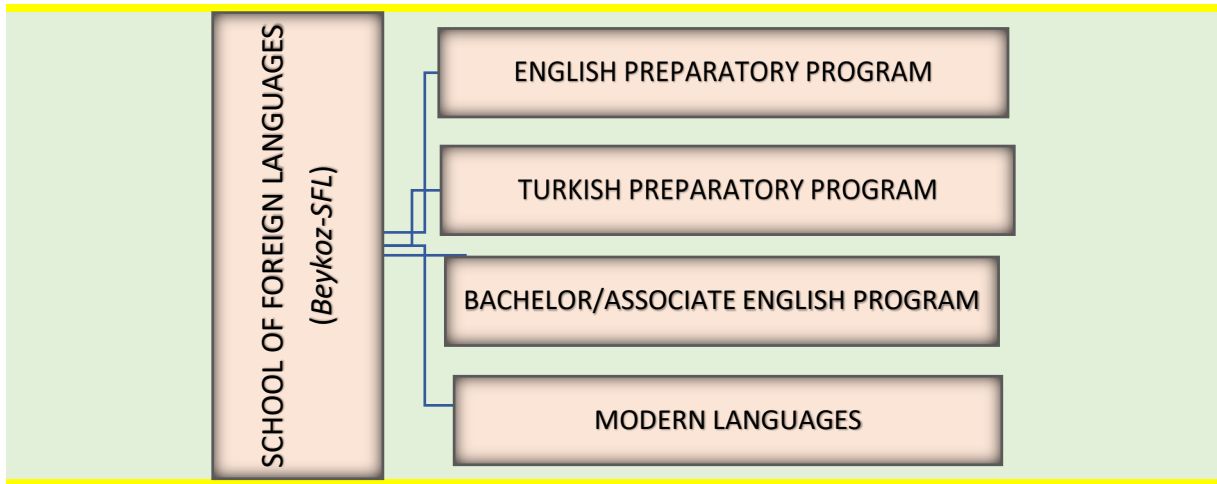


Chart 1- School of Foreign Languages (*Beykoz-SFL*) Organization Chart

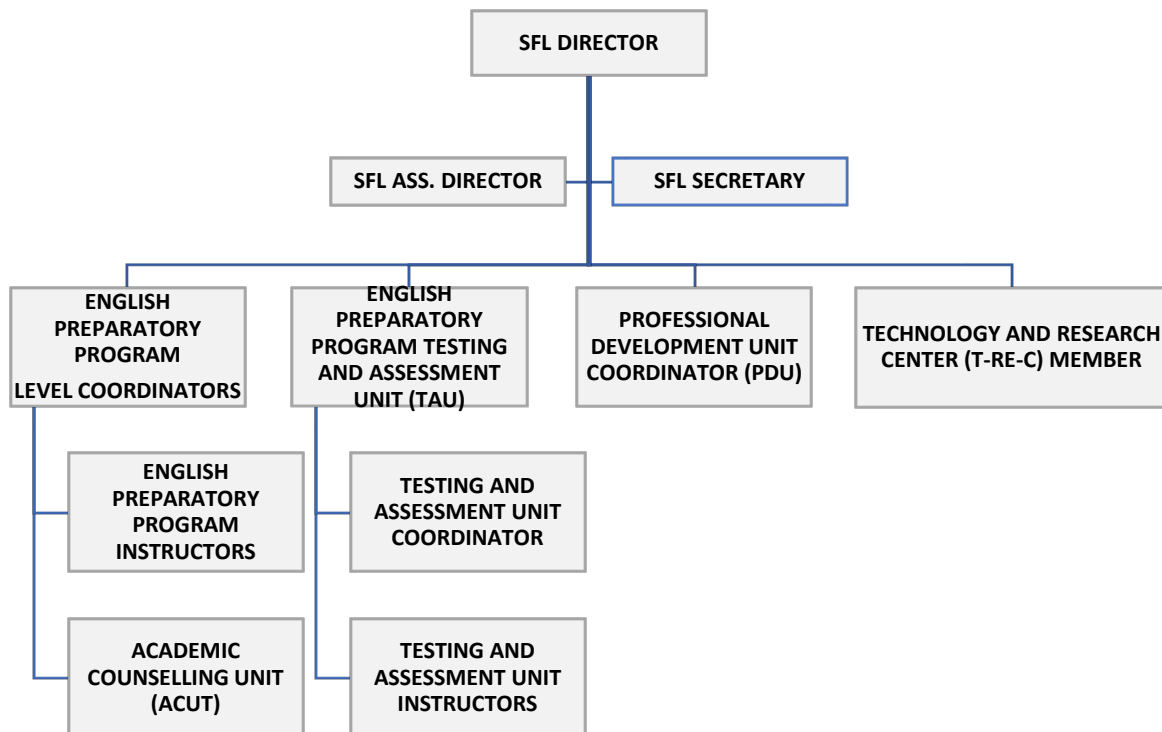


Chart 2-English Preparatory Program (*Beykoz-EPP*) General Organisation Structure

## V. GENERAL INFORMATION ABOUT THE ENGLISH PREPARATORY PROGRAM

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

### **English Preparatory Program,**

**Module 1:** 8 weeks - Fall Semester,

**Module 2:** 8 weeks - Fall Semester,

**Module 3:** 8 weeks - Spring Semester,

**Module 4:** 8 weeks - Spring Semester, consisting of 4 modules in total (see *Table 2*).

**Summer Program:** 6-8 weeks (optional-paid)

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
FALL SEMESTER	FALL SEMESTER	SPRING SEMESTER	SPRING SEMESTER	SUMMER PROGRAM
ONE LEVEL	ONE LEVEL	ONE LEVEL	ONE LEVEL	ONE LEVEL
SEPTEMBER-NOVEMBER	NOVEMBER-JANUARY	FEBRUARY-APRIL	APRIL-JUNE	JUNE-AUGUST

*Table 2- General Information about Modules*

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

- A1 (beginner),
- A2 (pre-intermediate),
- B1 (intermediate),
- B2 (intermediate+) (see *Diagram 3*).

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

B2 level students who sit for English Proficiency Test (*Beykoz-PROF*) however fail on this test study in the following module on **Prep-PT** (Preparation Course for Proficiency Test) classes where preparation courses for English Proficiency Test are given (see *Chart 3*).



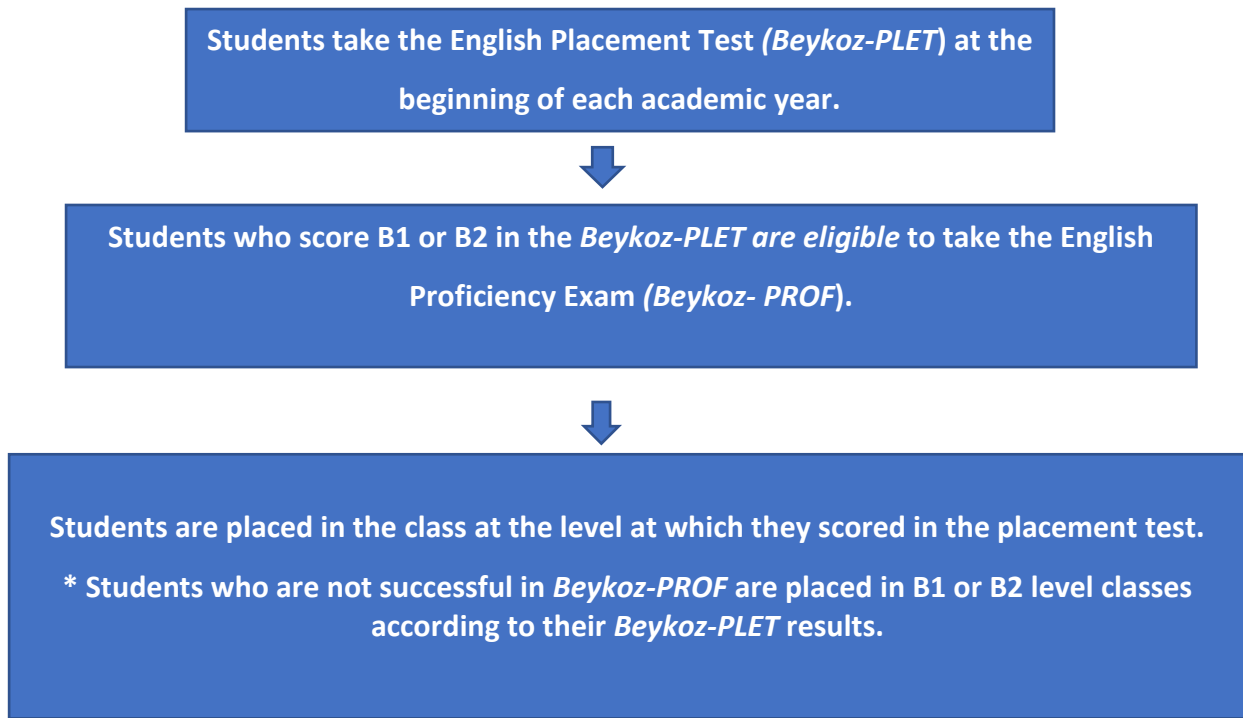


Chart 3- Language Level Determination in Preparatory Program

## VI. AIMS AND OBJECTIVES

The general aim of the courses given in Beykoz-SFL English Preparatory Program is by improving the Preparatory students' grammar, vocabulary, reading, listening, writing and speaking skills that are taught in preparatory classes, to enable them to express themselves in both written and oral English, learn, understand and respond to oral and written information and/or engage in appropriate communication processes, to learn English at the level and quality required to follow their faculty / programs, to develop their studying habits and to improve their knowledge and self-confidence in these areas. (see Table 3).

<ul style="list-style-type: none"> <li>• <b>Reading Skill:</b> The aim is to enable students to read real, fictional, semi-fictional texts, to understand correctly the emotions and thoughts that are tried to be conveyed in these texts by using various reading strategies and vocabulary knowledge and to gain them the language input they can use in production-based language skills.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Listening Skill:</b> The aim is to enable students to ensure that they understand the emotions and thoughts that are tried to be conveyed in the texts with different accents correctly and take notes by using various listening strategies (such as taking notes while listening, answering questions while listening) and to give them the language input they can use in production-based language skills.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Writing Skill:</b> The aim is to make students to use their input and various types of writing in grammar, vocabulary, reading and listening classes to convey emotion, thought, experience and knowledge in writing.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Speaking Skill:</b> The aim is to enable the students to transfer their experience and knowledge verbally by putting them into various speech activities (one-to-one, in a group, interview, debate, discussion, presentation, expressing their opinion on a subject) by including emotions, thoughts and ideas on a</li> </ul>

subject by taking advantage of the students' input in grammar, vocabulary, reading and listening lessons, their own background knowledge, effective speech and communication techniques (emphasis, pronunciation, speech fill phrases, body language, eye contact, discourse, etc.)
<ul style="list-style-type: none"> <li>• <b>Grammar:</b> The aim is to enable students to communicate their feelings and thoughts in English by making use of certain grammatical structures taught in their courses, and to communicate and understand them correctly and in written and/or verbally.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Vocabulary:</b> The aim is to enable students to communicate their feelings and thoughts in English by making use of the vocabulary, idioms, etc. they have learned, and to communicate correctly by understanding the feelings and thoughts transmitted in written and / or verbally.</li> </ul>

Table 3- Objectives of English Preparatory Program

## VII. YOUR RIGHTS AND RESPONSIBILITIES

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

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

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

### a. Student's Rights

Beykoz University *Beykoz-SFL* students, within the framework of Higher Education (YÖK) and Beykoz University decisions and regulations;

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

### Equal Opportunity in Education

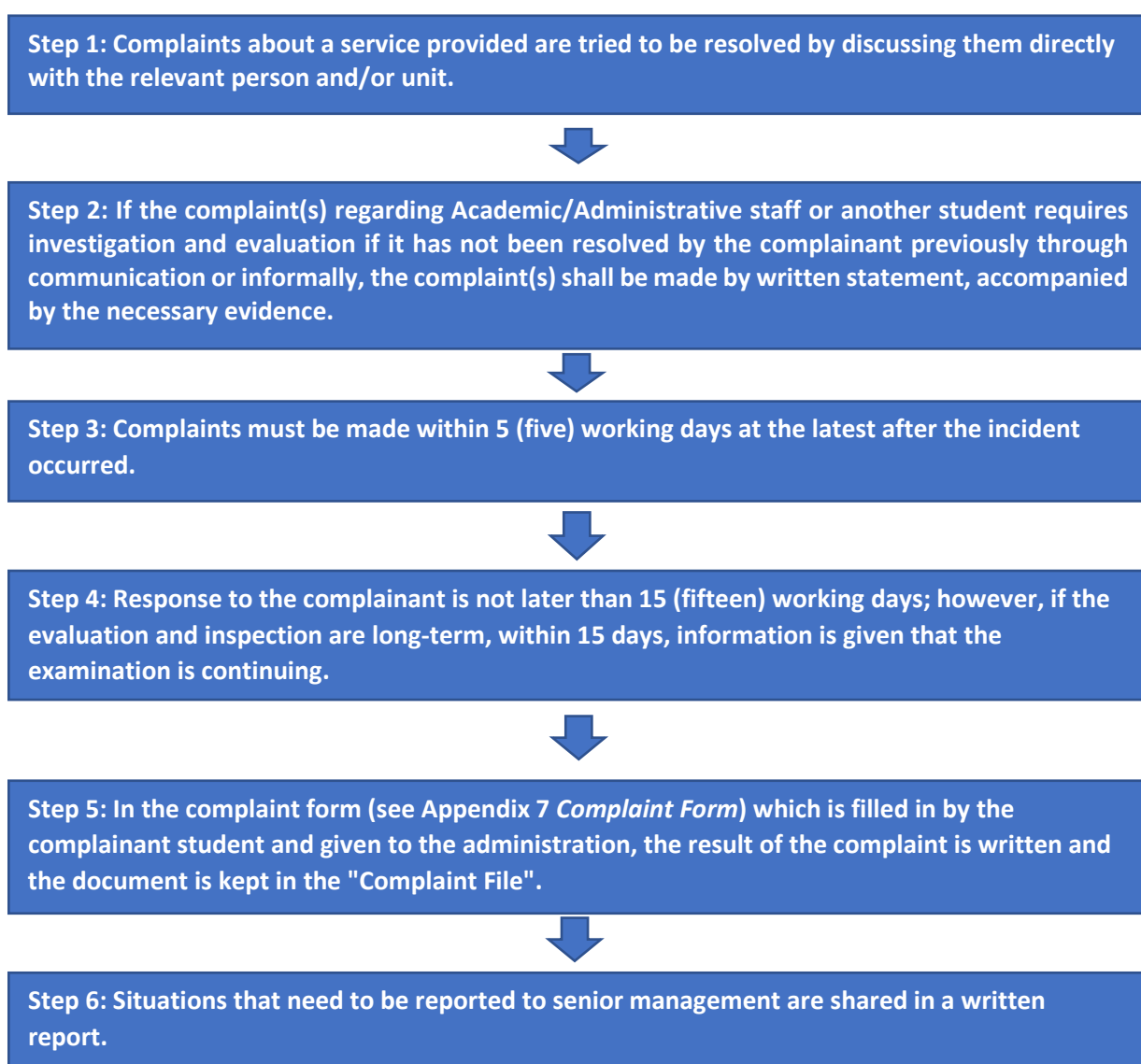
No candidate student is discriminated on the basis of race, religion, gender, age, disability, origin or sexual orientation. All decisions regarding student admission, entry, registration and termination are made in accordance with the principles specified in the regulation.

### **Confidentiality of Documents and Information**

By law, all documents and information about *Beykoz-SFL* English Preparatory Program students cannot be shared with others without the student's permission. Except in mandatory cases, sharing information with parents is possible with the permission of the students. The Assessment and Evaluation Office is responsible for the confidentiality of exam records.

### **Student Complaints, Requests and Excuse Notices**

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



*Chart 4- Complaint Procedure*

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

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

### **Scholarship Opportunities**

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

## **b. Your Responsibilities**

- **Carefully read the Regulation on Undergraduate and Associate Degree Education and Training and the Ethics Committee Directive (see [yok.gov.tr](http://yok.gov.tr); *Beykoz University Main Web Page Academic Sub-Link Regulations, Directives and Principles*), which can be accessed by clicking on the "Academic" link on the YÖK Legislation page (<http://www.yok.gov.tr/guest/mevzuat>) and Beykoz University Main Web Page,**
- To attend classes regularly; not to exceed the limit of absenteeism except in cases of vital importance,
- Not to prevent the flow and functioning of the lessons (chewing gum, speaking unauthorizedly on extracurricular subjects, sleeping, playing / texting / talking with friends, chatting with friends on extracurricular subjects, walking around in class, etc.), to respect the right of others to learn,
- Not to cheat in exams and to act in accordance with the instructions given in the exams,
- Not to use plagiarized information in exams, projects and studies,
- To use original textbook and to avoid the use of pirated books,
- To acquire and develop regular studying habits,
- To benefit from the learning opportunities provided by the school,
- To come to classes on time, not to request permission from the lecturer when arriving late,
- Not to leave the course frequently and without any excuse and without permission,
- To act in accordance with the instructor's instructions,
- To have respect for classmates and / or lecturers,
- Not to damage others' belongings or school property,
- To come to class prepared with course materials and homework assignments, if any
- To participate in English learning activities inside and outside the classroom,
- Not to fight or argue with friends and/or academic and administrative staff,
- To try to speak English in lessons,
- Not to have a negative impact on other classmates' motivation to learn and participate in language learning activities.

### **Responsibilities of a Successful Language Student**

She/He...

- is not afraid of making mistakes when trying to use the language,
- participate actively in lessons through individual, pair and group work,
- has an idea of how s/he has learned,
- has Improved her/his study skills and knows how to study a foreign language,
- does not hesitate to seek help from his/her lecturers and academic support units in areas where he/she is deficient,
- acts with the awareness that responsibility is itself; is an autonomous learner in her/his own learning process
- is open to communication and criticism,
- demonstrates a positive attitude towards learning a foreign language and acquires/follows materials in a foreign language and likes to be in environments where that language is spoken,
- repeats regularly and experiences the foreign language "by writing and speaking",
- internalizes a newly learned topic and explores the contexts in which to use it,
- displays ethical behavior and creates his/her own original texts.

### **Prohibited Substances**

Pursuant to the "Law on the Prevention of Harm from Tobacco Products",

1. In places providing health, education, training and cultural services
2. Indoor sports halls
3. In all kinds of public transportation vehicles and their waiting rooms
4. It is forbidden to smoke tobacco and tobacco products in indoor places where five or more than five people work in public service institutions and organizations.

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

Furthermore, the University recognizes that the illegal and abusive use of alcohol and drugs endangers the safety of others and interferes with the learning process. The use, possession and distribution of alcohol or drugs on University property is strictly prohibited; students who violate these prohibitions will be penalized in accordance with the regulations.

**BEYKOZ-SFL students are not only warned by the BEYKOZ-SFL Management when they fail to fulfill their responsibilities mentioned above; "Disciplinary Investigation" is initiated against them if they repeat some of the responsibilities in these articles or if they violate YÖK and university regulations (see YÖK Student Disciplinary Regulation on YÖK Legislation Web Page -yok.gov.tr; Regulations, Directives and Principles on Beykoz University Main Web Page Academic Sub-Link).**

## VIII. SERVICES PROVIDED TO STUDENTS

### a. Academic Counselling Unit (ACUT)

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

Students who need individual support and subject repetition can participate in one-on-one and group study lessons prepared in accordance with the weekly curriculum of their level.

Class teachers inform the study teacher of the list of students who will participate in **compulsory study sessions**. In the case of an **optional study session**, the students who will participate in the study sessions contact their class teachers to make an appointment (see *Table 5*).

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

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

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

Information about **the Health, Culture and Sports (SKS) Directorate** can be found at <https://www.beykoz.edu.tr/icerik/71-saglik-kultur-ve-spor-mudurlugu>. Located in Kavacık Campus, the Directorate is responsible for the execution of all health, social and cultural activities for students at the University. It prepares projects to ensure the development of these services. It coordinates the activities of student clubs with the faculty members who are the advisors of the student clubs established for this purpose, ensures that our students produce social projects in socio-cultural studies, and plans and conducts activities on topics that appeal to their wishes and interests.

In addition, it supervises the quality, hygiene, adequacy, wages and other issues related to the basic needs of our students in terms of housing, nutrition and transportation. Guidance and Psychological Counseling services and medico-social services are carried out under the responsibility of this Directorate.

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

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

## b.1. Sports and Social Life

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

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

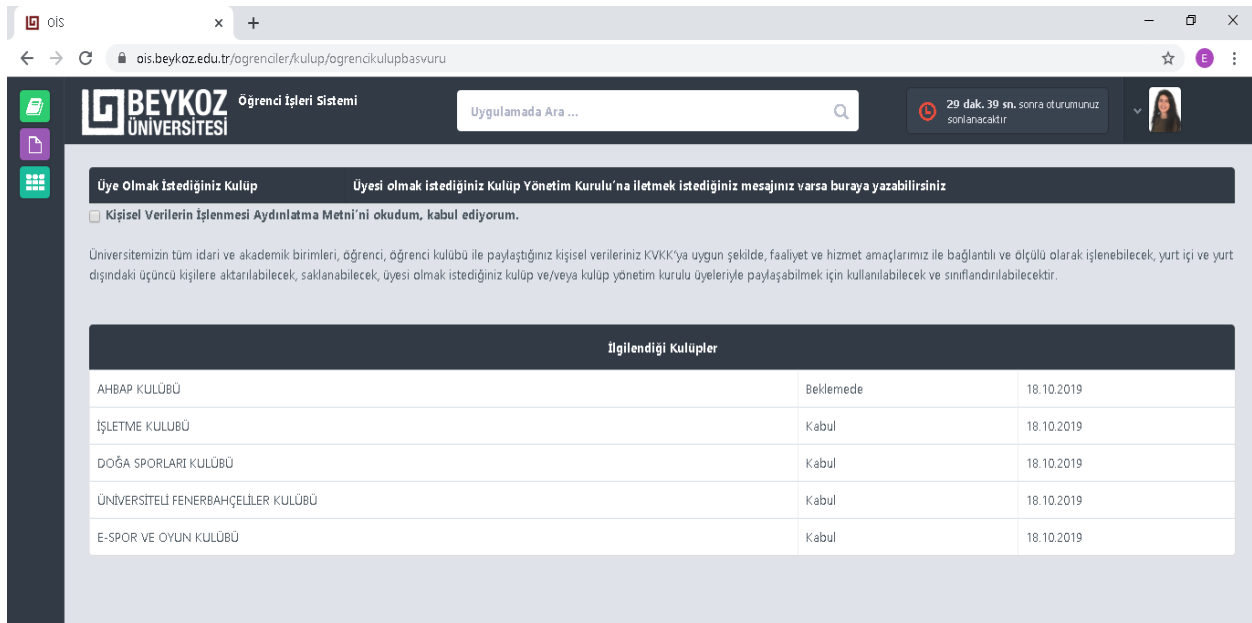
In line with the philosophy that “Education is not preparation for life, education is life itself”, 46 clubs formed by students at Beykoz University continue their active activities. These clubs colour and shape social and cultural life in our university through their activities. With the participation of our new students, the number of clubs is constantly increasing.

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

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

## b.2. Registration to Student Clubs

At the beginning of the academic year, students can become a member of the club of their choice through the student affairs system (<https://ois.beykoz.edu.tr/auth/login>) (see *Picture 2*).



The screenshot shows the OIS (Öğrenci İşleri Sistemi) registration page for student clubs. The page is titled "Üye Olmak İstedığınız Kulüp" (Club You Want to Join) and "Üyesi olmak istediğiniz Kulüp Yönetim Kurulu'na iletmek istediğiniz mesajınız varsa buraya yazabilirsiniz" (If you have a message you want to send to the club management board, you can write it here). Below this, there is a checkbox for "Kişisel Verilerin İşlenmesi Aydınlatma Metni'ni okudum, kabul ediyorum." (I read and accept the Personal Data Processing Notice). The main content area displays a table of clubs and their registration status.

İlgilendiği Kulüpler		
AHBAP KULÜBÜ	Beklemede	18.10.2019
İŞLETME KULÜBÜ	Kabul	18.10.2019
DOĞA SPORLARI KULÜBÜ	Kabul	18.10.2019
ÜNİVERSİTELİ FENERBAHÇÇİLİK KULÜBÜ	Kabul	18.10.2019
E-SPOR VE OYUN KULÜBÜ	Kabul	18.10.2019

Picture 2- OIS Registration Page for Student Clubs

### **b.3. Food and Beverages**

Students are provided with a price list of the food offered for sale in the school canteens and the opportunity to buy the food and drinks they choose from the menu. Students can report their complaints about canteen food and beverages and prices by sending an e-mail to the Health, Culture and Sports Directorate, by writing their complaints in the Student Satisfaction Surveys, or by sending a message to the Complaint Box on the ground floor of the School of Foreign Languages (Preparatory Program) Campus.

Our university continues its education and training activities in 4 different campuses. Hot meals and cafeteria services are provided to students at each campus. In order to ensure that the services are provided under hygienic conditions and at affordable prices, the SKS Unit carries out the necessary inspections.

### **b.4. Health Services**

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

### **b.5. Insurance**

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

### **b.6. Disabled Student and Special Needs Support**

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

### **b.7. Library**

Kavacık Campus has two libraries, the Central Library and the Terrace Library, where students can study, read books and work on projects. The Central Library has a total indoor area of 280 m<sup>2</sup> and a seating capacity of 100 people. The Terrace Library has an area of 125 m<sup>2</sup>. It has a seating capacity of 57 people. In addition to supporting the education provided at our University, our library aims to contribute to the personal and intellectual development of our students and other users and to meet their information needs.



There are more than 22.000 printed publications; more than 50 periodicals collection, map collection, DVD/CD collection, rare artifact collection. It is increasing day by day with incoming requests and donated books.

By clicking on the link <http://tarama.beykoz.edu.tr/web/catalog/search.php>, the searched resources /databases can be easily accessed (see Picture 3).

Picture 3 - Catalog Query

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

- Only Beykoz University Academic and Administrative staff can benefit from this service.
- Lending books and article photocopies are sent by cargo or mail, and delivery costs are met by the user requesting.
- If the borrowed book is not brought on time or lost, the rules of the library from which the book was borrowed apply.
- In order to meet the requests in a timely and correct manner, the forms must be filled in correctly and completely.
- Requests are responded to in about a week.

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

Address: Vatan Caddesi No: 69 Kavacak Beykoz 34805 İstanbul

Telephone: 0216 912 22 52

Fax: +90 (0) 216 413 95 20

E-mail: [lib@beykoz.edu.tr](mailto:lib@beykoz.edu.tr)

## b.8. Psychological Guidance and Counselling

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

Applications to the PDRM are **voluntary** and the services provided at the Center **are free of charge**.

You can benefit from psychological counseling services for all your current problems listed below that interfere with your daily life and education process.

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

You can come to the Psychological Counseling and Guidance Center and talk to our experts.

### What does a Psychological Counsellor do?

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

Psychological Counselor Contact:

Telephone: 0216 912 22 52

E-mail: [pdr@beykoz.edu.tr](mailto:pdr@beykoz.edu.tr)

Address: Vatan Caddesi No: 69 Kavacik Beykoz  
34805 Istanbul Turkey

#### **b.9. Accommodation**

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

#### **b.10. Computer and the Internet**

Students are provided with the opportunity to use free Wi-Fi in all the University's campuses. In addition, our students are given the opportunity to benefit from the computer laboratories on our campuses.

#### **b.11. Photocopy**

Students meet their photocopying needs from the blueprint and stationery stores around the campus.

## IX. CAMPUSES



*Picture 4- School of Foreign Languages English Preparatory Program Campus*



*Picture 5- English Preparatory Program Campus - Canteen*





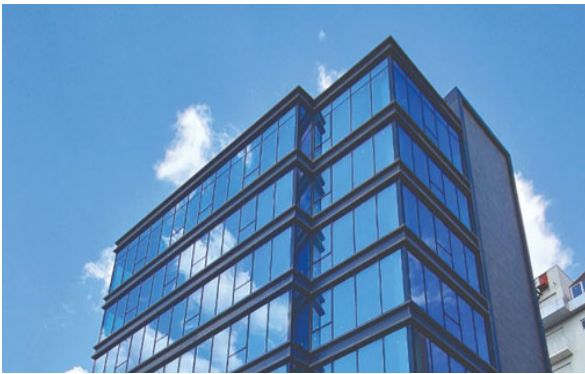
**Pictures 6-7-8-9-10 English Preparatory Program- Lessons**



*Pictures 11- Rectorate Campus*



*Picture 12- Bachelor Campus*



*Picture 13 – Undergraduate Programmes Laboratories and Workshops*



*Picture 14- Kavacık Campus*

## X. STUDENT AFFAIRS

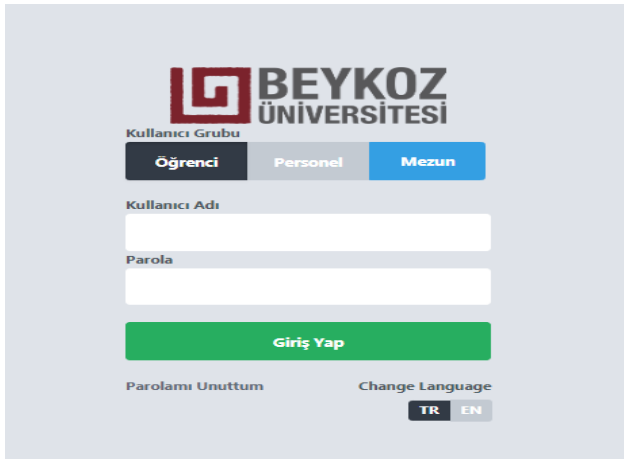
### a. Student Affairs Directorate

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

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

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

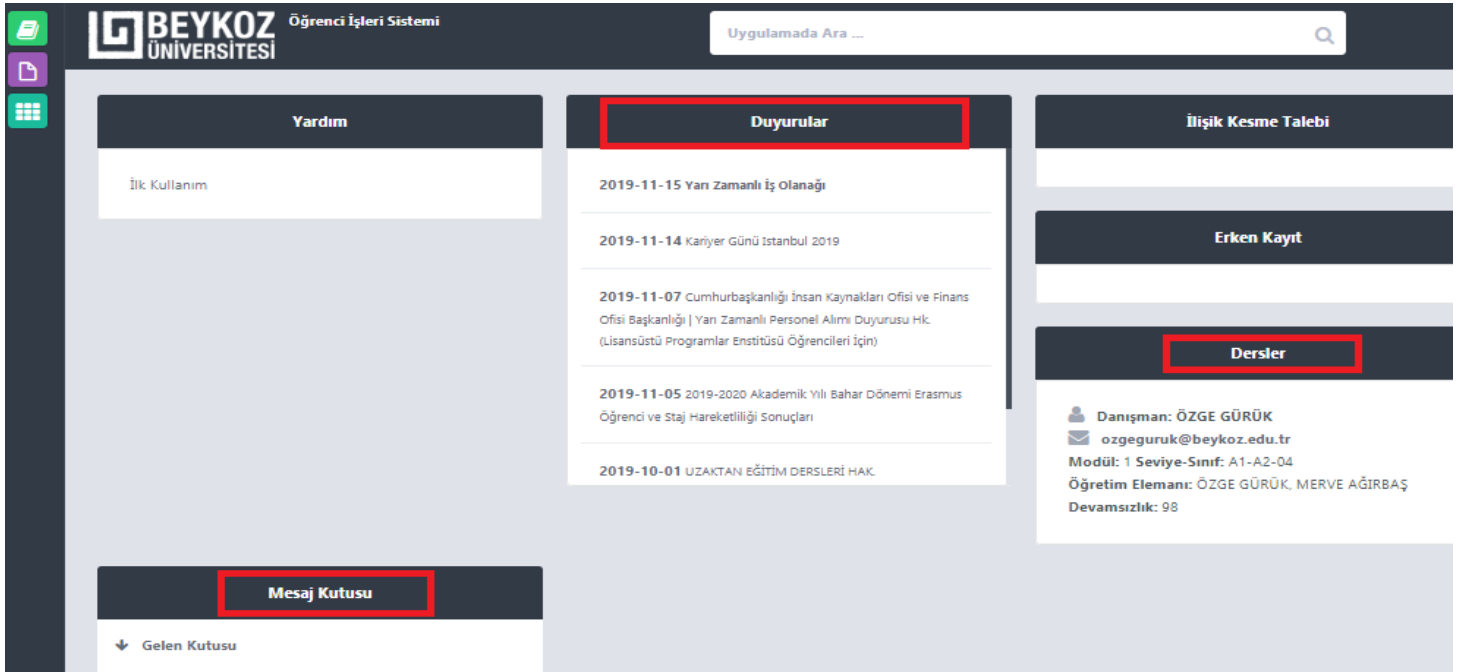
## b. OIS (Beykoz University Student Information System)



The login page for Beykoz University's OIS. It features the university's logo and name at the top. Below the logo, there are three tabs: 'Öğrenci' (Student), 'Personel' (Personnel), and 'Mezun' (Graduate). The 'Öğrenci' tab is selected. Below the tabs, there are two input fields: 'Kullanıcı Adı' (Username) and 'Parola' (Password). A green 'Giriş Yap' (Login) button is positioned below the password field. At the bottom, there are links for 'Parolamı Unuttum' (Forgot my password) and 'Change Language' with buttons for 'TR' and 'EN'.

By clicking on the “Student” box (see Picture 15) from the OIS web page you will reach from the link <https://ois.beykoz.edu.tr/>, enter your username (your name and surname@ogrenci.beykoz.edu.tr) and enter the password given to you during registration. You can reach your messages, related program scorecards, absenteeism/grade information, announcements in the student interface by clicking the "Log in" box; you can make your document requests (see Picture 15 & 16).

Picture 15- OIS Page



The student interface of the OIS. It features a dark blue header with the university's logo and name. Below the header, there is a search bar labeled 'Uygulamada Ara ...'. The main content area is divided into several sections. On the left, there is a 'Yardım' (Help) section with a link to 'İlk Kullanım' (First Use). In the center, there is a 'Duyurular' (Announcements) section with a list of recent announcements. On the right, there is a 'İlişik Kesme Talebi' (Request to End Relationship) section, an 'Erken Kayıt' (Early Registration) section, and a 'Dersler' (Courses) section. At the bottom, there is a 'Mesaj Kutusu' (Message Box) section with a link to 'Gelen Kutusu' (Inbox). The 'Duyurular' and 'Dersler' sections are highlighted with red boxes.

**2019-11-15 Yarı Zamanlı İş Olanakları**

**2019-11-14 Kariyer Günü İstanbul 2019**

**2019-11-07 Cumhurbaşkanlığı İnsan Kaynakları Ofisi ve Finans Ofisi Başkanlığı | Yarı Zamanlı Personel Alımı Duyurusu Hk.**  
(Lisansüstü Programlar Enstitüsü Öğrencileri İçin)

**2019-11-05 2019-2020 Akademik Yılı Bahar Dönemi Erasmus Öğrenci ve Staj Hareketliliği Sonuçları**

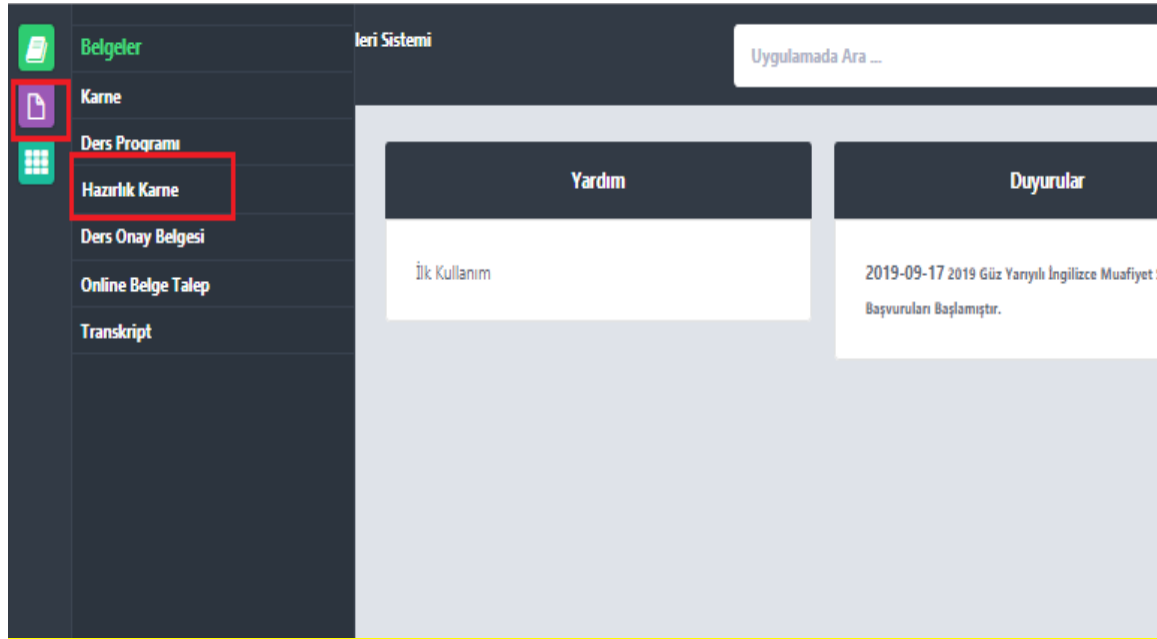
**2019-10-01 UZAKTAN EĞİTİM DERSLERİ HAK.**

**Danışman: ÖZGE GÜRÜK**  
**ozgeguruk@beykoz.edu.tr**  
**Modül: 1 Seviye-Sınıf: A1-A2-04**  
**Öğretim Elemanı: ÖZGE GÜRÜK, MERVE AĞIRBAŞ**  
**Devamsızlık: 98**

Picture 16- OIS Student Interface



You can access your preparatory notes by clicking on the "Preparatory Report" menu (see Picture 17 and 18).

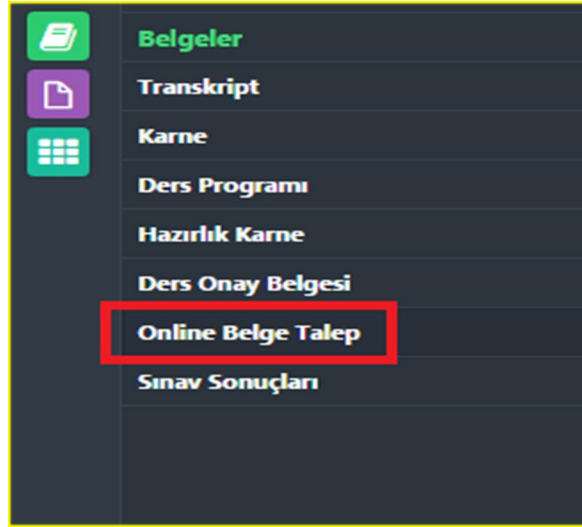


Picture 17- OIS Student Page- Preparatory Report

BEYKOZ ÜNİVERSİTESİ		BEYKOZ ÜNİVERSİTESİ	
Öğrenci İşleri Müdürlüğü		Öğrenci İşleri Müdürlüğü	
Hazırlık Not Belgesi		Hazırlık Not Belgesi	
TC Kimlik No		Fakülte	İşletme ve Yönetim Bilimleri Fakültesi
Öğrenci No		Bölümü	Uluslararası Ticaret Bölümü
Adı		Program	Uluslararası Ticaret (İngilizce)
Soyadı		Eğitim Düzeyi	Örgün Öğretim
Kayıt Tarihi			
Akademik Yıl: 2018-2019			
Modül: 1 Sınıf: A1-A2.03		Modül: 2 Sınıf: B1-B1-PLUS.04	
SINAV	PUAN	SINAV	PUAN
Achievement Test (AcT) - 01	66	Achievement Test (AcT) - 01	66
Achievement Test (AcT) - 04	90	Achievement Test (AcT) - 03	60
Achievement Test (AcT) - 05	88	Achievement Test (AcT) - 04	66
Achievement Test (AcT) - 06	84	Achievement Test (AcT) - 05	56
Achievement Test (AcT) - 07	69	Achievement Test (AcT) - 07	55
Achievement Test (AcT) - 08	78	EOM- Use of English	10
Achievement Test (AcT) - 09	59	EOM- Listening	7
Achievement Test (AcT) - 10	80	EOM- Reading	15
Achievement Test (AcT) - 11	74	EOM- Speaking	9
Achievement Test (AcT) - 12	60	EOM- Vocabulary	8
EOM- Use of English	8	EOM- Writing	13
EOM- Listening	14	Midterm - 1	54
EOM- Reading	18	Midterm - 2	55
EOM- Speaking	9	Online-Task - 01	47
EOM- Vocabulary	9	Project Task - 2	95
EOM- Writing	12	Project Task - 3	68
Midterm - 1	69	Speaking Quiz - 1	35
Midterm - 2	74	Speaking Quiz - 2	30
Online-Task - 01	94	Writing Quiz - 1	32
Project Task - 2	96	Writing Quiz - 2	60
Project Task - 3	100		55.97
Project Task - 4	84	ORTALAMA	BAŞARISIZ
Project Task - 5	98	Success Status	
Speaking Quiz - 1	45	DEVAMSIZLIK	
Speaking Quiz - 2	90	Main Course	21 Saat
Speaking Quiz - 3	70	TOPLAM	21 Saat
Writing Quiz - 1	55	50-59: İlgili düzeyin hedeflerinin bir kısmına ulaşabildi. / Has demonstrated some effort to reach the objectives specified by the level	
Writing Quiz - 2	46		
Writing Quiz - 3	72		
ORTALAMA	72.05	Modül: 3 Sınıf: B1-PLUS.03	
Success Status	BAŞARILI	SINAV	PUAN
		Achievement Test (AcT) - 01	76
		Achievement Test (AcT) - 02	82

Picture 18- Student Report (Transcript)

By entering OIS, from the "Online Document Request" screen, you can request Student Certificate, Transcript, Course Content, Preparatory Class Transcript, Discipline etc (see Picture 19).



Picture 19- Online Document Request

Documents added by selecting the document type and language are sent to the signature with the button "Send Document Request to Student Affairs". Each document can be requested once (see Picture 20).

Picture 20- Online Document Request

The status of the documents sent for signature is indicated as "Pending" (see Picture 21).

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

Picture 21- Pending Status of the Requested Document

The status of the signed documents is indicated as "Signed (İmzalandı)". You can print these documents by clicking the download button (see Picture 22).



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

Picture 22- Signature Status of the Requested Document

### c. Preparatory Program Student Affairs

Students who wish to get information, submit complaints, requests and demands can get help from SFL Secretary Yeşim Kurhan (School of Foreign Languages Campus Floor 4; Contact: 0216 912 22 52 / Extension: 402 or 411).

### d. University Admissions, Registration and Other Essentials

#### Student Admission

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

#### Student Registration

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

Admission and Registration of Students from Abroad is carried out according to the principles of **Beykoz University Directive on Application, Admission and Registration of Students from Abroad to Associate and Undergraduate Programs**<sup>1</sup>.

<sup>1</sup> **ANNEX 1:**

#### **Student admission to the university**

**ARTICLE 43** - (1) Students who are placed in associate and undergraduate programs by the Measurement, Selection and Placement Center through the central system are admitted. (2) Students are admitted to some special programs determined by YÖK according to the results of the student selection exam with the pre-registration system or according to the result obtained from the combined evaluation of the student selection exam and the special talent exam to be held by the University. (3) Students are admitted to graduate education programs according to the provisions of the relevant legislation. (4) Foreign students are admitted according to the results of the foreign student exam. In addition, the admission of students through other means such as international student exchange program students and vertical transfer is carried out within the framework of the relevant legislation and University regulations. (5) Students studying in other higher education institutions are accepted in accordance with the provisions of the Regulation on the Principles of Transition, Double Major, Minor and Inter-Institutional Credit Transfer between Associate Degree and Undergraduate Programs in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 and the Senate decisions to be taken on this subject.

International students can access the necessary information by going to YÖK's "Criteria for Admission of Students from Abroad" Web Page (<https://www.yok.gov.tr/ogrenci/yurt-disinda-kabul-edilecek-ogrenci-kontenjanlari>) and the "International" sub-link on the Beykoz University Main Web Page or by calling Ebru Aytanç, Director of the International Office (0216 912 22 52; Extension: 149) or e-mailing ([ebruaytanc@beykoz.edu.tr](mailto:ebruaytanc@beykoz.edu.tr)).

#### e. International Office

The Office supports international students from the application process until their graduation. By clicking on the "International" link on the main web page of the University, students can get information on topics such as campuses, facilities, application criteria, program application processes, etc. that international students need.

Ebru AYTAŇ- International Office Director: 0216 912 22 52 (Extension 149)

E-mail: [international@beykoz.edu.tr](mailto:international@beykoz.edu.tr)

**For the conditions of Admission and Registration of Students from Abroad, see Beykoz University Directive on Application, Admission and Registration of Students from Abroad to Beykoz University Associate and Undergraduate Programs, which can be found on the "Directives" page by clicking on the "Academic" sub-link from the Beykoz University Main Web page.**

### XI. LEVEL DESCRIPTIONS AND LEARNING OUTCOMES

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

#### A1 Level (Basic User)

Level A1 is the beginner level. This program is for students with little or no knowledge of English. At this level, students are provided with basic and academic language and academic skills, enabling them to understand and use simple, everyday questions and instructions. The aim at this level is to teach students simple grammatical structures and basic vocabulary, to help them understand texts, while at the same time preparing them for higher levels of structures and increasingly complex English knowledge and skills (see *Table 6a*).

- ❖ **A1 Level Description:** A1 level is determined according to the results of the English Placement Test given at the beginning of the academic year. After the time allocated for this level, if the students are successful with an average score of 65 points and above, they will continue to take A2 level courses in the next module; those who fail will continue their education as A1 Repeat students.
- ❖ **A1 Level Objectives:** The objective at A1 level is to enable students to acquire basic grammar and vocabulary that will enable them to understand short spoken and written texts and to communicate at a beginning level (see *Table 6b*).
- ❖ **A1 Level Duration:** At A1 level, students receive a total of approximately 160 hours of face-to-face in-class instruction with 20 hours of lectures per week over a period of 8 weeks. With online tasks given on weekdays and weekends, this period increases up to 30 hours per week (depending on the

performance of the students, the time spent on online tasks may vary). Attendance rate of 80% is compulsory.

- ❖ **A1 Level Structure:** At this level, students attend 20 hours of weekly face-to-face skills classes (10 hours of reading, writing, grammar, vocabulary and 10 hours of listening, speaking, grammar, vocabulary) in the classroom. Study time is increased from 20 to 30 hours per week through study sessions, extracurricular activities and online tasks.

**Students who successfully complete A1 level;**

<b>LISTENING</b>	<ul style="list-style-type: none"> <li>• Can have difficulty understanding while listening to slow speeches and can communicate in a simple way with help.</li> <li>• Can understand the important word groups used in the classroom and what is explained in the structures used in daily speech.</li> <li>• Can understand information about places, people, animals, objects, occupations, described in simple sentences.</li> <li>• Can understand the actions that people tell about themselves and what others do.</li> <li>• Can understand simple texts about family, places and structures (e.g. room, house, school, restaurant, neighborhood, city, country), people (e.g. famous, ordinary, family and relatives), climate, seasons, occupations, lifestyle, daily life, leisure activities, vacation, tourism, food and drink, money, occupations, work life, transportation, past life, entertainment.</li> </ul>
<b>READING</b>	<ul style="list-style-type: none"> <li>• Can understand the contents, familiar names, words and very simple sentences of written short texts (such as promoting short text, leaflets, announcements or posters) using appropriate reading strategies (e.g. guessing the meaning of words from the context, skimming and scanning, that is, using the speed-reading strategy that will make sense of the main idea).</li> <li>• Can read and understand sentences, short dialogues and paragraphs containing basic grammar and vocabulary.</li> <li>• Can read and understand the texts written in simple structures and familiar subjects to a limited degree.</li> <li>• Can read and understand the familiar names, words, short texts and very simple sentences in written texts such as leaflets, announcements or posters.</li> <li>• Can understand reading about family, places and structures (e.g. room, house, school, restaurant, neighborhood, city, country), people (e.g. famous, ordinary, family and relatives), climate, seasons, occupations, lifestyle, daily life, leisure activities, vacation, tourism, food and drink, money, occupations, work life, transportation, past life, entertainment.</li> <li>• Can practice <i>scanning-skimming</i> type reading to understand the short texts they read, to find the main idea, to answer detail questions; they use reading techniques such as guessing the meaning of the word in context and answering reference questions.</li> </ul>
<b>WRITING</b>	<ul style="list-style-type: none"> <li>• Can introduce the places, people, places, animals, goods, lifestyles, basic cultural life, celebrations, various cultures, main characteristics of professions using the clues given; they can do free writing with short simple and compound sentences about transportation problems, time management, technology, climate changes.</li> <li>• Their writing is irregular and they may make mistakes in spelling words and structures.</li> <li>• Spelling rules, sentence-based spelling, free (paragraph) writing, simple advantage-disadvantage paragraph writing, simple paragraph writing comparing two</li> </ul>

	people/places/items, etc.; they can write simple cause-effect, comparison and introduction paragraphs using basic conjunctions ( <i>and/so/but/because/or; first (of all) /secondly/thirdly</i> ).
<b>SPEAKING</b>	<ul style="list-style-type: none"> <li>• Can introduces himself/herself and others verbally. They can ask/answer simple questions that require consent (<i>Yes/No Questions</i>) or information (<i>Wh- and How Questions</i>).</li> <li>• Can describe the places they know (houses, parts of the house, class, country, shopping malls, hometown etc.) / the places they see in the pictures.</li> <li>• Can describe daily and routine tasks; ask/answer simple questions about routine tasks, past experiences and plans for the future.</li> <li>• Can describe the actions performed during the conversation in the pictures they see; they can ask/answer simple questions about the actions performed during the conversation.</li> <li>• They have limited command of grammar, but they can ask and answer questions and give answers with simple structures, words and phrases, such as the names, nationalities, hometowns, telephone numbers, ages, etc. of themselves, their family and their immediate surroundings in areas related to their current needs or familiar topics; they need repetition, paraphrasing and correction in their communication.</li> <li>• Can speak short and simple sentences about family, places and structures (e.g. rooms, houses, schools, restaurants, neighborhood, city, and country), people (such as celebrity, ordinary, family and relatives), climate, seasons, occupations, lifestyle, daily life, leisure activities, vacation, tourism, food and drink, money, occupations, business life, transportation, past life, entertainment, and answer simple questions about these topics.</li> </ul>
<b>VOCABULARY</b>	<ul style="list-style-type: none"> <li>• Can use words about family, numbers, colors, occupations, countries, nationalities, seasons, climate, leisure expressions, school, verb and verb phrases, noun and noun phrases, adjectives, place, business terms, building types, goods, food and beverage, transportation.</li> </ul>

Table 6a – A1 Level Outcomes

## A2 Level (Basic User)

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

- ❖ **A2 Level Description:** A2 level is determined according to the results of the English Placement Test given at the beginning of the academic year. After the time allocated for this level, students who are successful with an average of 65 points and above will continue to take B1 level courses in the next module; those who fail will continue their education as A2 Repeat students.
- ❖ **A2 Level Objective:** The objective of A2 level is to enable students to acquire basic grammar and vocabulary that will enable them to understand written/spoken texts prepared in accordance with A2 level and to communicate at this level (see *Table 7b*).

- ❖ **A2 Level Duration:** A2 level students receive 20 hours of face-to-face instruction per week for a total of approximately 160 hours of in-class instruction over an 8-week period. With online tasks given on weekdays and weekends, this period increases up to 30 hours per week (depending on the performance of the students, the time spent on online tasks may vary). Attendance rate of 80% is compulsory.
- ❖ **A2 Level Structure:** At this level, students attend 20 hours per week of integrated skills classes (reading, writing, grammar, vocabulary, listening, speaking), which take place face-to-face in the classroom. The learning time increases from 20 to 30 hours per week through study lessons, extracurricular activities and online tasks.

**Students who successfully complete the A2 level;**

<b>LISTENING</b>	<ul style="list-style-type: none"> <li>• Can understand phrases and frequently used words related to topics that concern them, such as personal, family, shopping, culture, festivals, internet, local environment, profession.</li> <li>• Can easily comprehend the the basic idea of short, clear and simple messages and announcements.</li> <li>• Can understand common words, simple phrases, and phrases containing familiar words.</li> <li>• Through repetition, they can understand less frequently used words and grammatical structures that are slightly above their level.</li> <li>• Can understand and answer questions about place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine, climate, weather, effects of climate on human behavior, sports, racing, unusual sports, work, and world/future jobs.</li> </ul>
<b>READING</b>	<ul style="list-style-type: none"> <li>• Can easily read and understand simple texts on topics they are familiar with, and simple compound sentences and short and simple texts in single or related paragraphs using frequently used words.</li> <li>• Can understand the main idea of a text, its details, the audience of the text and its purpose.</li> <li>• Can use the hint information given to guess the meaning of the unknown words in the text and the place of the pronoun (<i>referrals</i>) to which person / place / action.</li> <li>• Can understand texts about place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine, climate, weather conditions, effects of climate on human behavior, sports, racing, unusual sports, work, world/future occupations, and respond to questions about them using reading and inference techniques such as speed/scanning, finding the main idea, etc.</li> </ul>
<b>WRITING</b>	<ul style="list-style-type: none"> <li>• Can make systematic errors in the correct use of simple and combined structures.</li> <li>• Can form uniform, simple and compound sentences in tense forms such as present, present continuous, and past tense despite limited knowledge of grammar.</li> <li>• Can combine simple and compound sentences, can write short, simple paragraphs on familiar topics.</li> <li>• Can write about past events, experiences, biography of a person using chronology, input created and familiar topics, place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine, climate, weather, effects of climate on human behavior, sports, racing, unusual sports, work, world/future jobs. Can have general information about paragraph writing; can write comparison paragraphs about two people / places, advantage-disadvantage paragraphs, and paragraphs describing their opinions on a subject.</li> </ul>



	<ul style="list-style-type: none"> <li>They have a general knowledge of paragraph writing; they can write comparison paragraphs about two people/places, advantage-disadvantage paragraphs and paragraphs expressing their thoughts on a topic.</li> </ul>
<b>SPEAKING</b>	<ul style="list-style-type: none"> <li>May not be able to hold a conversation for long, but they can participate in conversations.</li> <li>Can ask and answer questions on personal matters.</li> <li>In simple language, they can describe their family, other people, living conditions, work, education and life history, and compose texts on these topics.</li> <li>Can make comparisons on familiar topics and talk about their positive and/or negative aspects.</li> <li>Can communicate in simple and familiar tasks that require direct exchange of information on familiar topics and activities.</li> <li>Can make simple explanations and presentations on topics such as place, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine, climate, weather, effects of climate on human behavior, sports, racing, unusual sports, business, world/future jobs.</li> </ul>
<b>VOCABULARY</b>	<ul style="list-style-type: none"> <li>Can use words about places, family, tourism, home tourism, city, mega-city, festival, culture, internet, technology, robotics, information technology, video games, school, work, daily routine jobs, climate, weather conditions, effects of climate on human behavior, words related to sports, racing, unusual sports, business, professions of the world / future.</li> </ul>

Table 7a- A2 Level Outcomes

### B1 Level (Independent User)

Level B1 is the *intermediate* level. Students who start learning at this level are assumed to have previous experience of learning English. The program at this level focuses on developing students' academic language skills, reading, writing, speaking and listening skills, and vocabulary and grammar repertoire. Students are expected to use complex sentences rather than simple and compound sentences. Students who succeed at this level are considered to be "independent learners", i.e. those who have significantly developed their language learning knowledge and skills, who are aware of what knowledge and skills they need and know how to access them (see *Table 8a*).

- ❖ **B1 Level Description:** Level B1 is determined according to the results of the English Placement Test given at the beginning of the academic year. After the time allocated for this level, students will continue to take B2 level courses in the following module if they are successful with an average of 65 or above. Those who fail at B1 level with an average score of 64 points or less will continue their education as B1 Repeat students in the following module.
- ❖ **B1 Level Objective:** The objective of the B1 level is to enable students to acquire the grammar and vocabulary that will enable them to understand written/verbal texts prepared in accordance with the B1 level and to communicate at this level, as well as the language skills they will need in their departments/programs and in business life (see *Table 8b*).
- ❖ **B1 Level Duration:** Students attending Level B1 courses receive approximately 160 hours of face-to-face in-class instruction over an 8-week period, with approximately 20 hours of lectures per week. With online tasks given on weekdays and weekends, this period increases up to 30 hours per week



(depending on the performance of the students, the time spent on online tasks may vary). Attendance rate of 80% is compulsory.

- ❖ **B1 Level Structure:** At this level, students attend 20 hours per week of integrated skills classes (reading, writing, grammar, vocabulary, listening, speaking) which are conducted face-to-face in the classroom. With the online tasks given during weekdays and weekends, this period increases up to 30 hours per week (depending on the performance of the students, the time spent on online tasks may vary). Study lessons are organized upon student request.

#### Students who successfully complete the B1 level;

<b>LISTENING</b>	<ul style="list-style-type: none"> <li>• Can understand what they are listening to about familiar topics and/or daily social events.</li> <li>• Can have skills to respond to written questions have improved while listening, however, their note-taking skills need to be improved.</li> <li>• Can understand the texts they listen to on topics such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.</li> </ul>
<b>READING</b>	<ul style="list-style-type: none"> <li>• Can understand texts that contain the most frequently used words in professions or everyday language.</li> <li>• Can understand the basic issues in a text. However, they have difficulty understanding the implied meaning and complex linguistic structures in the text.</li> <li>• Can grasp the main idea of the text, however, their academic and under-used non-academic vocabulary needs to be improved.</li> <li>• Can understand the texts they read on topics such as animals, environment, traffic, transportation, tradition, custom, cultural heritage, health, fashion, economy.</li> </ul>
<b>WRITING</b>	<ul style="list-style-type: none"> <li>• Can write short academic or non-academic paragraphs on topics they are familiar with or have a personal interest in.</li> <li>• Can tend to use new structures, and with these structures and can form sentences with few mechanical errors.</li> <li>• There is a variety in sentence structures and words; however, they need support in writing academic paragraphs and essays and building grammatically more accurate sentences and using more complex structures.</li> <li>• Can write academic texts reflecting their ideas on topics such as animals, environment, traffic, transportation, traditions, customs, cultural heritage, health, fashion, economy.</li> </ul>
<b>SPEAKING</b>	<ul style="list-style-type: none"> <li>• Can understand and participate in conversations on various topics daily, but may need repetition.</li> <li>• Can overcome many situations that can be encountered in travels, where the language is spoken;</li> <li>• Can express their experiences and talk about their thoughts and plans.</li> <li>• Can have sufficient language knowledge to explain themselves with little hesitation about personal and familiar matters.</li> <li>• Can express their thoughts, talk and make presentations on issues such as animals, environment, traffic, transportation, tradition, tradition, cultural heritage, health, fashion, economy.</li> </ul>

*Table 8a- B1 Level Outcomes*

## B2 Level (Independent User)

Level B2 is the upper-intermediate level. Students at this level are considered to be at the exit level and are considered to be "independent users" with the grammar and skills to follow the programs in their departments. Students who complete this level with an average score of 65 or above take the English Proficiency Exam to prove their language proficiency (see *Table 9a*).

- ❖ **B2 Level Description:** This level consists of students who have successfully completed the B1 level. B2 is the exit level and students who successfully complete this level with an average of 65 are eligible to take the *Beykoz-PROF exam*. If they are not successful in the exam, they continue their education in the Prep-PT (Preparation for Proficiency Test) classes opened to prepare for the English Proficiency Exam (Beykoz-PROF).

Students who complete the B2 level of the English Preparatory Program with an end-of-module average score of 80 and above are considered to have successfully completed the English Preparatory Program (exempt) and can start taking courses from their departments in the following module / semester.

- ❖ **B2 Level Objective:** The objective of the B2 level is to enable students to acquire the grammar and vocabulary that will enable them to understand written/verbal texts prepared in accordance with the B2 level and to communicate at this level, as well as the advanced language skills they will need in their departments/programs and in business life (see *Table 9b*).
- ❖ **B2 Level Duration:** Students attending courses at Level B2 receive a total of 160 hours of face-to-face in-class instruction, with approximately 20 hours of lectures per week over an 8-week period. With online tasks given on weekdays and weekends, this period increases up to 30 hours per week (depending on the performance of the students, the time spent on online tasks may vary). Attendance rate of 80% is compulsory.
- ❖ **B2 Level Structure:** At this level, students attend 20 hours of integrated skills classes per week, which are conducted face-to-face in the classroom. The learning time increases from 20 to 30 hours per week with the study lessons, extracurricular activities and online tasks provided to the students.

### Students who successfully complete the B2 level;

<b>LISTENING</b>	<ul style="list-style-type: none"> <li>Improved listening comprehension and note-taking skills;</li> <li>Can often understand the main ideas in academic lectures and take notes accordingly. However, they may sometimes have difficulty understanding details and note-taking skills need to be improved on academic issues.</li> <li>Can understand what they listen to on topics such as globalization, education, environment, architecture, energy, art and design, aging, communication, privacy, work, cooperation, language.</li> </ul>
<b>READING</b>	<ul style="list-style-type: none"> <li>Can usually understand, explain and analyze academic and non-academic texts.</li> <li>Can need help in conceptualizing the implied meaning in the text.</li> <li>Although they easily understand the main idea of the text, academic vocabulary needs to be improved.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can understand what they read about globalization, education, environment, architecture, energy, art and design, aging, communication, privacy, work, collaboration, language.</li> </ul>
<b>WRITING</b>	<ul style="list-style-type: none"> <li>• Can understand and use a wide range of grammatical structures.</li> <li>• Can comment on what they read, listen to or watch, convey their feelings and thoughts in writing in a meaningful way and write simple compositions.</li> <li>• Can need repetition and support in writing academic paragraphs and essays and applying complex grammatical structures related to the subject.</li> <li>• Can write academic texts/essays about their thoughts on globalization, education, environment, architecture, energy, art and design, aging, communication, privacy, work, cooperation, and language.</li> </ul>
<b>SPEAKING</b>	<ul style="list-style-type: none"> <li>• Can provide detailed information on the topics they are interested in, understand texts containing information about concrete and abstract events, ask questions about their problems and causes, and respond to questions.</li> <li>• Can speak accurately, fluently and spontaneously to enable communication and can make presentations on familiar topics.</li> <li>• Can generally express their opinions in a given topic and respond to others' questions and opinions.</li> <li>• Can orally express their thoughts and make presentations about globalization, education, environment, architecture, energy, art and design, aging, communication, privacy, work, cooperation, language.</li> </ul>
<b>VOCABULARY</b>	<ul style="list-style-type: none"> <li>• Can use academic phrasal verbs and words about globalization, education, academic adjectives to describe professions (e.g. manual, medical, technical), academic noun phrases, natural disaster vocabulary, verbs to describe environmental change, academic word families, architecture, transformation, and planning vocabulary, energy collocations, formal and informal academic verbs, academic vocabulary for networks and systems, common vocabulary to describe problems and solutions, common transition words to indicate steps of a solution, vocabulary for art and design, phrases for argumentation, phrases for argumentation, collocations with prepositions, academic verbs for support and assistance, time expressions, language for assigning blame and responsibility, describing emotional responses, cause/effect phrases, collocations for behavior, problem-solution collocations, business and marketing vocabulary, compound nouns, phrasal verbs about communication and compound adjectives.</li> </ul>

*Table 9a- B2 Level Outcomes*

## XII. ASSESMENT AND EVALUATION

Students who fail the *Beykoz-PROF* exams at the beginning of the academic year start their education in Preparatory Program classes at different levels: A1, A2, B1, B2. They take "short (single) and long (integrated)" exams with varying weights throughout the module (see *Table 10*).

The detailed schedule of these exams, which measure vocabulary, grammar, reading, writing, speaking skills and various sub-skills (such as finding the main idea, writing a paragraph, answering while listening, taking notes, making a presentation, making a discussion, etc.), is announced to the students within the first week of the module.

The results of the exams held during the module are published on the student transcripts in the OIS; detailed information and feedback about the questions and answers are shared with the students in class by the class teachers. Students can learn the results of the end-of-module exam on their OIS transcripts on the dates specified in the English Preparatory Program Academic Calendar.

<b>PORTFOLIO (30%):</b>	<b><u>30 points / 100 points</u></b>
*Achievement Test (AcT):	5 points
*Online Task:	15 points
*Project Task:	10 points
<b>Midterm (20%):</b> (Vocabulary, Grammar, Reading and Listening)	<b><u>20 points / 100 points</u></b>
<b>End-of-module Examination (30%):</b> (Vocabulary, Grammar, Reading, Listening, Writing, Speaking)	<b><u>30 points / 100 points</u></b>
<b>Class Participation</b>	<b><u>20 points / 100 points</u></b>
<b>PASS SCORE</b>	<b><u>65+ points / 100 points</u></b>
<b>Entry requirement for the end-of-module exam:</b> Not exceeding the module absenteeism limit (20%)	

*Table 10- Exams, Points and Exam Weights*

### XIII. PROCESS WRITING

Students write their 1st draft in class in the exam format (students who do not write their 1st draft in class or who do not write their 1st draft with the required content and length are considered as "Incomplete").



Feedback on the writing draft 1 is given in the form of "correction symbols" and students are asked to correct their mistakes and rewrite their drafts by looking at these symbols. Students who receive an "Incomplete" mark on their drafts must rewrite their drafts until they receive a "Complete" mark.



Students who fail to submit their second or subsequent drafts on time are given another deadline and receive a warning for late submission.



For students who insist on not writing or submitting their first or other drafts, the subject, draft number and student details are forwarded to the Level Coordinator and the Vice Director.



The Vice Director reminds the student that the student who fails to submit the task will not be able to take the end-of-module exam and will inform his/her family.

#### ADDITIONAL INFORMATION!

- ✓ Students who successfully complete the English Preparatory Program are awarded a **"Certificate of Achievement"**.
- ✓ Students who missed the Beykoz-PLET exam can take the English Score exam prepared by the **British Council** without wasting time and submit their level information to our school with the certificate they receive. You can get a certificate with a special discount for Beykoz University students (25%) and for \$15.
- ✓ Students who have successfully completed the English Preparatory Program and are eligible to start their departments may take the "English Exemption Exam" given at the beginning of the next academic semester if they wish to be exempted from the compulsory "General English Courses" offered in their Departments/Programs.

Students will receive a pass mark in accordance with the weighting of the examinations taken during the module. The definitions of the marks are given in the table below (see *Table 11*).

SCORE RANGE	DESCRIPTION
0-39	Failed to reach the targets of the relevant level.
40-49	It barely reached the targets of the relevant level.
50-59 65	Achieved some of the objectives of the relevant level.
60-64 (Borderline Fail)	He/she is close to reaching the objectives of the relevant level; he/she should work harder to acquire the knowledge and skills that will increase his/her success in the course.
65 (Passing Score Lower Limit)	Adequately achieved the target of the relevant level.
65-69 (Borderline Pass)	Achieved the objectives of the relevant level; although his/her scores are sufficient, he/she is recommended to do additional studies for more knowledge and skills.
70-79 (Merit Pass)	Achieved success to reach the knowledge and skills appropriate to the objectives of the relevant level. If he/she fulfills the requirements of the course, he/she will also achieve success at the next level.
80-100 (Outstanding Pass)	He/she achieved success by exceeding the standard knowledge and skills set for the objectives of the relevant level. If he/she fulfills the requirements of the course, he/she will be successful at the next higher level.

*Table 11- End-of-Module Achievement Grade Definitions*

#### **XIV. COMPLETING ENGLISH PREPARATORY PROGRAM / EXEMPTION**

##### **Conditions for passing (being exempt) from the English Preparatory Program,**

- Exemption for newly enrolled students
- Exemption while attending the English Preparatory Program can be examined in two groups.

##### **a. Exemption for New Enrollment Students**

Students who enroll at Beykoz University for the first time and whose program is in English are exempt from the English Preparatory Program by completing one of the following options.

- **Submission of the education certificate obtained abroad:** Based on the date of admission to the university, submit a document(s) showing that you have studied in a country where English is spoken as the official and native language for at least the last 3 years in educational institutions (high school, university) attended by the citizens of that country;

- **Submission of exemption certificate(s) from other universities:** Submit the document(s) showing that the Preparatory exemption requirements set for the students of other universities whose program language is 100% English have been fulfilled and that they have been successful in the English Preparatory Program (transfer students must also submit their transcripts showing that they have attended the department courses until the date of their application; the validity period of this exemption for students from Turkish programs is 2 years);
- **Internationally recognized language proficiency exams:** Submit a document showing the score accepted by the Beykoz University Senate (**TOEFL 72 and above, Pearson PTE Academic 55 and above, CAE C and above**) from internationally recognized exams recognized by the Council of Higher Education (YÖK);
- **To be successful in the Beykoz-PROF Exam:** To take the English Proficiency Exam (*Beykoz-PROF*) and get the required score (at least 60 points) for exemption;
- **Language proficiency exams given by ÖSYM:** To have at least 60 points from *YDS, e-YDS* and *YÖKDİL* foreign language (English) proficiency exams given by the Student Selection and Placement Center (ÖSYM).

#### b. Exemption while attending the English Preparatory Program

While attending English Preparatory Program courses:

- Students who complete the B2 level with a score between 65-79 are entitled to take the English Proficiency Exam given during the academic year.

English Proficiency Exams are given 5 times at the beginning of the academic year, at the end of Fall (Modules 1 and 2) and Spring (Modules 3 and 4) semesters. Students who finish the B2 level between 65-79 are considered successful in the English Preparatory Program when they score at least 60 points in one of the proficiency exams given at the end of the current semester.

All students who have failed during the academic year, regardless of their level (their records must be open during the academic year), are entitled to take the English Placement Test given at the beginning of the next academic year (see *Beykoz University Main Web Page Academic Calendar Sublink, "English Preparatory Program Academic Calendar"*).

#### English Proficiency Exam Score Definitions

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

SCORE RANGE	DESCRIPTION
0-29	The goals of the language have almost never been achieved and the requirements of the language have not been fully met.
30-39	Very few of the language's objectives have been met, and few goals have been achieved.

40-49	The goal of the language has been achieved to a lesser extent and few objectives have been achieved.
50-59	The objectives of the language have been insufficiently achieved and some objectives have been met.
60-79	The language objectives were adequately achieved and many learning goals were met.
80-100	There was a high level of language comprehension and almost all objectives were achieved.

Table 12- English Proficiency Exam Definitions

### c. Achievement Status at the End of the Academic Year

Students whose enrollment is open during the academic year or Spring Semester but who have not successfully completed the Preparatory Program at the end of the academic year are entitled to take the English Proficiency Exam (Beykoz-PROF) given in September depending on the results of the Beykoz-PLET Exam. Students who are successful in the September English Proficiency Exam will start classes in their departments in the new academic year; those who fail,

- Students whose program language of instruction is English are placed in a preparatory class at the appropriate level according to the results of the Beykoz-PLET (Placement Test). Students who are not successful at the end of the first academic year are required to take the Beykoz-PLET (Placement Test) again at the beginning of the second academic year in order to continue their studies in the second academic year and are placed in classes at A1, A2, B1 or B2 levels according to the results of this test.
- Students whose program language is Turkish start classes in their departments even if they fail the Preparatory Program. In the 2nd academic year, if they wish to continue the Preparatory Program, they must submit a petition to the University Registrar's Office. (Attention: The time spent in the English Preparatory Program is included in the total learning period).

### d. Disassociation Status

The maximum period of study in the Preparatory Program is 2 (two) academic years (see *Beykoz University Main Web Page Academic Sub-Link, Undergraduate and Associate Degree Regulations and English Preparatory Program Directive*). Students who fail to successfully complete the English Preparatory Program at the end of the second academic year but whose language of instruction is English (compulsory) are "dismissed" from the university. However, these students -unless otherwise specified in the relevant academic year legislation- have the right to re-register if they are successful in one of the language proficiency exams accepted by the University within three academic years after their dismissal.

For students who have been placed in a program whose medium of instruction is English by transfer within/outside the University, the duration of the Preparatory Program they were studying before their placement at the University is added to the duration of the Preparatory Program at the University; the total duration of the Preparatory Program at the old/new institution is a maximum of 2 academic years.



## XV. ABSENTEEISM

As the preparatory program is very intensive, students who are absent from classes will fall behind in what is being taught and studied, and therefore will not be able to achieve success in the weekly exams, major midterm exams and module exams. **Students are required to attend 80% of the classes for each module (see Table 13).** Except for health conditions **that require follow-up and** documented by a **committee** report and the death of a first-degree relative (mother, father, sibling) , all kinds of excuse documents and reports submitted are examined by the School of Foreign Languages Administrative Board. **Students** who have exceeded the absenteeism limit by more than 40% and who have not attended the classes and have not submitted a report without documenting it with any official document are **considered unsuccessful in the relevant semester and lose the right to attend the classes**; however, these students can benefit from the available studies and online courses. Even if they have participated in any online exam, this exam is considered invalid. For each new module, the attendance limit is re-applied. In other words, absences in one module will not be carried over to the next module.

FOR THE ACADEMIC YEAR 2023-2024	ABSENTEEISM LIMIT (LIMIT: 20%)	ABSENTEEISM LIMIT (UPPER LIMIT: 40%)
MODULE 1: 8 WEEKS	40	80
MODULE 2: 8 WEEKS	40	80
MODULE 3: 8 WEEKS	40	80
MODULE 4: 8 WEEKS	40	80
<p><i>*Absent hours from one module do not carry over to the next module!</i></p> <p><i>*Students who have more than 30% absenteeism may be allowed to attend the course and take the End of Module exam with a delegation report from a public hospital.</i></p>		

*Table 13- Attendance Limits for Each Module*

- Attendance requirement is 80%;
- Students with 20% - 39% absenteeism (without any documented excuse) may attend the classes but cannot take the end-of-module exam;
- Students who have more than 40% absenteeism (without any excuse to document a delegation report from a state hospital) cannot attend classes and fail the relevant module;
- Students who have 30% absenteeism (without any documented excuse) but have a grade point average of at least 80 and above will take the end-of-module exam;
- Students whose absenteeism rate exceeds 30% must submit a medical report (from a full-fledged state hospital) to the Preparatory Program Management before the deadline in order to take the final exam (see Appendix 3).

More detailed information can be found in *Article 17 and Article 18* of the English Preparatory Program Education and Training Directive and in the "Frequently Asked Questions (see Appendix 5)" page on the Beykoz-EPP School of Foreign Languages web page.

### **Health Reports and Make-up Exams**

Students who miss the exams and assessments given in the English Preparatory Program due to health problems and submit their medical reports on time will be given a make-up exam. The reports must be submitted within "5 (five)" working days; however, if the make-up exam is held on an earlier date, the reports must be notified to the English Preparatory Program administration via e-mail on the day they are received and the original document must be submitted to the administration at least two days before the exam date.

The day of the make-up exam is announced in the "exam calendar" published in the first week of the module; the place and time of the make-up exam are announced to the students one day before the day of the make-up exam.

**There is NO** make-up exam for each exam. Table 14 gives the names of exams with and without make-up exams.

<b>Exams with Make-up Exams</b>	<b>Exams with No Make-Up Exam</b>
Achievement Test (AcT) Midterm (Arasınan) End of Module (Modülsonu sınavı)	Project Task Online Task

*Table 14- Exams with/without Make-ups*

### *Taking a Make-up Exam*

***Important!!! Make-up exams cannot be made up.***

1. See the make-up exam date in the Exam Schedule on the notice boards.



2. Notify the administration by e-mail and telephone as soon as you receive your doctor's report on the day you are off sick. (yesimkurhan@beykoz.edu.tr; Contact no: 0216 912 22 52 Ext.: 402 or 411).



3. Learn the exact time and place of the make-up exam from the administration office.



4. On the make-up exam day be at the exam room with your Student ID card at least 15 minutes before the exam starts.



5. On the exam day, arrive at the test centre with your school ID card at least 20 minutes before the test. Find out the class you will take the exam in from the "List of Examinees" posted on the notice board at the entrance; remind the exam hall attendant about your class and the exam you will take; make sure that the exam given to you belongs to the exam you could not take; if there seems to be a problem, report it to the exam hall attendant. You will receive your exam result from the OIS within 1 week.

## XVI. LESSON PROGRAM

Classes are held in two or three sessions (morning/afternoon/afternoon group) depending on the number of students.

The sample course schedule for the 2023-2024 Academic Year is as follows. All levels have at least 20 hours of classes per week. At the beginning of the academic year, the School of Foreign Languages Directorate has the right to make changes to the program.

2023-2024 LESSON PROGRAM (MORNING SHIFT)					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st HOUR 09:00-09:40	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE
2nd HOUR 09:50-10:30	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE
3rd HOUR 10:40-11:20	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS
4th HOUR 11:30-12:10	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS

2023-2024 LESSON PROGRAM (AFTERNOON SHIFT)					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st HOUR 13:00-13:40	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE
2nd HOUR 13:50-14:30	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE
3rd HOUR 14:40-15:20	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS
4th HOUR 15:30-16:10	SKILLS	MAIN COURSE	SKILLS	MAIN COURSE	SKILLS

## XVII. TRANSPORTATION FOR SCHOOL OF FOREIGN LANGUAGES CAMPUS

Beykoz University School of Foreign Languages is located in Kavacık neighborhood of Beykoz district, Istanbul.

**Address:** Fatih Sultan Mehmet Caddesi Şehit Er Cengiz Karcıoğlu Sk. No: 7 Kavacık Beykoz Istanbul

### TRANSPORTATION

#### For those coming from the Asian side:

You can reach Beykoz University School of Foreign Languages Campus after a 10-minute walk by taking the **14M bus from Kadıköy** and getting off at **Kavacık Turnoff**.

Take the **Üsküdar-Ümraniye** Subway from **Üsküdar** and get off at **Bağlarbaşı** stop and exit at the exit of the Faculty of Theology. You can reach Beykoz University School of Foreign Languages Campus after a 10 minute walk by taking the bus number **14M** from the bus stop here and getting off at **Kavacık Turnoff**.

If you are coming from **Kartal, Maltepe, Pendik, Tuzla, you can** reach Beykoz University School of Foreign Languages Campus after a 10-minute walk by taking the bus number **500T** and getting off at **Kavacık Bridge** stop.

#### For those coming from the European side:

If you are coming from **Büyükdere, Beşiktaş, Avcılar, Küçükçekmece, Bahçelievler**, take any **metrobus**, get off at **Ayvansaray** and take the bus numbered **500T** on the left side; when you get off at **Kavacık Bridge** stop, you can reach Beykoz University School of Foreign Languages Campus after a 10-minute walk.

If you are coming from **Esenler, Bayrampaşa**, take the bus number **32M** and get off at **Mecidiyeköy**. From here, take bus **121B** and get off at **Kavacık Bridge (Kavacık Cemetery)** stop and you can reach Beykoz University School of Foreign Languages Campus after a 2-minute walk.

If you are coming from **Bağcılar, Güngören**, you can get on the **Kabataş-Bağcılar** tram and get off at **Cevizlibağ**, then take the **500T** bus and get off at the **Kavacık Bridge** stop to reach Beykoz University School of Foreign Languages Campus after a 10-minute walk.

Take the Taksim subway from **Taksim** and get off at **Mecidiyeköy** stop. From here, take the bus **121A** or **121B** and get off at **Kavacık Bridge (Kavacık Cemetery)** stop and you can reach Beykoz University School of Foreign Languages Campus after a 2-minute walk.

## APPENDIX 1: ACADEMIC CALENDAR

<b>BEYKOZ UNIVERSITY</b> <b>ACADEMIC YEAR 2023-2024</b> <b>SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR</b>	
<b>MODULE 1</b>	<b>DATES</b>
<b>ENGLISH PLACEMENT TEST (BEYKOZ-PLET)</b> (NEW ENROLLMENT to the university with YKS and enrolled in 2022-2023 and <i>REGISTERED AGAIN</i> )	<b>Monday, September 11, 2023</b> 10:00 a.m.
<b>ANNOUNCEMENT OF ENGLISH LEVEL DETERMINATION EXAM (BEYKOZ-PLET) RESULTS ON THE WEBSITE</b> (After 19:00) <a href="https://www.beykoz.edu.tr/icerik/1301-yabanci-diller-yuksekokulu-duyurular">https://www.beykoz.edu.tr/icerik/1301-yabanci-diller-yuksekokulu-duyurular</a>	<b>Tuesday, September 12, 2023</b>
<b>ANNOUNCEMENT OF STUDENTS TO TAKE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) ON THE WEBSITE</b> (After 19:00) (For students who are successful in the BEYKOZ-PLET exam and students who apply to English programs by transfer) <a href="https://www.beykoz.edu.tr/icerik/1301-yabanci-diller-yuksekokulu-duyurular">https://www.beykoz.edu.tr/icerik/1301-yabanci-diller-yuksekokulu-duyurular</a>	<b>Tuesday, September 12, 2023</b>
<b>ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	<b>Thursday, September 14, 2023</b> 10:00 a.m.
<b>ANNOUNCEMENT OF ENGLISH PROFICIENCY (BEYKOZ-PROF) EXAM RESULTS ON OIS PLATFORM</b> (After 19:00)	<b>Monday, September 18, 2023</b>
<b>ANNOUNCEMENT OF CLASS AND LEVEL INFORMATION OF STUDENTS WHO WILL STUDY IN ENGLISH PREPARATORY PROGRAM ON THE OIS PLATFORM</b> (After 19:00)	<b>Thursday, September 21, 2023</b>
<b>START OF MODULE 1 LESSONS</b>	<b>Monday, October 2, 2023</b>
<b>MIDTERM EXAM</b>	<b>Wednesday, November 1, 2023</b>
<b>DISCONTINUATION OF MODULE 1 CLASSES (FALL SEMESTER)</b>	<b>Wednesday, November 22, 2023</b>
<b>END OF MODULE 1 EXAM (EOM EXAM)</b>	<b>November 23-24, 2023</b> Thursday-Friday
<b>END OF MODULE 1 MAKE-UP EXAM (EOM MAKE-UP EXAM)</b>	<b>Monday, November 27, 2023</b>
<b>ANNOUNCEMENT OF THE END OF MODULE EXAM (EOM EXAM) RESULTS ON THE OIS PLATFORM</b> (After 19:00)	<b>Monday, November 27, 2023</b>
<b>ANNOUNCEMENT OF STUDENTS WHO WILL TAKE THE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) ON THE OIS PLATFORM</b> (After 19:00) (For students who are eligible to take the English Preparatory Program Module 1 Beykoz-PROF Exam)	<b>Monday, November 27, 2023</b>
<b>MODULE 1 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	<b>Tuesday, November 28, 2023</b> 10:00 a.m.
<b>ANNOUNCEMENT OF ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS ON OIS PLATFORM</b> (After 19:00)	<b>Wednesday, November 29, 2023</b>
<b>MODULE 2</b>	<b>DATES</b>
<b>START OF MODULE 2 LESSONS</b>	<b>Monday, December 4, 2023</b>

<b>MIDTERM EXAM</b>	Wednesday, January 3, 2024
<b>LAST DAY OF MODULE 2 LESSONS</b>	Wednesday, January 24, 2024
<b>END OF MODULE 2 EXAM (EOM EXAM)</b>	25-26 January 2024 Thursday-Friday
<b>END OF MODULE 2 MAKE-UP EXAM (EOM MAKE-UP EXAM)</b>	Monday, January 29, 2024
<b>ANNOUNCEMENT OF MODULE 2 FINAL EXAM (EOM EXAM) RESULTS ON THE OIS PLATFORM</b> (After 19:00)	Monday, January 29, 2024
<b>ANNOUNCEMENT OF STUDENTS TO TAKE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) ON OIS PLATFORM</b> (After 19:00) (For students who are eligible to take the English Preparatory Program Module 2 Beykoz-PROF Exam)	Monday, January 29, 2024
<b>MODULE 2 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	Tuesday, January 30, 2024 10:00 a.m.
<b>ANNOUNCEMENT OF ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS ON OIS PLATFORM</b> (After 19:00)	Wednesday, January 31, 2024
<b>MODULE 3</b>	<b>DATES</b>
<b>START OF MODULE 3 LESSONS</b>	Monday, February 5, 2024
<b>MIDTERM EXAM</b>	Wednesday, March 6, 2024
<b>LAST DAY OF MODULE 3 LESSONS</b>	Wednesday, March 27, 2024
<b>END OF MODULE 3 EXAM (EOM EXAM)</b>	Thursday-Friday March 28-29, 2024
<b>END OF MODULE 3 MAKE-UP EXAM (EOM MAKE-UP EXAM)</b>	Monday, April 1, 2024
<b>ANNOUNCEMENT OF THE END OF MODULE 3 EXAM (EOM EXAM) RESULTS ON THE OIS PLATFORM</b> (After 19:00)	Monday, April 1, 2024
<b>ANNOUNCEMENT OF STUDENTS TO TAKE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) ON OIS PLATFORM</b> (After 19:00) (For students who are eligible to take the English Preparatory Program Module 3 Beykoz-PROF Exam)	Monday, April 1, 2024
<b>MODULE 3 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	Tuesday, April 2, 2024 10:00 a.m.
<b>ANNOUNCEMENT OF ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS ON OIS PLATFORM</b> (After 19:00)	Wednesday, April 3, 2024
<b>MODULE 4</b>	<b>DATES</b>
<b>START OF MODULE 4 LESSONS</b>	Monday, April 22, 2024
<b>MIDTERM EXAM</b>	Wednesday, May 22, 2024
<b>LAST DAY OF MODULE 4 LESSONS</b>	Wednesday, June 12, 2024
<b>END OF MODULE 4 EXAM (EOM EXAM)</b>	June 13-14, 2024 Thursday-Friday
<b>END OF MODULE 4 MAKE-UP EXAM (EOM MAKE-UP EXAM)</b>	Monday, June 24, 2024

<b>ANNOUNCEMENT OF MODULE 4 FINAL EXAM (EOM EXAM) RESULTS ON THE OIS PLATFORM</b> (After 19:00)	<b>Monday, June 24, 2024</b>
<b>ANNOUNCEMENT OF STUDENTS TO TAKE ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) ON OIS PLATFORM</b> (After 19:00) (For students who are eligible to take the English Preparatory Program Module 4 Beykoz-PROF Exam)	<b>Monday, June 24, 2024</b>
<b>MODULE 4 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	<b>Tuesday, June 25, 2024</b>
<b>ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF) RESULTS ON OIS PLATFORM ANNOUNCEMENT</b> (After 19:00)	<b>Friday, June 28, 2024</b>
<b>MODULE 5 (PREP PT COURSE)</b> <b>*This module is optional. It is paid.</b>	<b>DATES</b>
<b>START OF MODULE 5 LESSONS</b>	<b>Monday, July 8, 2024</b>
<b>LAST DAY OF MODULE 5 LESSONS</b>	<b>Friday, August 2, 2024</b>
<b>MODULE 5 ENGLISH PROFICIENCY EXAM (BEYKOZ-PROF)</b>	<b>Monday, August 5, 2024</b>



## APPENDIX 2: BEYKOZ-SFL NON-NEGOTIABLE CLASS RULES

### **NON-NEGOTIABLE CLASS RULES AT BEYKOZ-SFL**

- Be punctual and come to the class in a timely manner, with all the necessary materials and materials (e.g. books, notebooks, dictionaries, pencils, erasers, etc.) and all preparations made. (Example: To have done the homework)
- Act as instructed by your teacher and as required by the course (Example: not attending class activities, not paying attention to the class & talking while your teacher or a friend is talking, sleeping, talking in Turkish, engaging in mobile phones and other technological equipment are NOT acceptable.)
- Be polite and respectful to both your teacher and friends. (Example: A humiliating and aggressive attitude that pushes the limits of respect, and continuing to be late for class are among UNACCEPTABLE behaviours.)
- Demonstrate academic honesty (for example: using others 'ideas, copying, and presenting others' work as homework is NOT acceptable.)
- Use it without damaging the school building and its objects. (Example: Use the belongings of yourself, your school and your friends without damaging them.)
- Do your best to become an exemplary student. ☺

**NOTE: Violation of these rules requires disciplinary action.**

## WHAT SHOULD I DO?

1. I need a "Student's ID".	You can click on "Documents" link on OIS online, choose your document, download it and print it out. (The document has wet-ink signature).
2. I lost/forgot my OIS password. What should I do?	Either by clicking on "I Forgot My Password" link on OIS homepage or by displaying your Student ID, you may receive your new password from English Preparatory Program Student Affairs.
3. I need to update my information on OIS.	You should fill out an update form by visiting Student Affairs.
4. How can I find out my total absenteeism and my grades?	You may learn that information on OIS. The absenteeism is entered on the system for each week on the days of Friday / Monday.
5. What happens if I exceed absenteeism limit?	The students who exceed the 20% limit of absenteeism on a module without any documented excuse lose their right to sit for (End of Module Exam) provided at the end of the module. The students who exceed the absenteeism limit at the rate of 40% and could not provide any sort of excuse document fail in the relevant module and lose the right to attend the classes; however, they can attend tutorial classes provided by Student Academic Counselling Unit- ACUT and online studies.
6. The information (grades, absenteeism) on my transcription has been filled inaccurately/deficiently.	You may contact with the Instructor of your course at once. The necessary action will be taken.
7. I am not allowed on class when I show up late.	The students who show up late to the class are not allowed in class and marked as "Absent."
8. I do not know the doctor's reports received from which hospitals are valid?	All the doctor's reports received from all the state and private hospitals opened with the permission of Ministry of Health, family medicine doctors...etc. are valid. However, for the students who has an absenteeism for 30% and above, only the "health committee reports" are valid.
9. Who and how will I submit my report to?	You can submit your report to English Preparatory Program / School of Foreign Languages Secretary (SFL- Campus 4 <sup>th</sup> Floor) with your student number, class and level code on and if there is, the name of the exam you will sit for the make-up exam of.
10. What is the deadline for the reports' submission?	Excuse documents must be submitted to the English Preparatory Program Student Affairs within 5 (five) days after the end of the excuse date. The documents which will be submitted in order to sit for the make-up exam must be submitted at the very least one day before the make-up exam without waiting for the document submission time.
11. Are the absenteeism with doctor's report are exempted from absenteeism immediately?	No; they are not exempted until the absenteeism excuses are negotiated by Academic Board at the end of the module.
12. I would like to participate in Academic Counselling Unit (ACUT) courses. What should I do?	You can inform your teacher so that he/she can enroll your name in the ACUT list. Certain programs are prepared for ACUT studies are submitted for the students' information. The student who requests for supplementary study has his/her name entered by Student Affairs Unit at the Preparatory Campus and thus gets a date. They may also request assistance for issues such as extra work sheets, ways of study and techniques for developing certain language skills from the instructors at ACUT.
13. Cambridge Learning Management System (CLMS)- I need technical information support for online courses and home assignments.	You can reach CLMS IT support by calling (No: 0850 611 03 03) or by e-mail (beykozitsupportgordionakademi.com) You can also get help from Tuncay Uğur and Associate Director Pinar Pamuk concerning your questions about technology.
14. If a health problem happens at school (me or a friend), what should I do?	Our infirmary at the Kavacak Preparatory Campus provides services during the working hours. The student is directed to the nearest health institution for emergencies or interventions that require expertise. For contact and detailed information: <i>Nurse: 444 25 69 (Ext.: 412)</i>

15. Who can I have a contact with social activities, clubs?	For detailed information and contact about the clubs and their activities; <i>Enes ÖZMEN (Vice Dir.): 444 25 69 (Ext.: 126) E-mail: enesozmen@beykoz.edu.tr</i> <i>Health, Culture and Sports Directorate web site: <a href="https://www.beykoz.edu.tr/icerik/748-sks-iletisim">https://www.beykoz.edu.tr/icerik/748-sks-iletisim</a></i>
16. I need an expert's counselling on issues such as adapting to university life, exam anxiety, eliminating anxiety.	You may consult to Psychological Guidance and Counselling Service at our Rectorate Campus. For detailed information and contact about the unit: <i>Telephone: 444 25 69 (Extension: 127)</i> <i>E-mail: pdr@beykoz.edu.tr</i>
17. I have lost my school ID / I have technical problems in entrance to the school's turnstiles with my school ID.	In case of loss or breakdown, please visit the Accounting Department at Kavacık Rectorate Building and inform them then visit the Student Affairs Unit at Kavacık Rectorate Building and you may solve your problem accordingly.
18. I have lost my property at school, what should I do?	Our school do not take any responsibility for lost property. For the forgotten property, you may visit the Security Office at the entrance and get information.
19. I want to find information (academic calendar, overseas programs, announcements...etc.) about Preparatory Program.	You may contact Preparatory Program Student Affairs (Tel: 444 2569); also, you must visit School of Foreign Languages Web Site at "Schools" link on the Home Page of Beykoz University.
20. How can I find English Preparatory Program Education and Exam Directive?	You may find the Preparatory Program Education, Teaching Exam Directive by clicking on "Academic" link on Beykoz University website Home Page and then "Directives" sub link.
21. How can I learn my course syllabus?	On Preparatory Program web site, along with your announcement of classes, levels and class code, course syllabus of the classes will be found on OIS at the beginning of the academic year. Also, our instructors will share the course syllabus on the first day of the academic year with the students and the course syllabuses will be shared on the announcement boards at the classes and floors.
22. I would like to actualize my activity idea and projects about English. What should I do?	You may submit your projects and ideas to Vice Director Pınar Pamuk with a petition or applying in person; it will be evaluated and you will definitely be given positive/negative feedback.
23. How can I request the re-evaluation of my exam?	You may state your requests for objection for exam results and/or reassessment of the exam to English Preparatory Program Vice Director. Pınar Pamuk with a petition. Our Testing and Assessment Unit will re-examine your exam and provide you feedback one on one/ via e-mail.

## APPENDIX 4: FREQUENTLY ASKED QUESTIONS

- ABOUT THE SCHOOL OF FOREIGN LANGUAGES
- EXEMPTION FROM ENGLISH PREPARATORY PROGRAM
- English Placement Exam (Beykoz-PLET) and English Proficiency Exam (Beykoz-PROF)
- ABOUT THE ENGLISH PREPARATORY PROGRAM
- ATTENDANCE AND REPORT SUBMISSION
- STUDENT INFORMATION SYSTEM (OIS)
- OPTIONAL STUDY IN ENGLISH PREPARATORY PROGRAM
- OPPORTUNITY TO LEARN ENGLISH ABROAD (ESL-A)
- ABOUT THE HEALTH CENTER AND PSYCHOLOGICAL GUIDANCE AND COUNSELING UNIT
- ABOUT STUDENT CLUBS

### ABOUT THE SCHOOL OF FOREIGN LANGUAGES

- **Which programs does the School of Foreign Languages consist of?**

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

- **Which students can attend the School of Foreign Languages programs?**

**The English Preparatory Program is attended by students** whose program language is English and who **cannot fulfill the requirements for** exemption from the English Preparatory Program, and by students whose program language is Turkish and **who wish to learn English voluntarily.**

**The Undergraduate-Associate Degree English Program** is for students who start taking courses in English in their departments at the university. The content of those courses is prepared by SFL.

**The Modern Languages Program** is for students who wish to take elective courses in languages other than English (such as German, Spanish, Italian). The content of those courses is prepared by the SFL program.

### EXEMPTION FROM ENGLISH PREPARATORY PROGRAM

- **Do all department students have to be successful (exempt) from the English Preparatory Program?**

No. However, students **whose program language is "English"** are required to be successful (exempt) from the English Preparatory Program.

- **What are the conditions to be successful (exempt) from the English Preparatory Program?**

Students **who enroll** at Beykoz University for the **first time** and **whose program is in English** are required to be proficient in English. However, in order to be exempt from the English Preparatory Program, it is sufficient to fulfill one of the following options.

- **To be successful in the Beykoz-PROF (English Proficiency) Exam:** Taking the English Proficiency (Beykoz-PROF) Exam given by SFL and getting the required score for exemption **(at least 60 points);**
- **Language proficiency exams given by ÖSYM:** To have **at least 60 points** from YDS, e-YDS and YÖKDİL foreign language (English) proficiency exams given by ÖSYM;
- **Internationally recognized language proficiency exams:** Submit a certificate from internationally recognized exams accepted by the Beykoz University Senate and taken within the last 2 years **(TOEFL 72 and above, Pearson PTE Academic 55 and above, CAE C and above);**

- **Proof of education received abroad:** Based on the date of admission to the university, submit a document(s) showing that at least the **last 3 years of education** in a country where English is spoken as the official language or mother tongue, in educational institutions attended by the citizens of that country (such as high school, university certificate/diploma);
- **Submission of exemption certificate(s) from other universities:** Submit the document(s) showing that the Preparatory exemption requirements set for the students of other universities whose program language is 100% English have been fulfilled and that they have been successful in the English Preparatory Program (Transfer students must also submit their transcripts showing that they have attended the department courses until the date they apply; the validity period of this exemption for students from Turkish programs is 2 years).
- **Is there a chance for me to be exempt from the English Preparatory Program and continue with the department courses during the academic year?**

Yes. Students who complete the B2 level of the English Preparatory Program with an end-of-module average score of 80 or above and students who pass the Beykoz-PROF Exam given during the year are considered to have successfully completed the English Preparatory Program (exempt) and start taking courses **from their departments** in the following module / semester. In addition, students who submit that they are successful in one of the external language proficiency exams accepted by the Senate are also entitled to take courses from their departments in the following semester.

### **English Placement Exam (Beykoz-PLET) and English Proficiency Exam (Beykoz-PROF)**

#### **1. How can I take the Beykoz-PROF Exam?**

It is a PREREQUISITE for newly enrolled students who wish to take the Beykoz-PROF Exam to pass the English Placement Test (Beykoz-PLET) at least at B1 level. Students who miss the Beykoz PLET exam given at the beginning of the academic year can take the English Score exam prepared by the British Council and submit the certificate showing their B1 or B2 level. Beykoz University students can get a certificate for \$15 with a special discount coupon (25%) provided to them.

#### **2. In which periods and how many times is Beykoz-PROF applied?**

It is administered 5 times at the beginning of the academic year, at the end of Fall (Modules 1 and 2) and Spring (Modules 3 and 4) modules. (Module 5 is a summer module. If it is opened, PROF exam is given there as well).

#### **3. Can everyone take the Beykoz-PROF Exam given at the beginning of the academic year and the Beykoz-PROF Exam given during the academic year?**

No, no, no.

The Beykoz-PROF Exam, which is given at the beginning of the academic year, can be taken by students who are **newly enrolled at the University and** have passed the Beykoz-PLET Exam at level B1 and have a level of B2 in the module they are studying. B2 is the exit level. For this reason, the student is expected to successfully complete the B2 level first.

#### **4. How can I find out where and when I will take the Beykoz-PLET Exam?**

Upon completion of the registration process at the university, students will be given a written text indicating the place, date, time and explanations about the exam. In addition, all these important dates are included in the English Preparatory Program Academic Calendar. You can access the calendar on our website.

#### **5. How can I find detailed information about Beykoz-PLET and Beykoz-PROF Exams?**

You can find information about these exams **on the** School of Foreign Languages Preparatory Program **web page**.

English Preparatory Program instructors will be available at the English Preparatory Program Registration Desk to provide explanations to students. **It is very important to obtain information about the exams** at these desks once the enrollment phase is completed.

#### **6. Does Beykoz University provide courses for Beykoz-PLET and Beykoz-PROF Exams?**

Module 5 is a summer program called PREP-PT. However, this program is for students who have completed the previous modules with us but have not been successful.

In addition, these exams can be prepared by using test books prepared for exams such as YDS, e-YDS, TOEFL.

#### **7. I was successful in the optional English Preparatory Program. Can I use my exemption right in the English Preparatory Program if I settle to Beykoz University again with DGS?**

The validity period of the English Preparatory Program exemption in programs whose medium of instruction is Turkish is **2 (two) years**. If the program is continued without losing a year, you can benefit from this exemption right.

However, if you have transferred to an English-language program with DGS and have not previously studied a preparatory program or cannot submit a valid exam certificate, you will be subject to the same conditions that apply to other students.

### **ABOUT THE ENGLISH PREPARATORY PROGRAM**

#### **1. Who can attend the English Preparatory Program classes?**

English Preparatory Program courses are compulsory for students who are enrolled in a department at our University whose **program language is English** and who cannot fulfill the English Preparatory Program exemption requirements.

If students whose **program language is "Turkish"** wish to attend English Preparatory Program courses, they are required to notify the University Registrar's Office during their enrollment at the University (Optional Student quota).

#### **2. Is the English Preparatory Program a year-round system?**

No, no, no.

**"Modular system"** is applied in the English Preparatory Program. There are **5 modules** in the program: Fall Semester 1st and 2nd module, Spring Semester 3rd and 4th module and Summer Session 5th module (paid-optional).

The teaching time is 8 weeks for Modules 1, 2, 3 and 4 and approximately 6-8 weeks for Module 5.

#### **3. At what level will I start the academic year in the English Preparatory Program?**

The results of the Placement Examination (Beykoz-PLET), which is held at the beginning of the academic year and is compulsory for all enrolled students, is a sufficient criterion that shows which class you should be in the program.

#### **4. What does it mean to "succeed" in a module?**

Being successful in a module means that the student can continue to the higher level classes in the next module from the levels studied in that module. Students who complete the level of English they are studying with an average **score of at least "65 (sixty-five) and above"** are considered "successful" in the relevant module. (*Note: Provided that they are not absent...*)

#### **5. What are the exams given in the module and their weights?**

The table below is a sample table. The work on point weights is carried out separately for each academic year and may vary according to the academic calendar and needs.

**PORTFOLIO WORK (30%): 30 points / 100 points**

- \* Achievement Test (AcT): 5 points
- \* Online Task: 15 points
- \* Project Task: 10 points

**MIDTERM (MIDTERM; 20%): 20 points / 100 points**

(Vocabulary, Grammar, Reading, Listening, Writing)

**COURSE PARTICIPATION GRADE (PARTICIPATION; 20%): 20 points / 100 points**

**END OF MODULE EXAM (END OF MODULE EXAM; %30): 30 points / 100 points**

(Vocabulary, Grammar, Reading, Listening, Writing, Speaking)

**To take the end of module exam:**

- **Not exceeding the absenteeism limit (20%)**

- The Directorate of the School of Foreign Languages may make changes to the exams, scores, weights, exam types, names, etc. in accordance with the level and module requirements. Within the first week of each module, the exams and exam dates for that module are announced to the students.

**ATTENDANCE, REPORT SUBMISSION**

**1. How many hours of instruction is provided in the English Preparatory Program per week?**

English Preparatory Program students attend **20** hours of **in-class** classes per week in accordance with their level. In addition to in-class classes, students are provided with **online** homework. Students are also given the opportunity to receive one-on-one and/or group academic support and additional materials from the "Student Academic Counselling Unit" (**ACUT**).

**2. Is it compulsory to attend classes?**

Attendance. In order to be successful in the module, it is necessary to "attend **at least 80% of the lessons**" and to score at the desired level in the exams given. Students who cannot attend their classes regularly will have problems in following the ongoing program. **The student is responsible for making up the lessons that cannot be attended.**

**3. Do I have the right to be absent?**

"Absenteeism" should **not be considered as a right**, but as an obligation for situations that cannot be excused, and absences should not be taken unless it is compulsory and/or urgent. Students **are responsible for** tracking their absences used in compulsory situations **through the Student Information System (OIS).**

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

Students who exceed the **20%** absenteeism limit within a module without any excuse documents accepted by the Senate **will lose the right to take the final exam** at the end of the module. Students who exceed the **40%** absenteeism limit and cannot provide any valid excuse documents will fail the relevant module and lose their right to attend the course. Students who exceed the absenteeism limit by **30%** or more due to health reasons must submit **a delegation report from a public hospital to the Preparatory Program Student Affairs within the excuse/report submission period.** (For detailed information, see Beykoz University English Preparatory Program Education and Training Directive Article 17)

### **5. Does my absence in one module affect another module and/or academic year?**

No. Absences in one module are not carried over to the next module; the absence period starts again in the new module.

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

Excuse documents must be submitted to the English Preparatory Program Student Affairs **within 5 (five) working days** after the excuse date. The documents to be submitted to take the excuse exam must be submitted at the latest one day before the excuse exam, without waiting for the document submission deadline.

### **7. Are students informed about the English Preparatory Program at the beginning of the academic year?**

Yes. "English Preparatory Orientation Program" is held at the beginning of the academic year. Detailed information is given and students' questions are answered. Participation is **MANDATORY**.

## **STUDENT INFORMATION SYSTEM (OIS)**

### **1. Where can I find out my absenteeism and exam grade information?**

You can find this information by logging into the Student Information System (OIS).

### **2. How can I access OIS?**

When students register to the university for the first time, the Registrar's Office provides them with a **letter containing the username and password** to enter the system. Students can log in to the system by going to the link <https://ois.beykoz.edu.tr>.

## **OPTIONAL STUDY IN ENGLISH PREPARATORY PROGRAM**

### **1. I was placed in a department whose program language is Turkish. Why should I attend the English Preparatory Program?**

Although your program language is Turkish, it is recommended that you learn English because...

- When you want to participate in the Erasmus Student Exchange Program, an English Proficiency Exam is required,
- When you want to participate in international programs such as AFS, Mevlana or joint programs with universities abroad or do your internship abroad, it is advantageous to have a sufficient level of English;
- When you graduate, you can apply for a job as a qualified foreign language speaker;
- If you wish to double major or minor, you may also be eligible to apply to programs in English;
- If you are an associate degree student, you can benefit from the English Preparatory Program exemption right if you are placed in an English program at our university with the Vertical Transfer Exam at the end of your second year.
- You can keep your English skills at a high level by getting the chance to attend B2 and above level English classes offered in your department.

### **2. What should I do to study in the optional English Preparatory Program?**

When you enroll at the University for the first time, you must notify the University Registrar's Office of this request and receive information about it.

### **3. If I attend the English Preparatory Program voluntarily, do I have to be exempt from the program?**



No. At the end of the 1st Academic Year, **all successful or unsuccessful English optional students start their 1st** year courses in their departments. Students who are unsuccessful in the first academic year but wish to continue the English Preparatory Program in the following academic year must submit a petition to the University Registrar's Office.

**4. Is it compulsory to attend the optional English Preparatory Program for one academic year?**

No. Optional Preparatory Program students may leave the English Preparatory Program at the end of the fall semester and start their courses in the spring semester if they are unsuccessful. Students **must notify** the University Registrar's Office with a petition **at least 15 days before the end of the fall semester**; otherwise, they will be assigned to English Preparatory Program classes in the spring semester and cannot start their courses in their departments.

**OPPORTUNITY TO LEARN ENGLISH ABROAD (ESL-A)**

**1. Do I have the opportunity to learn English abroad?**

Yes. Students who wish to complete their English Preparatory Program education at a language school abroad (program language is Turkish and/or English) may attend the English Program of EF Language Schools in the USA and the UK. In order to be exempt from the English Preparatory Program of Beykoz University after successfully completing their English programs abroad, students whose program language is English must be successful in the Beykoz-PROF Exam or submit external language proficiency certificates accepted by the University Senate for exemption from the English Preparatory Program.

**2. What are the benefits of studying abroad?**

Students studying abroad not only learn English quickly; they also have the opportunity to meet people from different cultures.

**3. Where can I get detailed information about opportunities to learn English abroad?**

For contact and detailed information:

Ebru AYTAŇ (International Relations Manager): 0216 912 22 52

E-mail: [international@beykoz.edu.tr](mailto:international@beykoz.edu.tr)

**HEALTH CENTER AND PSYCHOLOGICAL GUIDANCE AND COUNSELING UNIT**

**1. If I have a health problem, who can I turn to for help?**

Our Health Center, located on the Kavacık School of Foreign Languages Campus, provides service during working hours. In emergencies or for specialized interventions, students are referred to the nearest health institution. For contact and detailed information:

Infirmary 0216 912 22 52

**2. What should I do if I have problems adjusting to a new institution, environment, etc. or need personal guidance when starting university?**

Undergraduate Programs can benefit from the services of the Psychological Guidance and Counseling Service located on our campus. For detailed information and contact information:

Telephone: 0216 912 22 52

E-mail: [pdr@beykoz.edu.tr](mailto:pdr@beykoz.edu.tr)

**ABOUT STUDENT CLUBS**

**1. I would like to participate in social activities, take up hobbies. What should I do?**

You can become a member of the University's Student Clubs and participate in their activities. For detailed information about the clubs and their activities and for communication;

Enes ÖZMEN (Manager):0216 912 22 52 E-mail: [enesozmen@beykoz.edu.tr](mailto:enesozmen@beykoz.edu.tr)

## APPENDIX 5: LETTER OF COMPLAINT



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

ABOUT THE APPLICATION	EXPLANATION
Date:	
Student Name-Surname:	
Student No:	
Student Program:	
Prep Program Level:	
Prep Program Class Code:	
Contact No:	
<p><i>Please write here about the complaint(s) in details (date, people involved, the event, etc.) you would like to inform.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Any solution attempt before? If yes, please specify:</b></p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Student Signature</p> <p>The date of meeting with the student: _____</p> <p>The person/people who deal(s) with the complaint: _____</p> <p>Name(s)-Surname(s): _____</p> <p>Action(s) Taken: _____</p> <p>Result: _____</p> <p>/ Signature(s): _____</p>	

## APPENDIX 6: REQUEST/LETTER OF EXCUSE



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

ABOUT THE APPLICATION	EXPLANATION
Date:	
Student Name-Surname:	
Student No:	
Student Program:	
Prep Program Level:	
Prep Program Class Code:	
Contact No:	
<i>Please write here about the thing(s) you would like to inform.</i>	
<hr/> <hr/> <hr/> <hr/> <hr/>	
Student Signature	
The date of reply: _____	
The person who deals with the letter: _____	
Name-Surname: _____	
Signature: _____	