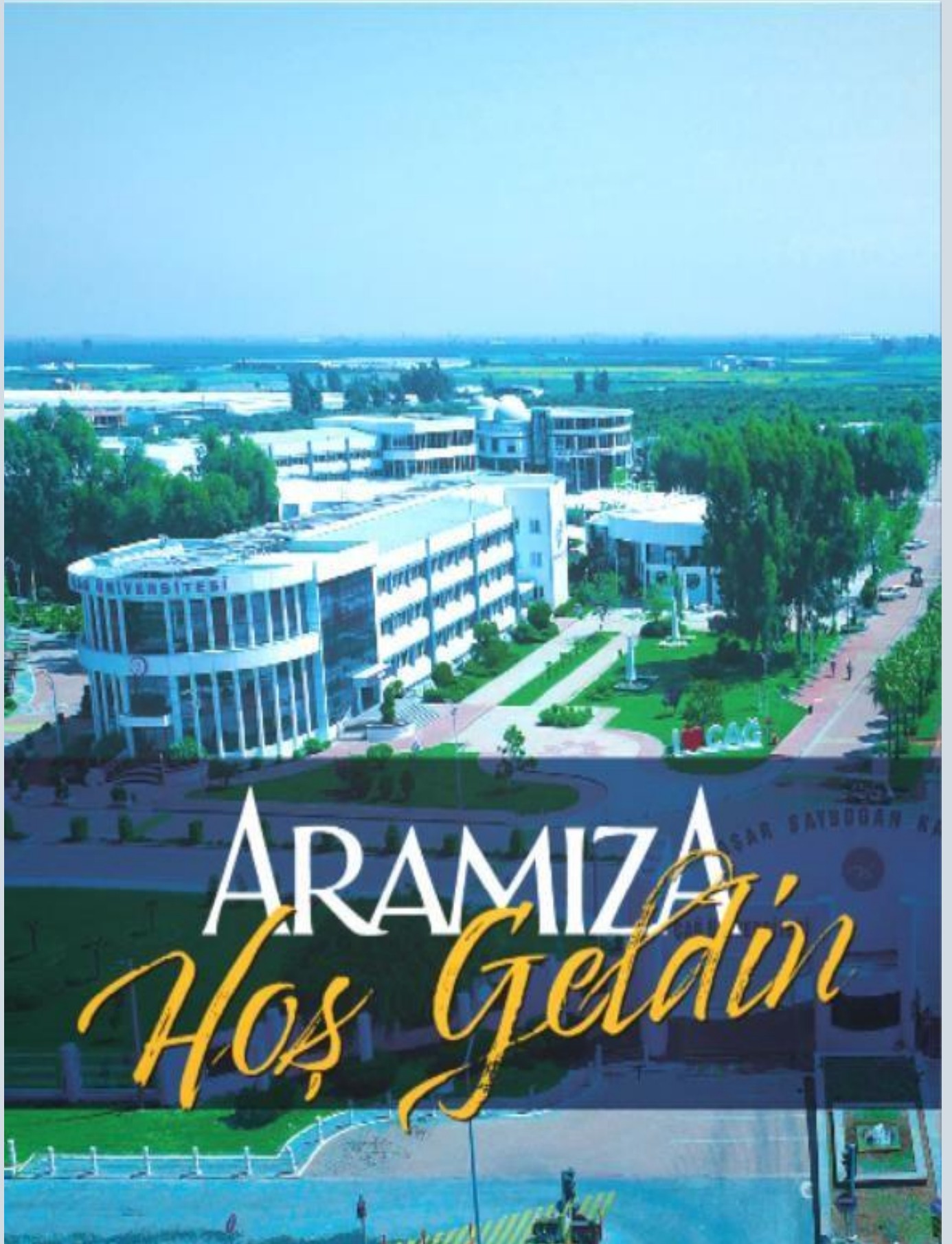




ARAMIZA

Hoş Geldin

ÇAĞ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY
PROGRAM STUDENT BOOKLET





TABLE OF CONTENTS

Message from Our Director

Message from Our Director 7

Administration at School of Foreign Languages 8

Mission and Vision of School of Foreign Languages 9

Courses..... 10

1) What is the period of education? 10

2) How many hours of classes do I have per week? 10

3) What are the course contents? 10

Main Course 10

Reading and Writing Course 11

Listening and Speaking Course 12

4) Do I need to use the course book with the unique code?..... 13

5) Student – Lecturer Office Hours..... 13

Attendance Requirement 13

6) What is the attendance requirement? 13

7) Will I be marked absent if I don't attend class or leave before the end of the course? 13

8) If I obtain a medical report for the days I don't attend class, will it reduce my attendance status? 13

9) Under what circumstances can I be considered on leave? 14

Exams and Grading System..... 14

10) How does grading system work? 14

11) Midterm Assessment System 15

12) End-of-Year Assessment System..... 15

13) Where can I find the information for an exam schedule and holidays? 16

14) What should we pay attention to during exams? 16

15) What happens if I miss mid-term exams (Achievement Tests) due to illness?..... 16

Proficiency Exam and Exemption..... 17

16)	Who can take the proficiency exam at the end of the fall semester?	17
17)	Who can take the proficiency exam (final exam) at the end of the spring semester?	17
18)	What happens if I fail the final exam at the end of the spring semester?	17
19)	Who is exempt from the proficiency exam?	17
Education of Summer School.....		18
20)	Who can register for the education of summer school?	18
21)	Is the education of summer school fee-based?	18
Suspension and Termination of Enrollment Procedures		18
22)	How is the suspension of enrollment procedures carried out?	18
Campus Life		18
23)	Campus Life	18
24)	Department for Students with Disabilities	18
25)	Psychological Counseling and Guidance Services.....	19
26)	Learning and Teaching Center	20
27)	Student Clubs	20
28)	Student Rights and Responsibilities	20
29)	Student Disciplinary Procedures.....	20

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Dear Students,

Welcome to English Preparatory Program at Çağ University.

The booklet has been prepared to inform you towards how to follow requirements, and from which unit at the School of Foreign Languages for requesting help to meet requirements.

Assist. Prof. Dr. Semiha KAHYALAR GÜRSOY

Director of the School of Foreign Languages



Message from Our Director

Dear Students,

Welcome to an exciting journey where you will share in the richness of language and culture, develop your communication skills, and embrace new experiences. We are thrilled to have you embark on this enjoyable learning adventure.

As the School of Foreign Languages, we are committed to advancing our vision of equipping our students with essential foreign language skills and supporting their academic and professional success in a globalized world. I am pleased to share that we are steadfastly moving forward toward achieving these goals.

Our school adopts a modern and progressive educational philosophy that prioritizes the development of essential skills such as critical thinking, problem-solving, creativity, and communication.

Through this approach, we aim to provide various learning opportunities that will not only strengthen the language skills you need in your departments but also enhance your real life skills.

These opportunities are designed to help you actively participate in all interactive environments and foster a lifelong habit of using and learning foreign languages. With inspiration drawn from your passion for learning and determination, we embark on this new chapter together. With the education and support we will provide, you will discover and develop your individual potential. In our classrooms and events, you will have the chance to refine your language skills while experiencing cultural diversity through the opportunities offered by technology. We are delighted to guide you on this journey and witness your achievements. With your high motivation and participatory spirit, we are here to help you exceed your dreams and further develop yourself on the international stage.

Welcome once again to Çağ University.

Dr. Öğr. Üyesi Semiha KAHYALAR GÜRSOY

Director of the School of Foreign Languages

Administration at School of Foreign Languages

Director, [Dr. Öğr. Üyesi Semiha KAHYALAR GÜRSOY](#)

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Mission and Vision of School of Foreign Languages

Vision:

The vision of the School of Foreign Languages at Çağ University is to equip students with the foreign language skills required in a globalized world and enable them to succeed in their academic and professional lives. To achieve this vision, the School of Foreign Languages considers the following objectives:

- To help students understand different cultures and effectively communicate with people from diverse backgrounds.

- To contribute to the development of students' critical thinking, problem-solving, creativity, and communication skills.

- To increase students' motivation to learn foreign languages and instill in them the habit of lifelong language learning.

- To provide students with sufficient language knowledge and skills in widely spoken foreign languages such as English, German, French, Spanish, and Russian.

Mission:

The mission of the School of Foreign Languages is to achieve these objectives through the following activities:

- To offer high-quality foreign language education using contemporary teaching methods and techniques.

- To work with competent and experienced academic staff.

- To provide students with rich and diverse learning opportunities.

- To remain open to continuous improvement to meet the needs and expectations of students.

Courses

1) What is the period of education?

The School of Foreign Languages aims to equip students with the English language skills necessary to follow their undergraduate degree. Students who enroll at our university but cannot provide proof of English proficiency or fail the English Proficiency Exam must undergo a compulsory one-year English Preparatory Program.

2) How many hours of classes do I have per week?

Class hours at the School of Foreign Languages are determined at the beginning of each academic year based on the levels, students' needs, and the planning of our school after the arrangement of class groups. Accordingly, students' weekly class hours are arranged to be between minimum of 18 and a maximum of 23 hours.

3) What are the course contents?

Main Course: The Main Course in the English Preparatory Program is designed to help students develop the language skills necessary for successful academic study in English. This course places particular emphasis on academic English and aims to enhance students' listening, speaking, reading, and writing abilities.

The curriculum broadly covers grammar and vocabulary development, academic writing, critical reading and comprehension, oral communication and presentation skills, as well as listening comprehension. Additionally, students are offered materials and activities that familiarize them with the cultural nuances of English-speaking environments.

Alongside language skills, the course also supports students in developing study skills, time management, and other strategies that will help them meet the academic expectations of their undergraduate programs. The overall goal is to equip students with the linguistic and academic competencies necessary for success in their chosen fields after transitioning to their degree programs.

Reading and Writing Course: The English Preparatory Program Reading and Writing Course is designed to develop students' academic reading and writing skills in English. It focuses on building the essential abilities required for effective written communication in academic contexts. The key components of the course are outlined below:

- **Paragraph and Essay Structure:** Students learn how to organize their writing effectively, including the structure of paragraphs and essays. The course covers the introduction, body, and conclusion of an essay, as well as the use of appropriate transitions between ideas.
- **Academic Vocabulary:** Emphasis is placed on expanding students' academic vocabulary. The course also introduces the use of formal and contextually appropriate terminology in academic settings.
- **Research Skills:** The Writing Course introduces students to basic research skills, including how to locate and evaluate academic sources and integrate information into their writing.
- **Critical Thinking and Analysis:** Students are encouraged to develop their critical thinking skills and their ability to analyze and synthesize information. They learn how to express and support their own ideas while responding to and evaluating others' viewpoints.
- **Editing and Revision:** The importance of revising and editing to improve written work is emphasized. Students are trained to make corrections for grammar and style, as well as to enhance clarity and coherence in their writing.
- **Genre Awareness:** Students are introduced to various academic writing genres such as research papers, essays, reports, and summaries.
- **Individual and Group Projects:** The course provides opportunities for students to gain practical experience through individual and group writing projects, allowing them to apply the skills they have learned.

Overall, the Reading and Writing Course in the English Preparatory Program is designed to equip students with the writing skills necessary for success in their undergraduate studies.

Listening and Speaking Course: The Listening and Speaking course in the English Preparatory Program focuses on developing students' verbal communication skills and their ability to understand Global Englishes. It is also designed to build confidence in interactions and to improve listening comprehension, which is crucial for their academic success. The main components of the course are outlined below:

Listening Skills

- Academic Listening: Students practice listening to lectures, presentations, and discussions by gaining experience in academic environments that they will encounter in their undergraduate programs.
- Note-Taking: Teaching effective note-taking strategies is a key focus of the course, and helps students figure out the important scores and details from verbal content.
- Listening for Details and Main Ideas: Exercises are provided to help students identify both the main idea and details in various listening activities.
- Authentic Listening Materials: The course includes real-world materials such as podcasts, news clips, interviews, and academic lectures to expose students to different accents and speaking paces.

Speaking Skills

- Pronunciation and Fluency: Students work on improving their pronunciation, stress, intonation, and rhythm to produce more natural and fluent speech in verbal English.
- Public Speaking: The course often includes presentations and public speaking tasks, helping students develop their confidence and ability to effectively communicate in front of others.
- Debate and Discussion: Students participate in pre-determined debates and discussions on academic or general topics to improve their speaking and critical thinking skills.
- Casual and Academic Conversations: Role-playing exercises and speaking practice focus on both informal and academic dialogues, helping students navigate real-life interactions and classroom discussions.
- Group Work and Collaboration: Collaborative speaking tasks help students develop their communication and teamwork skills in group settings.

Overall, the Listening and Speaking course in the English Preparatory Program is designed to equip students with the necessary listening and speaking skills to succeed in their undergraduate programs.

4) Do I need to use the course book with the unique code?

Students are required to obtain the course books because the unique codes assigned to each student via the digital platform of the course books are needed to complete online assignments.

5) Student – Lecturer Office Hours

During working hours, the lecturer is available to meet with students who wish to consult outside of class time on a pre-determined day and time. The office hours are announced to students by the lecturer at the beginning of the semester.

Attendance Requirement

6) What is the attendance requirement?

Students are required to attend at least 80% of the total class hours. They are also allowed absence depending on their levels:

A1: 112 hours

A2: 101 hours

B1: 90 hours

7) Will I be marked absent if I don't attend class or leave before the end of the course?

Attendance is compulsory, so if a student misses a class for any reasons or leaves the class before it ends, they will be marked as absent.

8) If I obtain a medical report for the days I don't attend class, will it reduce my attendance status?

- The days students are on medical leave, are not reduced from their absences. Medical reports are only used to reschedule missed exams. The reports must be submitted to the **Directorate of School of Foreign Languages (secretariat) within 3 working days** after the end of the student's excuse period. For the reports to be considered valid, they must be obtained from **state or research hospitals**. Reports issued by **private hospitals** are **not accepted as valid**.

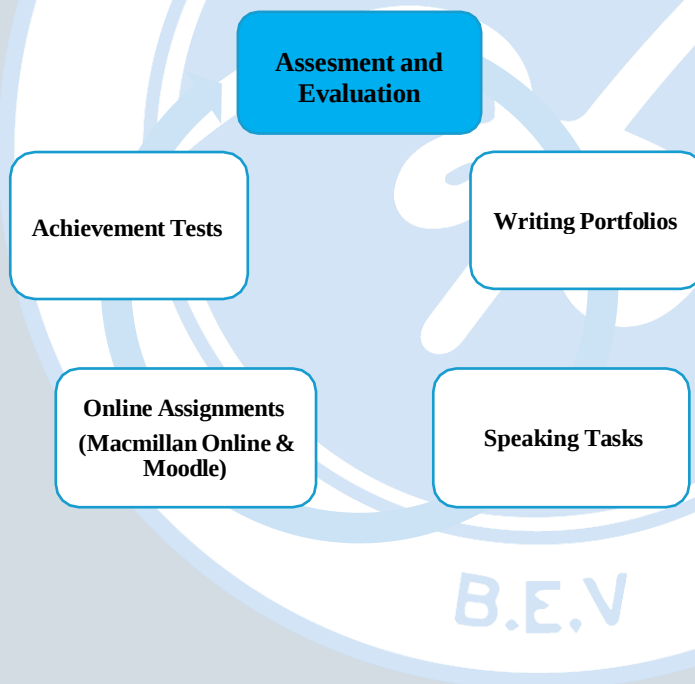
9) Under what circumstances can I be considered on leave?

Students must submit a written request clearly stating their reasons to the Directorate. After the evaluation by our institution, the result will be shared with the student.

Exams and Grading System

10) How does grading system work?

During the academic year of English preparatory program, the grading system covers students' knowledge, skills, and competencies by analyzing exam results, gathering students feedback, and receiving lecturer feedback. In this context, the objective is to assess students' knowledge and skills through the exam results, classroom activities, and students' presentations.



11) Midterm Assessment System

Assessment Type	Fall Semester		Spring Semester	
	Percentage (%)	Number of assignment	Percentage (%)	Number of assignment
Achievement Tests	20	2	20	1
Writing Portfolios	10	1	10	1
Speaking Tasks	10	1	10	1
Online Assignments (Moodle)	5	-	5	-
Online Assignments (Macmillan Online)	5	-	5	-

The portfolio contents and the number of assignments will be shared in the course syllabus.

12) End-of-Year Assessment System

First Semester						
+	50%	+	Final Exam	50%	=	Passing Grade: <u>60</u>
Spring Semester						

As shown in the table, the assignments and exams throughout the academic year constitute 50% of the overall grade, while the final exam makes up the remaining 50%. In this context, the exams, assignments, and projects you complete during the year contribute to your overall success grade. Students who fail to meet this requirement are required to attend summer school.

13) Where can I find the information for an exam schedule and holidays?

You can find exam dates and holidays under the Academic Calendar section on the School of Foreign Languages, Çağ University website. Additionally, you can follow all updates regarding the School of Foreign Languages in the Announcements section.

14) What should we pay attention to during exams?

- Students must bring their student ID cards with them to the exams.
- Students are required to take their exams on the specified date, time, and in the designated rooms announced on the School of Foreign Languages, Çağ University website.
- During the exam, students should not communicate with lecturers except in mandatory situations, such as addressing mistakes on the exam papers.
- Necessary actions will be taken against students who disrupt exam rules, interfere with the exam process, or refuse to follow the instructions of exam officials.
- Students caught cheating by the proctor will be removed from the exam room, and the proctor will document the incident. This report will be submitted to the School of Foreign Languages Administration where further action will be taken.

15) What happens if I miss mid-term exams (Achievement Tests) due to illness?

Midterm exams, known as Achievement Tests, are conducted School of Foreign Languages at Çağ University and scheduled in advance. Students who miss an exam must provide a doctor's note documenting their excuse and submit it to the School of Foreign Languages Administration within three working days of the report's end date. In this case, a make-up exam will be designed.

Proficiency Exam and Exemption

16) Who can take the proficiency exam at the end of the fall semester?

All students who meet the attendance requirements can take the exam. Students who pass will begin their academic program in the following spring semester, while those who do not pass will continue attending the English preparatory program's spring semester courses.

17) Who can take the proficiency exam (final exam) at the end of the spring semester?

All students who meet the attendance requirements by the end of the spring semester are eligible to take the final exam at the end of the spring semester.

18) What happens if I fail the final exam at the end of the spring semester?

Students who fail the final exam at the end of the second semester can either attend the summer term or take the proficiency exam at the beginning of the next academic year.

19) Who is exempt from the proficiency exam?

The following students are exempt from the foreign language proficiency and placement exam:

- Those who have completed their secondary education in schools attended by citizens of a country where English is the native language.
- Those who have successfully passed a score set by the Senate in central foreign language exams or internationally recognized foreign language exams approved by YÖK.

The equivalencies are as follows:

Exam Type	Minimum Score	Validity Period
TOEFL(Internet Based Test)	84	2 years
YÖKDİL/YDS	70	5 years
PTE Academic	71	2 years
CPE	C	Unlimited
CAE	B	Unlimited

- Students who have successfully completed the foreign language preparatory class at higher education institutions where the language of instruction was fully or partially in English, up to 10 (ten) years prior to their registration date (The documents of these students are reviewed and decided upon by the Foreign Languages School Board).

Education of Summer School

20) Who can register for the education of summer school?

All students who have not suspended their enrollment have failed the course are eligible to attend the summer term.

21) Is the education of summer school fee-based?

The summer term is fee-based. The summer term is fee-based. The fee is determined and announced annually by the Board of Trustees.

Suspension and Termination of Enrollment Procedures

22) How is the suspension of enrollment procedures carried out?

- Suspension of enrollment procedures
A written request is submitted to the Directorate of School of Foreign Languages. If the request is accepted, the student must pay half of the full tuition fee if they apply suspension of enrollment procedures for the entire academic year.

Campus Life

23) Campus Life

Çağ University, built on an area of 500,000 m², offers students a vibrant campus life with a range of facilities including 3 Faculties, a Higher Vocational School, a Social Sciences Institute, 10 research centers, a planetarium, a library, seven computer labs, a state-of-the-art finance lab, e-commerce and logistics labs, an applied psychology lab, classrooms and lecture halls, a moot court, a health center, 5 canteens, a dining hall, 4 cafeterias, a game room, a fitness center, outdoor and indoor sports fields (e.g. basketball, volleyball, tennis, golf, soccer, bocce), a festival area, a service area, forest area, a culture-art center (e.g. theater hall, open-air theater, exhibition hall), student club rooms, and a copy center. All of these contribute to offering students a campus life away from the noise of the city. Students can visit [our website](#) for further information about the campus facilities.

24) Department for Students with Disabilities

Çağ University's Department for Students with Disabilities (EÖB) works to ensure that the students can participate in academic and social life on equal terms with all other

individuals, offering full and effective inclusion. In compliance with the legal regulations set by the Higher Education Council, the department supports students' academic, social, physical, and psychological processes. Students and academic staff in the department identify the students' needs regarding classroom arrangements, lessons, assignments, exams, materials, equipment, etc., and ensure the necessary adaptations are implemented. Students with a disability report can apply to the EÖB to benefit from their rights. The Department for Students with Disabilities operates under the Rectorate of Çağ University.

25) Psychological Counseling and Guidance Services

At Çağ University, the Psychological Counseling and Guidance (PCG) Unit has been established to support the psychological well-being of our students and staff. The primary goal of this unit is to contribute to individuals' personal, social, and academic development.

The PCG services provide support to students in coping with various challenges they may encounter throughout university life, such as stress, adaptation difficulties, the transition from adolescence to adulthood, identity exploration, increased responsibilities, interpersonal relationship problems, and family-related issues.

Through these services, the aim is to facilitate students' adjustment to the university environment, help them develop coping skills for the problems they experience, and support them in gaining greater self-awareness. The PCG Unit adheres to the principle of confidentiality while strengthening students' psychological resilience and promoting self-insight.

Students and staff of Çağ University can benefit from the services of the unit free of charge.

Those who wish to request an appointment from the Psychological Counseling and Guidance Unit can apply via the [Online Communication System](#).

26) Learning and Teaching Center

Çağ University Learning and Teaching Center operates with the aim of enhancing students' academic achievement, supporting their learning processes, and helping them develop effective study skills. The center offers various academic support programs, workshops, and individual counseling services to assist students in overcoming challenges they may encounter during their learning journey.

These services include topics such as time management, effective note-taking, exam strategies, academic writing, presentation skills, and motivation development.

In addition, the center organizes seminars, training sessions, and sharing activities for academic staff to improve teaching and learning processes, with the overall goal of enhancing the quality of education at the university.

Students of Çağ University can participate free of charge in the events, seminars, and individual support programs organized by the Learning and Teaching Center. To make an appointment or to view the event schedule, you can visit the unit's page on the university website.

27) Student Clubs

All information and announcements related to Student Clubs can be accessed through the [Student Clubs Union](#).

28) Student Rights and Responsibilities

You can access the regulations for Çağ University Foreign Language Education and Teaching, and Foreign Languages Preparatory Training on the relevant [website](#).

29) Student Disciplinary Procedures

The matters subject to disciplinary procedures and the related processes are defined in [Article 54 of the Higher Education Law No. 2547](#), and all disciplinary procedures are carried out in accordance with this article.