

# 2023 - 2024 Student Handbook



Yaşar University

School of Foreign Languages

English Preparatory Class

[ydy.yasar.edu.tr](http://ydy.yasar.edu.tr)

*Dear students,*

*Welcome to Yaşar University! You are about to experience one of the most important periods of your life – university education. We are excited to be a part of this experience during your studies at English Prep Class. We have drafted this handbook in the hope that it will provide you with useful information about the Prep Class and Yaşar University so that you can benefit from every opportunity available to you. Here you will find information about the courses at the Prep Class, student life on campus, services available to you and our expectations from you as a student.*

*We have determined the content of the handbook considering the questions frequently asked by our students so far; however, if you have any further questions, please do not hesitate to contact us.*

*We wish you success during your Prep Class and university education!*

*School of Foreign Languages*

*Prep Class Instructors*



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## 1. MISSION & TEACHING PHILOSOPHY OF THE PREP CLASS

### MISSION

The Mission of Yaşar University English Preparatory Class is to deliver high-quality English Language instruction to its students who are non-native speakers of the language. The Intensive English Program aims to furnish students with essential language skills to pursue their studies in their subsequent departments and/or programs as well as communicate effectively in their future social and professional lives.

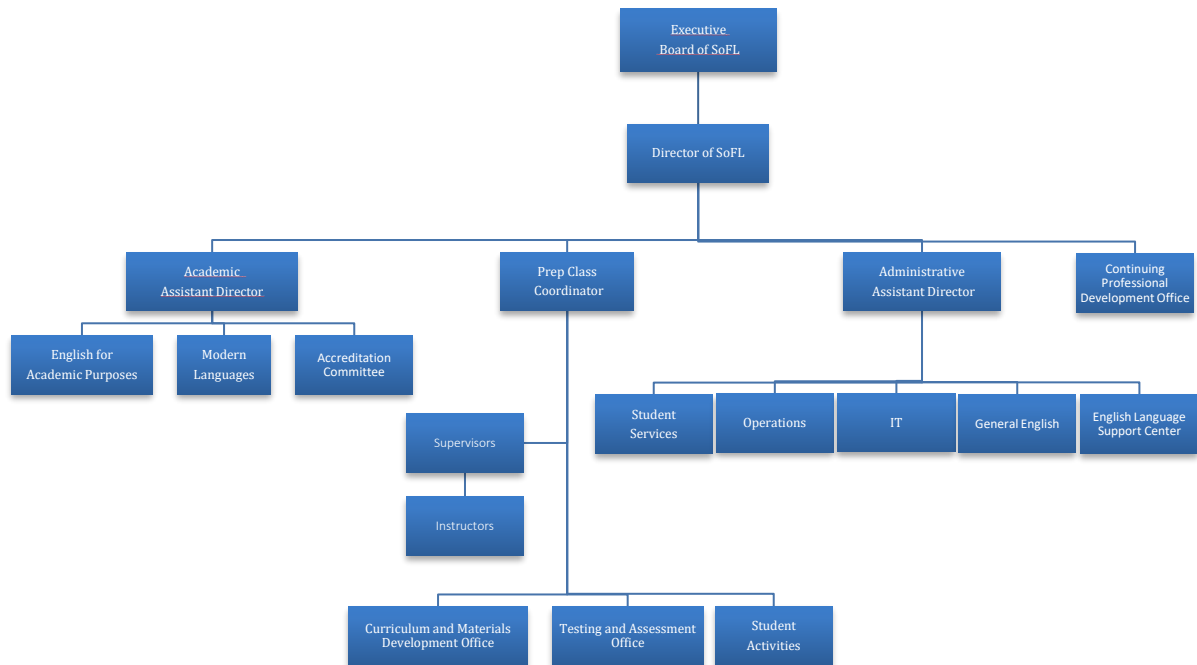
### TEACHING PHILOSOPHY

The Prep Class is fully committed to offering quality language instruction to its learners in a learner-centered environment. Recognizing that each language learner has individual preferences and need to act in the language, the Prep Class puts emphasis on learners attaining mastery in all four skills and gaining linguistic and communicative competence. In addition to these goals, the instructors in the Prep Class constantly seek and apply a variety of language teaching methods and techniques that are compatible with the materials, learners, and the curriculum to promote self-directed learning. In order to involve and empower learners to achieve their educational goals, instructors act as facilitators and guides of the learning process where the learners are encouraged to make the most of curricular and co-curricular activities.

It is also paramount that all stakeholders in the Prep Class are committed to learning by acknowledging and respecting personal differences and preferences. Through the application of this teaching philosophy, the Prep Class strives to create a rewarding learning experience.

**In the event of any conflict between Turkish law and the policies & procedures in this Student Handbook, Turkish law shall prevail. The School of Foreign Languages reserves all rights to make changes to the Handbook where appropriate.**

## 2. PREP CLASS ORGANIZATIONAL STRUCTURE





### 3. CAMPUS MAP



YAŞAR UNIVERSITY SoFL PREPARATORY CLASS 2023-2024 ACADEMIC CALENDAR		
	FLAT* 1	11-12.09.2023
	FLAT 1 (RETAKE)	18.09.2023
	PLACEMENT TEST	21.09.2023
TRACK 1	CLASSES BEGIN	02.10.2023
	CLASSES END	08.12.2023
TRACK 2	CLASSES BEGIN	18.12.2023
	HOLIDAY (NEW YEAR'S DAY)	01.01.2024
	SEMESTER BREAK BEGINS	22.01.2024
	FLAT 2	23-24.01.2024
	FLAT 2 (RETAKE)	31.01.2024
	SEMESTER BREAK ENDS	09.02.2024
	CLASSES END	15.03.2024
TRACK 3	CLASSES BEGIN	25.03.2024
	HOLIDAY (EID)	09-10-11-12.04.2024
	HOLIDAY (NATIONAL SOVEREIGNTY AND CHILDREN'S DAY)	23.04.2024
	HOLIDAY (LABOUR AND SOLIDARITY DAY)	01.05.2024
	CLASSES END	07.06.2024
	FEAST OF SACRIFICE	16-17-18-19.06.2024
	FLAT 3	24.06.2024
	FLAT 3 (RETAKE)	01.07.2024
SUMMER SCHOOL	CLASSES BEGIN	09.07.2024
	HOLIDAY (DEMOCRACY AND NATIONAL UNITY DAY)	15.07.2024
	CLASSES END	27.08.2024
	FLAT 4	28.08.2024

**\*FLAT:**  
FOREIGN  
LANGUAGE  
ACHIEVEMENT  
TEST FOR  
ENGLISH PREP  
CLASS

\*FLAT: FOREIGN LANGUAGE ACHIEVEMENT TEST FOR ENGLISH PREP CLASS

## 1. STUDENT SERVICES AND FACILITIES

### FOOD SERVICES

On Selçuk Yaşar Campus, there are two lunch halls (one in T Building), a canteen, a café and two kiosks selling hot & cold drinks. Fresh food is served between 11.30 and 14.00 in the lunch hall, and throughout the day in the café.

### HEALTH SERVICES

Health services are carried out under the supervision of the Department of Health, Culture and Sport. In our Health Center, a doctor (8.00-17:30) and two nurses (08:00-17:30) are present for service. If you have any health problems, you can have examinations and emergency aid free of charge. If you have a private health insurance policy, you can get your prescriptions from the pharmacies covered by your policy. For emergency cases, appropriate first aid will be provided and transportation to a hospital will be arranged if necessary. Foreign students must have health insurance from their country. The health examinations and treatments of the sports teams of our university are done in the health center. Sportsmen's health reports are also provided by this service. For more information: <https://sks.yasar.edu.tr/en/>

### SPORTS CENTER

New sports center is going to open in the 2023-2024 academic year. For more information: <https://sks.yasar.edu.tr/en/>

### LIBRARY AND INFORMATION CENTER

Yaşar University Library and Information Center aims to support the academic research of students and academic staff. The Center is regularly updated with scientific, intellectual and electronic publishing collections from Turkey and around the world. In addition to this, the Information Center aims to preserve and make available all intellectual property developed at the University for the benefit of current and future University members.

**Working Hours:** On weekdays during the educational season: 08:30-22:00

On Saturdays during the educational season: 09:00-17:00

On weekdays during exam weeks: 08:30-24:00

On Saturdays during exam weeks: 09:00-17:00

On weekdays during the summer break: 08:30-18:00

A study area on the ground floor of the library is available for use at all times.

For further information: <https://library.yasar.edu.tr/en/>

#### UNISTORE (COPY CENTER)

You can purchase your supplementary materials and photocopies as well as plotter print outs, stationery, GSM and PC accessories from Unistore Copy Center. It is also the sales point of licensed Yaşar University products (sweatshirt, scarf, keyholder, T-shirt, flag, hat etc.).

#### ACCOMMODATION

Izmir offers a variety of types of accommodation for students. This includes Yaşar University dormitory for those who want to experience university life to the fullest extent.

The University Dormitory is located near Selçuk Yaşar Campus in Bornova. It is within walking distance of Selçuk Yaşar Campus, Ege University, Tepecik Eğitim ve Araştırma Hospital, Forum Bornova Shopping Center and IKEA. It is also just 2 km from the city center and 20 km from the airport. There are 8 floors with single (17 m<sup>2</sup>), double (17 m<sup>2</sup>), and triple (24 m<sup>2</sup>) rooms. The number of double rooms is 191 and there are 6 triple rooms. Every room has its own bathroom, toilet, mini fridge and phone. The rooms are well-furnished (bed, desk, chair, bookshelf, wardrobe, shoe cupboard for each person). There is also a wireless internet connection throughout the building. The other facilities of the dormitory are the café, dining hall, shop, laundry, ATM, infirmary, study rooms, TV room, table tennis, and treadmills. The dorm has a central-heating system and hot water is available 24/7. The rooms are cleaned by cleaning staff once a week. The common areas are cleaned every day. Breakfast, heating, air conditioning, water and electricity, 24-hour hot water, cleaning and bedding are included. Meals other than breakfast are not included in the accommodation fee.

Erasmus students, the other foreign students who apply to the University and students from other universities in Izmir may also be accommodated in the dormitory. However, Yaşar University does not guarantee a place in the dormitory for every student.

For more information please visit: <https://yurt.yasar.edu.tr/en/>

#### STUDENT CLUBS

We strongly encourage all Yaşar University students to join clubs. Participation in clubs can enrich your academic and personal experience in university. In a club you will have the chance to develop yourself in a social environment and gain necessary experience for your professional lives.

There is a variety of clubs (nearly more than 40) related to departments, as well as sports, dance, and hobby clubs. New clubs can be added according to student demand. You can find detailed information about clubs at: <https://sks.yasar.edu.tr/en/>

#### STUDENT ACTIVITIES ORGANIZED BY THE PREP CLASS

There is a variety of activities that you can attend on and outside the campus such as cooking contests, quiz nights, movie clubs, writing clubs, conversation clubs, parties, etc. Please note that it is at your discretion to take part in co-curricular activities and other social events organized by the Prep Class. You are advised to attend the ones that are suitable for your level. You can follow the co-curricular activities via our website, social media accounts, notice boards and through the announcements made to you by your instructors. If you would like to have more information about these activities, please contact Gizem Özgirgin.

Gizem Özgirgin: [gizem.ozgirgin@yasar.edu.tr](mailto:gizem.ozgirgin@yasar.edu.tr)

**(Prep Class Student Activities Office, Room: 441, 4<sup>th</sup> floor, Building Y).**

#### OBS (PREP CLASS STUDENT INFORMATION SYSTEM)

You can find information about your attendance and grades on OBS. The system is used by all Yasar University students. In order to log in, please go to <https://obs.yasar.edu.tr/>

#### ACADEMIC ADVISORS FOR PREP CLASS STUDENTS

All Prep Class students have an academic advisor to whom they may consult about academic issues. The academic advisor of the students are the instructors that teach Integrated Skills (IS) lesson in their classes. IS lesson may be taught by two different instructors with different number of teaching hours, so your instructor with the most hours of IS lessons is your academic advisor.

The main objective of academic advisors is to guide their students through possible difficulties or challenges while learning a foreign language. In this case, you may meet your advisor on a regular basis. The advisors are primarily responsible for offering suggestions and/or solutions to help you achieve academic success. In the case of any non-academic or personal issues, academic advisors will direct you to the right place.

Advisors are available during their office hours, which are announced at the beginning of each track. If you want to meet during those times or another, you should make an appointment with your advisor.

In addition to your academic advisor, you may also visit any of your instructors during their office hours for help and advice in respect to your studies. The list of their available times is posted on the Prep Class website.

#### PSYCHOLOGICAL COUNSELING AND GUIDANCE CENTER

This center provides a variety of services to help Prep Class students deal with any challenges and difficulties they may face. The center is designed to help you understand yourself better, benefit from your own strengths, create and maintain satisfying relationships, improve your academic performance, and make satisfying career, educational and professional choices.

Individual or group psychological counseling is provided to develop skills in specific areas such as managing exam anxiety, anger and stress. This type of counseling is also used to help students solve their psychological problems. Students are assisted in developing self-awareness, independence, and self-direction in specific areas such as interpersonal relationships, self-esteem, growth and well-being. These services also help to identify potential problem areas for students and prevent those from occurring. Furthermore, students with low academic achievement are supported by identifying the causes of their problems and are assisted to help resolve them.

Privacy, confidentiality and respect are the working principles of the counseling services. It is a free service for all Prep Class students and Prep Class Faculty Members. Appointments should be made with the center in advance. In order to contact psychological counselor and make an appointment by filling in the form, please go to <http://sks.yasar.edu.tr/pdr/>

#### DISABLED STUDENTS COUNSELING CENTRE

Selçuk Yaşar Campus in Bornova has been constructed taking into consideration the needs of disabled students so that they may benefit from University facilities without difficulty. In addition, the Disabled Students Counseling Centre provides personal assistance to discuss students' special needs and possible solutions to their individual problems. For more information please refer to **eob@yasar.edu.tr**. Newly registered students can contact the centre by delivering a **Student Information Form** on: <https://eob.yasar.edu.tr/en/>

#### INTERNATIONAL STUDENTS

International relations and activities such as developing and administering student and faculty exchange programs of Yaşar University are coordinated by the International Relations Office in Selçuk Yaşar Campus. The Office is also responsible for administering scholarship and financial aid plans for students who wish to study at the University. The International Relations Office is happy to assist foreign students during their visa and residence permit application processes.

Selçuk Yaşar Campus also hosts a European Union Research Center, which enables the University to effectively participate in EU Research and Education Programs such as Life Long Learning/Erasmus, YOUTH, Jean Monnet, Marie Curie and others.

The International Relations Office and the European Union Research Center cooperate on issues concerning foreign students and offer continuous support to students during their academic life at Yaşar University.

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CONTACT INFORMATION FOR THE INTERNATIONAL RELATIONS OFFICE:

Y Building, 1<sup>st</sup> Floor

Website: <http://international.yasar.edu.tr/>

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CONTACT INFORMATION FOR THE EUROPEAN UNION RESEARCH CENTER:

Y Building, 1<sup>st</sup> Floor

Website: <http://euc.yasar.edu.tr>

#### COMPLAINTS

Most problems that arise in the Prep Class can be sorted out informally. However, in cases where this is not possible, there is a formal system for making a complaint. For information on making a formal complaint, please see the “Complaint Policy and Form” in Annex 4. In addition, being an institution accredited by Commission on English Language Program Accreditation (CEA), anybody may make a complaint directly to the CEA in the event of non-compliance with any CEA standard. Details of how to make a complaint to the CEA are listed on the SoFL website: <https://ydy.yasar.edu.tr/en/>

#### TRANSPORTATION

Selçuk Yaşar Campus is located in an easily accessible district. The “Bölge” metro station is right across the Selçuk Yaşar Campus. However, the University is also easily accessible by motorway or from Izmir’s ring road.

## WHERE TO GO – WHO TO ASK

Problem	Where to go- who to ask	Room	Extension Number
Attendance Exams Health reports Formal Student Complaints Grade Appeals	Assistant to the Director of SoFL <ul style="list-style-type: none"> <li>Günseli Ergüney <a href="mailto:günseli.erguney@yasar.edu.tr">günseli.erguney@yasar.edu.tr</a></li> </ul>	Y 541	9800
Academic Issues	Your Academic Advisor		
Academic issues you cannot solve with your academic advisor	The Prep Class Supervisor who is responsible for your class (At the beginning of each track, the list of Supervisors and classes they are responsible for will be published on the notice boards in classrooms and on the web site) <a href="https://ydy.yasar.edu.tr/en/">https://ydy.yasar.edu.tr/en/</a>	Y 509	
	<ul style="list-style-type: none"> <li>Demet Sarıkaya <a href="mailto:demet.sarikaya@yasar.edu.tr">demet.sarikaya@yasar.edu.tr</a></li> </ul>		9805
	<ul style="list-style-type: none"> <li>Burcu Ulusoy Özkeçeci <a href="mailto:burcu.ozkececi@yasar.edu.tr">burcu.ozkececi@yasar.edu.tr</a></li> </ul>		9826
	<ul style="list-style-type: none"> <li>Yasemin Çelik <a href="mailto:yasemin.celik@yasar.edu.tr">yasemin.celik@yasar.edu.tr</a></li> </ul>		9918
	<ul style="list-style-type: none"> <li>Özlem Devrim <a href="mailto:ozlem.devrim@yasar.edu.tr">ozlem.devrim@yasar.edu.tr</a></li> </ul>		9878
	<ul style="list-style-type: none"> <li>Zeynep Sağ <a href="mailto:zeynep.sag@yasar.edu.tr">zeynep.sag@yasar.edu.tr</a></li> </ul>		9898
Issues about Classrooms and Physical Conditions of Prep Class	Administrative Assistant Director of SoFL – Buğra Çiftçi <a href="mailto:bugra.ciftci@yasar.edu.tr">bugra.ciftci@yasar.edu.tr</a>	Y 539	9823
Transcripts	Student Affairs Office <a href="https://oim.yasar.edu.tr/en/">https://oim.yasar.edu.tr/en/</a>	Y, Ground Floor	7070
Deferment	Faculties		

**Meeting with the Director of SoFL:** If you would like to meet Aylin Atacan, the Director of SoFL, you can make an appointment with Günseli Ergüney, the Secretary of the SoFL.



## 2. STUDENT RIGHTS AND RESPONSIBILITIES

### STUDENT RIGHTS

The Prep Class recognizes that it is the students' right to have

- access to academic and/or non-academic opportunities provided for students at the Prep Class.
- equal opportunities regardless of religion, race, language, gender, color, age, ethnicity or disability.
- a fair Prep Class judicial process whenever applicable.
- freedom of thought and expression subject to applicable policies, rules and laws of YÖK and the Prep Class.

The Prep Class is a community in which each individual can exercise freedom of inquiry, expression and thought. However, the exercise of this right requires respect for the rights of all at the Prep Class. The Code of Student Conduct has been formulated to promote high standards of behavior within the Prep Class. Intentional disruption of lessons, destruction of property and interference with the orderly process of the University cannot be tolerated. Prep Class students are expected to behave in a way that is consistent with the function of the Prep Class as an educational institution.

### CODE OF STUDENT CONDUCT

The purpose of this Code of Student Conduct is to foster and protect the Prep Class Mission and to provide a safe and secure learning environment for students. It provides a statement of the Prep Class' expectations of you, its students, and prohibited acts in respect to academic matters and personal behavior. Any violations of the Code of Student Conduct may result in discipline such as being marked absent, dismissal from a class, or taking disciplinary action.

### EXPECTATIONS FROM STUDENTS

1. You must be respectful to the classroom environment and be tolerant to different opinions.
2. You are expected to avoid distractions such as using mobile phones, eating and drinking in class without permission and irrelevant conversation. You should also mentally prepare yourselves for learning and resist emotional reactions and boredom.

3. The Prep Class encourages a caring environment for everyone. Therefore, you are expected to be considerate about how your behavior may affect others. You should be willing to help other students when necessary.
4. You must keep yourself informed about the course and instructor expectations. You should come to class prepared and organized. You are expected to bring all the course materials with you.
5. You must attend classes regularly and on time. Students who are late for the lesson will not be admitted as it is distracting for the class. Late-comers should wait for the next session.
6. You are expected to be communicative with your instructors and express your concerns and complaints in a respectful manner.
7. You must be honest and fair in your dealings with Faculty Members. You should act ethically in the preparation, conduct and submission of academic work; you should also avoid any behavior that would unfairly affect another student academically.

#### ACTS PROHIBITED

It is your responsibility to avoid any improper behavior or attitude throughout your education at the Prep Class. Furthermore, you are expected to maintain the highest standards of academic honesty at all times. These acts include but are not limited to:

- cheating – intentionally using or trying to use unauthorized materials and information in any academic exercise
- fabrication – intentional and unauthorized falsification or invention of any information in an academic exercise
- facilitating academic dishonesty – intentionally helping or attempting to help another to violate any provision of this conduct
- plagiarism – the adaptation or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgement
- class disruption– causing disturbance on purpose and continuing to do so
- bribery – attempting to give bribes for academic advantage and/or other personal benefits
- disrespectful behavior
- providing false information to the Prep Class

- theft and robbery
- destruction of Prep Class property
- physical or verbal assault
- gambling within the premises of the Prep Class
- smoking inside the institutional buildings and within the non-smoking areas in campus.
- possession or use of dangerous items such as guns, fireworks and explosives.
- appearance in class drunk or under the apparent influence of drugs or alcohol
- use of another student's ID card
- attempting to restrict the freedom of learning and/or teaching
- violating the peace and order of the Prep Class
- participating in and/or encouraging actions such as boycotts or occupations

#### ATTENDANCE

- Students who attend classes regularly show better performance than students who do not. It is your responsibility to regularly attend your classes. All student absences are recorded regardless of the reason for the absence. Students who are absent for more than 20% (160 hours) of the total Prep Class program will automatically forfeit the right to take the end of year FLAT in June. If a student misses more than 80 hours of class in the first semester, s/he cannot take the FLAT in the middle of the academic year. In addition, if a student misses more than 53 classes in a track, s/he cannot take the final retake. **(The number of absences allowed in order to take these exams may differ for some international students registering in different periods. Those students are informed regarding the absence limits allowed for them during their orientation.)**
- Students who have lost the right to take the FLAT exam at the end of the academic year as a result of exceeding 160 hours of absenteeism are still permitted to attend summer school. The summer school is offered subject to sufficient student demand. Absences are recorded during summer school. If a student misses more than 20% of the lessons, s/he cannot take the summer school FLAT.
- Students who miss courses due to health problems have to prove their condition with a committee medical report. A committee medical report is given by three doctors and

confirmed by a head doctor. Committee medical reports only cover the days that the student was absent. Medical reports, on the other hand, only cover the Midterm Examination, Final Examination and the FLAT. Students should submit their medical reports to the secretary of SoFL within 5 working days of the ending of the medical report in order to sit for the examination that has been missed. For quizzes or IS portfolio, reports are not accepted.

## **ATTENDING CLASSES REGULARLY IMPROVES YOUR ACADEMIC PERFORMANCE!**



## EXAM GUIDELINES

- The duration of Listening quizzes changes from 20 to 40 minutes depending on the listening material and the level and Speaking quizzes last 5-10 minutes for each student. The Placement Test lasts 90 minutes. Mid-term and final exams last 150 minutes. FLAT exams last 180 minutes.
- Quizzes - once quiz papers are delivered to the classes, no latecomers are permitted to enter the classroom.
- Mid-term and final exams – students are permitted to enter the exam up to 10 minutes after the start of the exam. No student who is more than 10 minutes late for the exam will be admitted.
- FLAT and Placement Test begin with the *Listening* section. This section requires a high degree of concentration. For this reason, late-comers need to wait for the Listening section to end in order to enter the exam. Late-comers will be admitted to the exam only for 10 minutes after the Listening section ends. Students will not be admitted to the exam if they are later than 10 minutes.
- During quizzes students may leave when they have finished. During mid-term, final, the Placement Test and FLAT exams, no student may leave before the first 30 minutes or during the last 15 minutes of the exam. In addition, in all exams, the last two students remaining in the exam room must wait for each other. Toilet breaks are not allowed in quizzes and exams.
- Cheating in any form is not tolerated. If a student is found cheating or attempting to cheat during an exam the proctoring instructor shall take their paper and require the student to leave the classroom without delay. Further disciplinary action will then follow.
- Cheating and attempting to cheat are treated as the same offence. Cheating includes (but is not limited to):
  - talking to other students
  - looking or attempting to look at the paper of another student or students
  - referring to any written materials which are not part of the official exam papers
  - using or looking at a mobile phone (including to check the time)
  - sharing or requesting to share materials, including pencils and erasers, with other students

**NOTE:** In the Placement Test taken prior to admittance into the Prep Class, we suggest that you leave blank answers to any questions about which you have no idea about. This will help prevent you from being misplaced into a class at the start of the year.

#### DISCIPLINARY MEASURES

If a student is found in violation of the Code of Student Conduct and/or any university policy, one or more of the following actions may be carried out. These are:

- warning: Students are warned in writing about their behavior and are required to be more careful about their behavior and attitudes.
- reprimand: Students are warned in writing that their behavior has been found offensive and at fault.
- suspension for a period between one week and one month: The student is notified in writing that he/she is suspended from the Prep Class for a period of time and cannot benefit from his/her rights as a student during the time of suspension.
- suspension for one or two semesters: The student is notified in writing that he/she is suspended from the Prep Class for one or two semesters, and he/she cannot benefit from the services and facilities of the Prep Class during this period.
- expulsion from higher education institutions: The student is notified in writing that he/she is permanently expelled from all Turkish higher education institutions.

### 7. GENERAL POLICIES AND PROCEDURES

#### ADMISSIONS & REGISTRATION

The University admits students in accordance with YÖK regulations. Students must comply with the University's registration procedures following admittance. The procedures for registration are attached (see annex 1).

#### EQUAL OPPORTUNITIES POLICY

The Prep Class values diversity and strives to provide an environment of equality and respect for its students, employees and community. They do not discriminate against any person on the basis of race, religion, sex, age, disability, ancestry or sexual orientation. All decisions regarding recruitment, admission of students, registration and termination are based solely on merit. This

policy applies to all aspects of the Prep Class. Complaints regarding any failure to comply with this policy should be filed in accordance with the Student Complaint Policy.

#### DISABILITY POLICY

It is the policy of the Prep Class, in accordance with the Equal Opportunities Policy, not to discriminate on the basis of any physical or learning disability. Qualified individuals with a disability shall not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity or service of the Prep Class solely by reason of their disability. Each qualified individual with a disability who meets the academic standards required to enroll in the Prep Class shall be provided with equal access to educational opportunities appropriate to his/her needs.

#### CONFIDENTIALITY OF RECORDS

Under the Educational Rights and Privacy Act and provisions of Turkish law relating to the disclosure of public records, the Prep Class treats all information about students confidentially. This includes taking all necessary precautions to prevent unauthorized disclosure of the records in question. The Testing and Assessment Office is responsible for the confidentiality of exam records.

#### SMOKING POLICY

Yaşar University is committed to the health and well-being of its students, faculty, staff and visitors. Smoking within the Prep Class buildings, including classrooms and washrooms, is strictly prohibited. In addition, Selçuk Yaşar Campus has adopted the Smoke Free Air Act, which protects building occupants from exposure to secondhand smoke. According to the policy, smoking is prohibited within the Selçuk Yaşar Campus except the designated areas (both inside and outside of the buildings).

Those who wish to smoke must use the designated outdoor areas or leave the campus.

#### SUBSTANCE-ABUSE POLICY

Yaşar University recognizes that the illegal and abusive use of alcohol or drugs by members of the University puts others' safety and academic success at risk. You are prohibited from using, having or helping others to use or get alcohol or illegal drugs on University property. Students who violate this policy may be suspended or expelled from the University.



YasarPrepClass





## 8. COURSE DETAILS

In Prep Class courses, students will learn English through integrated skills lessons and specific skills lessons. Every track students will have four to five different instructors. This means that they are exposed to a wide range of teaching styles, accents and personalities.

### INTEGRATED SKILLS

Through this course, students will study the general components of the target language, including grammar and vocabulary usage. The emphasis is on students' learning and understanding and then producing in the target language. Students will have the chance to practice the target language with course books, worksheets, extra activities and dialogues.

### READING (READING AND COMPREHENSION)

Students will develop their reading and comprehension skills by focusing on reading strategies, and vocabulary through this course. Reading materials such as scientific texts, short stories, literary texts, articles, poems and newspaper articles are all level-based.

### WRITING

The objective of this course is to help students develop their writing skills. In addition to class activities, homework assignments and formative assessment tasks are given in order to develop and improve their writing skills.

### LISTENING AND SPEAKING

In this course, students will improve their listening comprehension and speaking skills with the help of course books and interactive materials such as videos and recordings. These activities are followed by discussions and presentations. Formative assessment tasks are also given in order to improve listening and speaking skills.

LESSON ALLOCATION FOR EACH LEVEL IS AS FOLLOWS:

Level	Weekly hour allocation				
Elementary	*IS+L&S	Reading	Writing	IS Portfolio	
	16	4	4	2	
Level	Weekly hour allocation				
Pre-Intermediate	*IS+L&S	Reading	Writing	IS Portfolio	
	16	4	4	2	
Level	Weekly hour allocation				
Intermediate	IS	Reading	Writing	L&S	IS Portfolio
	10	4	6	4	2
Level	Weekly hour allocation				
Upper-Intermediate	IS	**Reading & Writing		L&S	IS Portfolio
	8	8		8	2
Level	Weekly hour allocation				
Advanced	IS	**Reading & Writing		L&S	IS Portfolio
	8	8		8	2

*\* In Elementary and Pre-Intermediate levels, Integrated Skills lesson and Listening & Speaking lessons are combined.*

*\*\*In the Upper-Intermediate and Advanced levels, Reading and Writing lessons are combined.*

#### COURSE HOURS

Prep Class lessons take place at all levels in a single session. Change of class requests due to personal reasons will not be taken into consideration. There are 5 hours a day from Monday to Thursday, and 4 hours on Friday.

	Morning Group	Afternoon Group
1th Lesson	08:30 – 09:20	13:45 – 14:35
Break	10 minutes	10 minutes
2nd Lesson	09:30 – 10:20	14:45 – 15:35
Break	15 minutes	15 minutes
3rd Lesson	10:35 – 11:25	15:50 – 16:40
Break	10 minutes	10 minutes
4th Lesson	11:35 – 12:25	16:50 – 17:40
Break	10 minutes	10 minutes
5th Lesson	12:35 – 13:25	17:50 – 18:40

\* An additional two hours of IS Portfolio work is carried out each week.

#### COURSE BOOKS

The list of the course books and the information of the sales offices are announced on the website of the School of Foreign Languages ([ydy.yasar.edu.tr/en](http://ydy.yasar.edu.tr/en)). Provision of the course books is your responsibility. Unauthorized photocopying of copyrighted materials is strongly discouraged as it is not legal. All responsibility in this matter belongs to the student. In addition, classes are not allowed with fully or partially photocopied materials.

#### CANCELLATION OF CLASSES DUE TO EXTRAORDINARY CIRCUMSTANCES

The Prep Class makes every effort not to cancel classes. However, for your own safety, classes may be cancelled or dismissed due to extraordinary circumstances (adverse weather, general strikes, demonstrations, earthquake, epidemics etc.) In this case, classes are rescheduled and students are notified through the website of the School of Foreign Languages ([ydy.yasar.edu.tr/en](http://ydy.yasar.edu.tr/en)). During such circumstances, you should check the website or call the Prep Class secretary (0232-570 9800) before leaving for class.



Yaşar Üniversitesi

## 9. ASSESSMENT AND EXAMINATIONS

### OVERALL POLICY

The English proficiency level of the students is determined by the proficiency test (see “FLAT” below) prepared and administered by the Prep Class at the beginning of each academic year. Students who meet or exceed the minimum required scores are exempt from having to attend the Prep Class. Students who do not achieve the minimum scores attend the Prep Class for a minimum of one semester. The level groups are formed according to students' FLAT scores and Placement Test scores. Please refer to sections “[Proficiency Exam \(FLAT\)](#)” and “Placement Test” for further information on placement in level groups.

Once students are placed in level groups (see [Level Groups](#)), they attend three consecutive tracks in one academic year. Each track lasts ten weeks. You have to get a minimum final score of 60 out of 100 at the end of the track so as to continue to the next level. The respective percentage marks contributing to the overall level grade are as follows:

- |                         |     |
|-------------------------|-----|
| a) Final Examination:   | 40% |
| b) Midterm Examination: | 30% |
| c) Quizzes*:            | 25% |
| d) IS Portfolio:        | 5%  |

\* There are 2 *Listening* and 2 *Speaking* quizzes in each track.

### INTEGRATED SKILLS PORTFOLIO (IS PORTFOLIO)

In addition to your performance in quizzes and examinations, you are evaluated according to your performance in the classroom during each track and you get ‘Integrated Skills Portfolio Grade’, which affects your overall score at the end of each track. In this evaluation, your success in completing the assignments online is calculated by the instructor assigned to your class by the Curriculum and Material Development Office. The more successfully you complete and punctually deliver the tasks, the higher your Integrated Skills Portfolio grade will be.

### FINAL RETAKE

At the end of each track if your track grade is between 55-59 and you have not exceeded 53 absences in one track, you can take the “Final retake.” After taking the exam, your track grade is calculated again with the inclusion of the other grades in the track. If your track average is 60 or above, you pass to the next level; if you get 59 or below, you fail the track and study the same level again.

## LEVEL GROUPS

TERM	FALL		SEMESTER BREAK	SPRING		SUMMER
TRACK	TRACK 1		TRACK 2		TRACK 3	OPTIONAL
DURATION	10 wks / 240 sessions	Final Retake week	10 wks / 240 sessions	Final Retake week	10 wks / 240 sessions	7 wks / 210 sessions
LEVEL	ELEMENTARY (A1)		PRE- INTERMEDIATE (A2)		INTERMEDIATE (B1)	INTERMEDIATE (B1)
	PRE-INTERMEDIATE (A2)		INTERMEDIATE (B1)		UPPER- INTERMEDIATE (B2)	
	INTERMEDIATE (B1)		UPPER- INTERMEDIATE (B2)		ADVANCED (C1)	

## PASSING THE PREP CLASS

There are two alternatives to pass the Prep Class.

### OPTION 1 – PASSING WITH TRACK AVERAGES

In the first option, you can pass the Prep Class with your track average only. Your final grade is determined by taking the average of your three track grades. As long as you meet the minimum requirement for your department, you can pass the Prep Class. You do not have to sit for the FLAT exam. That is, if you are in the levels stated in the table below at the end of the spring term and your track average meets the passing requirement, you do not have to sit for the FLAT. You successfully pass the Prep Class. However, **please note that you are also required to complete the third track successfully** to be able to pass with track average.

LEVEL YOU SUCCESSFULLY COMPLETED IN TRACK 3	TURKISH & ENGLISH MEDIUM DEPARTMENTS	TRANSLATION & ENGLISH LANGUAGE AND LITERATURE
	END OF YEAR TRACK AVERAGE	
Intermediate	65	85
Upper-intermediate	60	80
Advanced	60	75

EXAMPLES FOR OPTION 1:

		TRACK 1	TRACK 2	TRACK 3	AVERAGE	RESULT
TURKISH & ENGLISH MEDIUM	STUDENT 1	Elementary	Pre-intermediate	Intermediate		
		73	69	63	68	PASS
	STUDENT 2	Elementary	Pre-intermediate	Intermediate		
		68	63	60	64	FLAT
	STUDENT 3	Elementary	Pre-intermediate	Intermediate		
		77	72	57	69	FLAT
	STUDENT 4	Pre-intermediate	Intermediate	Upper-Intermediate		
		65	62	60	62	PASS
	STUDENT 5	Pre-intermediate	Pre-intermediate	Intermediate		
		55	65	63	61	FLAT
	STUDENT 6	Pre-intermediate	Pre-intermediate	Intermediate		
		58	68	69	65	PASS
DEPARTMENTS OF ENGLISH LANGUAGE & LITERATURE AND INTERPRETATION & TRANSLATION	STUDENT 7	Elementary	Pre-intermediate	Intermediate		
		80	75	68	74	FLAT
	STUDENT 8	Pre-intermediate	Intermediate	Intermediate		
		89	58	88	78	FLAT

STUDENT 9	Intermediate	Upper-intermediate	Advanced		
	81	77	70	76	PASS
STUDENT 10	Intermediate	Upper-intermediate	Advanced		
	80	77	65	74	FLAT

#### OPTION 2 – PASSING WITH TRACK AVERAGES AND THE FLAT

An alternative for those students who were not able to pass the Prep Class with track averages (see student 2, 3, 5, 7 & 10), is passing with the FLAT alongside track averages. In this option, the final grade for the English Prep Class is determined by taking 60% of a student's track average (each track affecting 20%) and 40% of the FLAT exam at the end of the year. However, in order to be considered successful in this option, you must have obtained the following minimum scores from the FLAT exam according to your department, and your final grade (track average + FLAT) at the end of the academic year must not be below the minimum scores specified below. Otherwise, you will be considered unsuccessful. The pass levels according to departments:

##### **Turkish and English-medium departments – 65**

##### **Departments of English Language and Literature and Interpretation and Translation – 85**

Those who fail to receive the minimum required grades from the FLAT are regarded as having failed to pass the Prep Class regardless of their final grade. In order to take the FLAT exam held at the end of the year, your absences must not exceed 160 hours throughout the year.

Passing with the FLAT in the semester break does not require a track average. Students who obtain the passing score for their departments (65 or 85) can start the new semester in their respective departments. In order to take the FLAT exam held at the semester break, your absences must not exceed 80 hours throughout the fall term.

PASSING THE PREP CLASS WITH TRACK AVERAGES + FLAT				
TRACK 1	TRACK 2	TRACK 3	FLAT	GRADE
20%	20%	20%	40%	65-85/100



## TRACK EXAM TEMPLATES

Use these templates to track your progress through the Prep Class.

### TRACK 1

EXAM	GRADES (OUT OF 100)	PERCENTAGE	TOTAL
Quiz I: Listening		6.25%	
Quiz II: Speaking		6.25%	
MIDTERM		30%	
Quiz III: Listening		6.25%	
Quiz IV: Speaking		6.25%	
FINAL		40%	
IS Portfolio Grade		5%	
TRACK AVERAGE			

### TRACK 2

EXAM	GRADES (OUT OF 100)	PERCENTAGE	TOTAL
Quiz I: Listening		6.25%	
Quiz II: Speaking		6.25%	
MIDTERM		30%	
Quiz III: Listening		6.25%	
Quiz IV: Speaking		6.25%	
FINAL		40%	
IS Portfolio Grade		5%	
TRACK AVERAGE			

### TRACK 3

EXAM	GRADES (OUT OF 100)	PERCENTAGE	TOTAL
Quiz I: Listening		6.25%	
Quiz II: Speaking		6.25%	
MIDTERM		30%	
Quiz III: Listening		6.25%	
Quiz IV: Speaking		6.25%	
FINAL		40%	
IS Portfolio Grade		5%	
TRACK AVERAGE			

TOTAL AVERAGE: \_\_\_\_\_

Total Average = Track 1 Grade + Track 2 Grade + Track 3 Grade / 3

### EVALUATION EXAMPLES FOR STUDENTS ENROLLED IN 30% AND %100 ENGLISH-MEDIUM PROGRAMS

#### EXAMPLE EVALUATION 1:

**Student A** received the following grades:

TRACK I: Elementary: 75

TRACK II: Pre-Intermediate: 67

TRACK III: Intermediate: 81

End of Year Track Average:  $(75+67+81) \div 3 = \mathbf{74,3}$

Student A passed the Prep Class since the student passed *intermediate* level successfully and her/his overall average is above 65, so s/he did not need to take the FLAT.

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#### EXAMPLE EVALUATION 2:

**Student B** received the following grades:

TRACK I: Intermediate: 46

TRACK II: Intermediate: 61

TRACK III: Upper-Intermediate: 46 (no right to pass with track average as last track was not completed successfully)

End of Year Track Average  $(46+61+46) \div 3 = 51$

**FLAT: 47**

Overall Average: 49

Student B had to take the FLAT as s/he did not pass with track average. However, as the student did not get the minimum grade necessary to pass (65) either, s/he did not pass the Prep Class successfully.

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#### EXAMPLE EVALUATION 3:

**Student C** received the following grades:

TRACK I: Pre-Intermediate: 62

TRACK II: Intermediate: 65

TRACK III: Upper-Intermediate: 61

End of Year Track Average  $(62+65+61) \div 3 = 62.6$

Student C passed the Prep Class successfully with track average as s/he met the minimum pass grade necessary for a student who exits at the Upper-Intermediate level.

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### EVALUATION EXAMPLES FOR STUDENTS ENROLLED IN THE DEPARTMENTS OF ENGLISH LANGUAGE AND LITERATURE AND TRANSLATION AND INTERPRETATION

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#### EXAMPLE EVALUATION 4:

English Language and Literature Student **D** received the following grades:

TRACK I: Intermediate: 92

TRACK II: Upper-Intermediate: 87

TRACK III: Advanced: 59 (no right to pass with track average as last track was not completed successfully)

End of Year Track Average  $(92+87+59) \div 3 = 79.3$

**FLAT: 93**

Overall Average:  $(79.3 \times 0,6) + (93 \times 0,4) = \mathbf{84.8}$

Student D passed the Prep Class successfully, both because s/he got above the minimum score (85) s/he should get from the FLAT exam and because her/his general average was 85.

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#### EXAMPLE EVALUATION 5:

Translation and Interpretation Student **E** received the following grades:

TRACK I: Elementary: 88

TRACK II. Pre-Intermediate: 83

TRACK III: Intermediate: 76 (Ineligible to pass with the current track average as the track is below 85.)

End of Year Track Average:  $(88+83+76) \div 3 = \mathbf{82.3}$  (Ineligible to pass with the current track average as it is below 85.)

**FLAT:** **85**

Overall Average:  $(82.3 \times 0,6) + (85 \times 0,4) = \mathbf{83.38}$

Student E fails the Prep Class as the overall average is below 85 despite getting 85 from the FLAT.

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#### EXAMPLE EVALUATION 6:

**Student F** is enrolled in an English-medium program and received the following grades:

TRACK I: Pre-Intermediate: 85

TRACK II. Intermediate: 81

TRACK III: Upper-Intermediate 76

End of Year Track Average:  $(85+81+76) \div 3 = \mathbf{80.6}$

Student F successfully completed the Prep Class without having to take the FLAT as s/he passed the third track and met the required overall average score for students exiting the Upper-Intermediate level, which is 80.

## FAILING STUDENTS



passed the Prep Class successfully.

All failing students need to take the FLAT exam at the beginning of the new academic year in the fall term. If they have the required passing grade, they can start their departments after registering for their courses. Students who fail to obtain the required passing grade and attend the Prep Class for a second year are dismissed from the school if they fail at the end of the year. However, these students are then given the right to take the FLAT exam three times. Students who provide the required passing grade in any of these exams are considered to have

## ASSESSMENT PROCEDURES

Students take four Quizzes, a Midterm and a Final exam in each track. Multiple choice questions in these exams are evaluated with the help of Optical Mark Readers (OMRs); open-ended questions, writing sections and speaking tests are assessed by two different instructors based on predetermined criteria. Students also receive an IS Portfolio mark based on their performances in certain online tasks. Students can learn all their exam results on OBS.

## PROFICIENCY EXAM (FLAT)

Each Yaşar University student takes the proficiency exam (FLAT) offered by SoFL. Students obtaining the minimum required score or higher continue their education in their departments.

FLAT consists of written and oral sections which follow each other. The written section's duration is 180 minutes and consists of a Listening, a Use of English and vocabulary, a Reading and Writing section. Each section affects the total score as follows:

SECTION	PERCENTAGE
Listening	%20
Use of English	%20
Reading	%20
Writing	%20
Speaking	%20

The Speaking test consists of three parts. In the first part of the test, students are expected to answer some questions about themselves. In the second part, they are asked to talk about the picture they randomly choose. In the last part, they are expected to answer questions related to the picture they choose. Two instructors proctor during the test and the test is recorded.

Students who receive the minimum scores from FLAT exam for their departments do not attend the Prep Class and begin their studies in their departments. However, those students, although entitled to exemption, can also study at the Prep Class by writing a petition to the School of Foreign Languages stating their request.

#### FLAT EQUIVALENCY TABLE FOR NATIONALLY AND INTERNATIONALLY RECOGNIZED EXAMS

Students who have received the minimum below-mentioned grades in exams offered by international institutions are exempt from the Prep Class and may begin their courses in their respective departments or programs on condition that they verify their status with official documents prior to the commencement of the fall semester courses.

FLAT	ÖSYM English tests (KPDS/ÜDS/e-YDS/YDS/YÖKDİL)	Internationally Recognized Exams
50	50	The updated list of the equivalent grades of the international English proficiency exams to KPDS / ÜDS / YDS / e-YDS / YÖKDİL can be found on ÖSYM's website, <a href="http://osym.gov.tr">osym.gov.tr</a>
55	55	
60	60	
65	65	
70	70	
75	75	
80	80	
85	85	
90	90	
95	95	
100	100	

In an academic year, FLAT is offered four times; at the beginning, in the middle and at the end of the academic year and also at the end of the summer school for students who register for summer school. FLAT exam dates are announced at Yaşar University Academic Calendar.

Students who have not exceeded the 80-hour absenteeism limit can sit for the FLAT during the semester break. Students who have not exceeded the 160-hour absenteeism limit can sit for the FLAT at the end of the academic year. Students who are successful in the FLAT in the middle of the academic year can begin their studies in their departments in the Spring term or may give a petition to continue studying in the Prep Class waiving the rights bestowed upon them by achieving the required scores in the FLAT. Students who willingly continue studying in the Prep Class are not exempted from the passing requirements or the June FLAT and are expected to get the scores required in order to pass the Prep Class.

Students who cannot pass the FLAT at the beginning of the academic year join the Prep Class and sit for the Placement Test. English medium students who get a score between 50-64 and students of English Language and Literature Department and Translation and Interpretation Department who get a score between 50 - 84 from FLAT exam are exempt from Placement Test. These students do not sit for the Placement Test. They start the Prep Class directly in the highest-level group (Intermediate).

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*Note: The right to make changes regarding the rules of the FLAT is reserved to the management of the School of Foreign Languages Department.*

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#### FLAT RETAKE

During one academic year, the FLAT Retake exam is administered at the beginning, middle and end of the academic year following the FLAT exam. The FLAT Retake exam dates are specified in the 2022-2023 Academic Calendar. Students enrolled in departments requiring passing scores of 65 or 85, but scoring in the range of 60-64 or 80-84 respectively are entitled to take the FLAT Retake exam. For the FLAT Retake exam administered during the semester break, the absenteeism limit is 80 hours. For the FLAT Retake exam administered at the end of the year, the absenteeism limit is 160 hours. Students who get sufficient points from the FLAT Retake exam held at the beginning and in the middle of the academic year are exempt from the English Prep Class. The scores of students who get sufficient points from the Flat Retake exam held at the end of the year are added to their track averages, and the ultimate scores determine whether those students pass the Prep Class or not.

#### PLACEMENT TEST

Students who do not pass or sit for the Proficiency Exam (FLAT) sit for a Placement Test and are divided into three levels, which are ALPHA (Elementary), BRAVO (Pre- Intermediate) and DELTA (Intermediate), according to

their scores. Students who do not take the Placement Test either are directly placed at the Elementary level. The date and the place of the Placement Test is announced on the SoFL website.

Students of English-medium departments who get a score between 50-64 and students of English Language and Literature Department and Translation and Interpretation Department who get a score between 50-84 from FLAT exam are exempt from the Placement Test. These students do not sit for the Placement Test. They start the Prep Class directly in the highest-level group (Intermediate).

Students who get a score between 0 - 49 from the FLAT exam need to sit for the Placement Test.

Students who get a score between 0 - 39 from the FLAT exam sit for the Placement Test - A. Those students start the Prep Class in Alpha (Elementary) or Bravo (Pre-Intermediate) level groups in accordance with the scores they get from the Placement Test - A. If those students do not sit for the Placement Test – A, they are directly placed in the Elementary level, which is the lowest level.

Students who get a score between 40 - 49 from the FLAT exam sit for the Placement Test – B. Those students start the Prep Class at Bravo (Pre-Intermediate) or Delta (Intermediate) level groups in accordance with the scores they get from the Placement Test – B. If those students do not sit for the Placement Test – B, they are directly placed in the Pre-Intermediate level.

#### MOVE DOWN

If you think the level you have been placed at is difficult for you, you need to apply to the SoFL Secretary's Office by close of business on Wednesday of the first week of the first track to move down a level. Late applications will not be accepted. At the end of the evaluation, it will be decided whether your level will change or not.

#### MOVE UP

If you think the level you have been placed at is easy for you, you need to apply to the SoFL Secretary's Office to move up to the next level by close of business on Wednesday of the first week of the first track. Applications made after this date will not be accepted. You are required to have taken the Placement Exam in order to apply to move up. Otherwise, your application will not be accepted. Once your application to move up a level is accepted, you will go through an evaluation process. Depending on your performance, it will be decided whether your level will change or not.

#### SITTING FOR EXAMINATIONS THAT HAVE NOT BEEN TAKEN

Students who miss the Midterm, Final and FLAT exams can take those examinations on condition that they submit a medical report for the day of the exam to the management of the SoFL in 5 working days following the end of their reports. Dates, place and content of the examinations are announced by the Prep Class



management. No reports or excuses are accepted for Placement Tests or Quizzes that are not taken and those exams are not repeated.

## STUDENT EVALUATION OF FACULTY PERFORMANCE



Every year, students regularly evaluate the Prep Class through questionnaires. The purpose of these questionnaires is to provide feedback on the overall adequacy of Prep Class facilities, and the adequacy of the staff and the system of education in the Prep Class. Students' evaluation of Faculty performance is critical in helping to ensure the Prep Class successfully achieves its Mission. The results are confidential and evaluated annually. This forms an important part of the continual review of operations undertaken by the Prep Class to ensure the success of the program.

## 11. SCHOLARSHIPS

There are three types of scholarships offered by Yaşar University; Education Scholarship, Academic Success Scholarship and Special Talent Scholarship. Prep Class students may apply for the scholarships or get more information from the Student Affairs.

## 12. FREQUENTLY ASKED QUESTIONS (FAQ)

### WHY DO I HAVE TO ATTEND ENGLISH CLASSES AND LEARN ENGLISH?

The medium of instruction in many departments at Yaşar University is English. When you start studying in your department, the lectures are in English. In 30% English-medium departments thirty percent of the courses are in English and you need to know English to be able to understand the lectures. More importantly, knowing English makes you preferable compared to applicants who do not know English while looking for a job and also provides many opportunities in your career.

### HOW CAN I PASS THE PREP CLASS?

You can pass the Prep Class in two ways:

In the first option, you can pass the Prep Class (See Passing the Prep Class Option 1 section) with your track average only. Your final grade is determined by taking the average of your three track grades. As long as you meet the minimum requirement (depending on your level) for your department, you can pass the Prep Class.

You don't have to sit for the FLAT exam. However, you are also expected to have successfully completed the third track (See "Passing the Prep Class Option 1" and "Example Calculations" in "Assessment and Examinations" section).

In the second option, you can pass the Prep Class with both your track averages and the FLAT. In this option, the final grade for the English Prep Class is determined by taking sixty percent of a student's respective level averages and forty percent of the FLAT exam at the end of the year. (See "Passing the Prep Class Option 2" and "Example Calculations" in "Assessment and Examinations" section).

#### TO PASS PREP CLASS, HOW MANY FLAT EXAMS CAN I TAKE?

You can take the FLAT 4 times. Any Prep Class student is eligible to sit for the FLAT offered at the beginning of the academic year. Any Prep Class student who does not exceed 80-hour absenteeism can take the FLAT in the middle of the academic year. Any Prep Class student who does not exceed 160-hour absenteeism can take FLAT at the end of the academic year. Those who register for the Summer School and who do not exceed the limit of absenteeism can take end of Summer School FLAT. If a student fails in all those exams mentioned above, he/she can take the FLAT offered for newly registered students at the beginning of the following academic year. This stands as your last chance to take the FLAT exam and if you fail it, you must repeat the Prep Class.

#### WHICH EXAMS ARE RECOGNIZED AS VALID TO PASS THE PREP CLASS APART FROM FLAT EXAMINATION?

All exams recognized by OSYM are the recognized exams to be exempt from the Prep Class. Please refer to the most recent chart of equivalence on official OSYM website.

#### WHAT IS THE LEVEL OF THE FLAT?

The FLAT is at the intermediate level.

#### DO I HAVE ANY OTHER CHANCES TO PASS PREP CLASS IF I FAIL THE FLAT AT THE END OF THE YEAR AND MY TRACK AVERAGE IS NOT SUFFICIENT TO PASS THE PREP CLASS?

Yes, you do. You can attend summer school. The Prep Class students attending summer school sit for the FLAT exam at the end of summer school. Those not attending summer school (and those who fail the summer school FLAT) can take the FLAT examination at the beginning of the new academic year as a last resort.

#### IF I FAIL ANY TRACK, DOES IT MEAN THAT I HAVE TO ATTEND SUMMER SCHOOL?

No, you must only repeat that level in the following track. However, if you fail the last track, you forfeit the right of passing the Prep Class with track averages. Repeating a level is a huge drawback especially for students who have started the Prep Class in the lowest level (Elementary) since students in this case lose the chance of attending Intermediate level if they repeat a track. This constitutes a drawback for those students since FLAT exam is at intermediate level. Passing each track reduces the risk of failure at the end of the academic year and

helps you to pass the Prep Class. If your track grade is between 55 and 59 and you have not exceeded 53 absences in a track, you also have the chance to retake the final exam (Final Retake) of that particular track.

#### WHAT IS A "FINAL RETAKE EXAM"?

At the end of each track, if your track grade is between 55-59 and your absence has not exceeded 53 hours, you are entitled to take one more Final Exam (Final Retake). The grade you get at the end of the Final Retake is recalculated together with your other grades in the track, and your overall grade is then determined. If your recalculated track average is 60 or higher after the Final Retake exam, you will move to the next level. If your track average is 59 or less, you will repeat your current level.

#### WHAT IS THE LIMIT OF ABSENTEEISM IN THE PREP CLASS? IF I EXCEED THE LIMIT OF ABSENTEEISM, DO I FAIL THE PREP CLASS?

As long as you pass the Prep Class through track average, you will be considered successful regardless of the number of your absences. However, exceeding absence limits set for a track, semester and the whole academic year will cause you to lose the right to take certain exams (see "How Does Absenteeism Affect Me?").

The limit of absenteeism for the year is 160 hours. Students who miss a class are considered absent for 1 class hour. When you are marked 161 hours absent for the year, you can't sit for FLAT exam at the end of the academic year. If you fail due to non-attendance, you still have the option of attending summer school.

#### HOW DOES ABSENTEEISM AFFECT ME?

If you have more than 53 absences in one track, you cannot sit for the fast track or re-take the final. If you have more than 80 absences in the Fall semester, you cannot take the FLAT in the middle of the academic year, and if you have more than 160 absences for the year, you cannot take the FLAT at the end of the year.

#### CAN I GET ANY KIND OF HEALTH REPORT TO REDUCE ABSENTEEISM CAUSED BY ILLNESS?

No, only reports given by a medical committee are valid. This is a report signed by three doctors and one head doctor. You should check with the Assistant to the Director of SoFL for further details (Number: 0232 570 98 00, Office: Y541).

#### WHAT IS THE BENEFIT OF HAVING HIGH TRACK AVERAGES?

You can pass the Prep Class in two ways, and the first option is to pass by getting track averages required for the level without taking the FLAT. In the second option, you can pass the Prep Class with the average of FLAT exam score and track averages. However, you may not get the score you wish from the FLAT exam for a reason. In this case, having high track averages provides you with an opportunity since 60% of your overall grade is determined by your track average in the second option.

#### DOES MY TRACK AVERAGE HAVE TO BE 60 IN ORDER TO PASS THE PREP CLASS?

60 is the minimum required score to pass any track. However, as the overall Prep Class pass grade required for English and Turkish-medium departments is a minimum of 65, and for departments of English Language and Literature and Translation and Interpretation 85, it would be wise to keep your track averages higher. Besides, despite having a low track average at the end of the academic year, students still have the chance to pass on condition that they achieve an overall grade higher than their department's passing grade with the help of the FLAT exam.

#### WHAT HAPPENS IF I AM LATE FOR THE CLASS?

In those cases, you are not allowed to attend the class and are marked absent. In the Prep Class, punctuality is one of the issues of great importance. Late comers are requested to wait outside of the classroom for the next lesson with no attempt to enter. Starting times for each lesson stand for the times before which you need to attend classes. You are advised to attend each class before starting time to avoid increasing hours of absenteeism.

#### IS IT POSSIBLE TO SPEAK WITH INSTRUCTORS OUTSIDE LESSONS?

Yes. You can visit instructors during their office hours. Office hours will be announced by instructors and at School of Foreign Languages website (<https://ydy.yasar.edu.tr/en/>) at the start of each track.

#### WHAT HAPPENS IF I DON'T BRING MY CLASS MATERIALS?

Instructors reserve the right not to admit students without materials.

#### IS IT POSSIBLE FOR INSTRUCTORS TO RECALCULATE MY AVERAGE IF I NEED TO INCREASE IT?

No. Since all the parts of the Prep Class assessment are determined according to criteria agreed beforehand, instructors are obliged to apply those criteria. Therefore, it is not in their discretion to change students' averages.

#### WHERE CAN I GET A STUDENT IDENTITY CARD FROM?

Students can apply to Student Affairs Office for any kind of document.

#### HOW CAN I LEARN ABOUT ANNOUNCEMENTS, TIME AND PLACE OF EXAMS IN A TERM?

You can follow all the announcements regarding the Prep Class on School of Foreign Languages website <https://ydy.yasar.edu.tr/en/> under "Announcements".

### 13. GLOSSARY

<b>Alpha:</b>	Students placed in the Elementary level stream following the Placement Test
<b>Bravo:</b>	Students placed in the pre-intermediate level stream following the Placement Test
<b>Delta:</b>	Students placed in the intermediate level stream following the Placement Test
<b>IS Portfolio:</b>	Online tasks announced by instructors responsible for IS Portfolio classes
<b>Instructor:</b>	Member of the faculty of Yaşar University School of Foreign Languages
<b>Final examination:</b>	The examination taken at the end of each track
<b>FLAT:</b>	Foreign Language Achievement Test used in the Prep Class as an assessment for proficiency
<b>Integrated Skills:</b>	The course that aims learners to acquire and use the target language in an integrated way through grammar, vocabulary, reading comprehension, listening comprehension, speaking and writing
<b>Committee medical report:</b>	Medical report provided by at least three doctors and a head doctor from a hospital
<b>Copy Center:</b>	Facility for copying materials and purchasing stationery on campus
<b>Prep Class:</b>	Yaşar University School of Foreign Languages English Prep Class
<b>Mid-term examination:</b>	Exam held in the 6 <sup>th</sup> week of every track to assess progress (which counts towards the final track grade)
<b>Mission:</b>	The Mission Statement of the Prep Class
<b>Office hours:</b>	The hours that EFL Instructors are available to advise students.
<b>Quiz:</b>	Short examinations in listening and speaking skills to assess progress (which counts towards the final track grade)
<b>Senate:</b>	Senate of Yaşar University
<b>University:</b>	Yaşar University
<b>SoFL:</b>	Yaşar University School of Foreign Languages
<b>Summer school:</b>	Approximately 7-week course during summer break culminating in a FLAT examination
<b>Track:</b>	Period of 10 weeks' instruction at a specified level (e.g. elementary, advanced) culminating in a final exam
<b>YÖK:</b>	Turkish Higher Education Council
<b>Medical report:</b>	A report given by any doctor from any public or private hospital or government clinic that shows that a student was unable to sit for an exam due to a health problem

## ANNEXES

ANNEX 1 – REGISTRATION POLICY

ANNEX 2 – STUDENT DISCIPLINARY POLICY AND PROCEDURES

ANNEX 3 – STUDENT COMPLAINTS POLICY AND PROCEDURES

ANNEX 4 – STUDENT COMPLAINT FORM

ANNEX 5 – GRADE APPEAL POLICY AND PROCEDURES

ANNEX 6 – GRADE APPEAL FORM

ANNEX 7 – LEVEL CHANGE FORM

ANNEX 8 – SCHOOL OF FOREIGN LANGUAGES FACULTY MEMBERS

ANNEX 9 – RESOURCES FOR STUDY

## ANNEX 1

### YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

#### ENGLISH PREPARATORY CLASS

#### REGISTRATION POLICY

Candidates who are eligible to register at Yaşar University are responsible for registering between the dates declared by the Rectorate. Those who do not register during this period without a valid excuse will lose their right to be admitted. Students whose documents are missing, fake or distorted shall not be permitted to register or they shall be disenrolled even if they are registered

At the beginning of each term, students register for the classes after paying their tuition fees declared on the official website of the University. Thus, students registering at the beginning of the Fall term must renew their registration at the beginning of the Spring term. It is students' own responsibility to register in person.



Tuition and registration fees for the upcoming academic year are determined annually by the Board of Trustees and are announced on the official website of the University. Students must pay their tuition and registration fees on the dates posted in the academic calendar. The tuition fee is paid in two installments; at the beginning of the Fall semester and before the Spring semester. The exact

dates for the payment are included in the Academic Calendar on the official website of the University. Students who fail to pay their fees on the posted dates cannot register for the Prep Class and are not allowed to take the courses and examinations. In the event that students who have not paid their fees or a part thereof take any examination, the result is counted as invalid. The Board of Trustees reserves the right to make decisions about particular cases with exceptional conditions.

Any student registering for one of the programs offered by the University is subject to the regulations of the Prep Class. Registered students shall take the FLAT (Foreign Language

Achievement Test) prepared and administered by the Prep Class at the beginning of the academic year.

The Prep Class tuition fees are paid in one or two installments which are paid at the beginning of the year or Fall and Spring semesters. Students who do not register during the registration days indicated on the academic calendar cannot attend the classes.

#### REFUNDS

Tuition and registration fees must be made fully and on time. No refund is given once registration is complete.

#### DEFERRING ENROLLMENT

Associate, undergraduate and graduate students studying in the Prep Class may claim deferment providing that they have a justified case. Applications for deferral are made in written and submitted to the students' respective departments. Students on leave are also required to pay their tuition fee. Students who qualify for and take leave of absence may enroll and take the FLAT examination administered at the beginning of the following academic year along with the new students. Deferral time is not regarded as within the education period.

#### WITHDRAWAL

Maximum period of study for English Prep Class is two years. Semester that student does not register is included in period of study. Not being able to complete Prep Class successfully within 2 academic years will result in withdrawal. Students will not be able to continue their education under the circumstances below if the student:

1. is subject to a dismissal punishment from his/her higher education institution.
2. withdraws voluntarily from the department.

Those who wish to withdraw voluntarily are required to apply to Student Affairs.

#### LATE ADMISSION

Students register for the semester after they pay the tuition fee during the period shown in the academic calendar. The students are responsible for their own registration unless they have an acceptable excuse.



## UNREGISTERED INDIVIDUALS IN CLASSES

No one can attend Prep Class courses unless their names appear on the class lists. If such persons are present in a class, instructors will refer them to the Assistant to the Director of SoFL.

## ANNEX 2

### YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

#### ENGLISH PREPARATORY CLASS

#### STUDENT DISCIPLINARY POLICY & PROCEDURES

The Prep Class Disciplinary Policy takes Higher Education Act no: 2547 article 54 as the basis for its disciplinary regulations and procedures. According to this Act:

To those students whose behavior on the premises or otherwise is incompatible with the character and dignity of higher education students; who directly or indirectly restrict the freedom of learning and teaching; who violate the peace and order of institutions; who participate in actions such as boycotts, occupations and obstructions; who encourage and provoke such actions; who assault the person, the honor and the dignity of the personnel of higher education institutions; who behave disrespectfully; and who participate in anarchic or ideological actions or encourage and provoke such actions, penalties will be given including warning, reprimand, suspension for a period between one week and one month, or for one or two semesters or expulsion from higher education institutions, even though such conduct involves another offence.

The Faculty Dean, the Graduate School or school of Higher Education Director is authorized to investigate disciplinary violations by students on or off the premises of a Faculty, or of a Graduate School, or of a School of Higher Education, and directly to mete out the appropriate punishment or to refer the case to the disciplinary committee.

The procedure for disciplinary investigation is to be commenced as soon as the incident is made known, and the investigation is to be concluded within fifteen days at most.

A student who is under investigation has the right to oral or written defense. A student who does not make his/her defense within the allocated period is assumed to have renounced this right.

A student is notified of disciplinary action in writing. The case is reported both to the organization from which (s) he receives a scholarship or grant and also to the Council of Higher Education. The student has the right to appeal to the University Administrative Board within 15 days for reconsideration of the decision concerning expulsion from a higher education institution. Penalties are entered into a student's official records.

During the procedures to be carried out in accordance with this Article, notification can, if deemed necessary, be made to the student by public notice at his/her own higher education institution.

A decision to expel a student from a higher education institution is reported to all higher education institutions, to the Council of Higher Education, to security authorities and to the relevant draft office. Students who have been expelled from a higher education institution for disciplinary reasons are not eligible for admission to any higher education institution.

## ANNEX 3

### YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY CLASS STUDENT COMPLAINTS POLICY & PROCEDURE

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#### INTRODUCTION

**1.1** The Student Complaints Policy & Procedure covers complaints against any academic or non-academic University services and can be used by any student who is not satisfied with any University service.

**1.2** Most complaints can be resolved informally with the people directly involved. However, when this is not possible, students are encouraged to follow these procedures to make a formal complaint.

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#### SCOPE

**1.3** This procedure applies to all students of the Prep Class

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#### DEFINITIONS

**1.4** Words and phrases in this document shall have the following meanings:

<b>Complaint</b>	: Written complaint made in accordance with this policy
<b>Complainant</b>	: A student who makes a written complaint
<b>Prep Class</b>	: Yaşar University School of Foreign Languages English Preparatory Class
<b>Procedure</b>	: Student Complaints Procedure
<b>SoFL</b>	: Yaşar University School of Foreign Languages
<b>Student</b>	: Prep Class student
<b>Student Complaint Form:</b>	: A complaint form to be filled in by student to express complaints in writing.
<b>University</b>	: Yaşar University

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## PRINCIPLES

- a.** The Prep Class fully supports the rights of its students to express complaints about anything related to University services.
- b.** The Prep Class encourages students and all the parties involved in the complaint to resolve matters informally.
- c.** In the event that complaints cannot be resolved informally, the matters should be resolved formally in accordance with this policy. All students shall be made aware of this policy.
- d.** The Director of SoFL is responsible for ensuring that the resolution is consistent, fair, objective and transparent.

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## PROCEDURES

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### STAGE 1

**1.5** Any Prep Class student who wishes to make a formal complaint under this policy is required to complete a Student Complaint Form available in the Student Handbook.

**1.6** In the Student Complaint Form, the student must outline his/her complaint, explain what has been done to try to resolve the complaint informally, why he/she is still not satisfied with the outcome, and what the expected outcome is.

**1.7** The form shall be submitted to the director of SoFL as soon as reasonably possible.

**1.8** Where individual applicants state complaints about the same issue or a substantively similar issue, those complaints shall be dealt with separately.

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### STAGE 2

**1.9** Upon receipt of a completed Student Complaints Form, the Director of SoFL shall investigate the matters raised. The investigation shall be pursued promptly and completed as soon as is feasible.

**1.10** The Director of SoFL shall invite the complainant and the persons involved in the complaint to attend a meeting to discuss the matters arising from the investigation.

**1.11** The complainant may be accompanied at this meeting by a friend in the Prep Class or University. This person may speak on behalf of the complainant student if the student requests it.

**1.12** The Director of SoFL shall make a decision on what action to take in respect of the complaint as soon as feasible following the meeting.

**1.13** The meeting and its outcome shall be documented and a copy provided to the complainant. The complainant has the right to appeal if he/she is not content with the decision made or action proposed.

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### STAGE 3

**1.14** If the complainant is not content with the decision made or action proposed by the Director of SoFL, the complainant shall write to the Director of SoFL setting out the grounds for an appeal without undue delay and in any event not later than 7 days from the date of the decision.

**1.15** Upon receipt of written grounds for an appeal, the Director of SoFL shall refer the matter to the SoFL Executive Board.

**1.16** The Executive Board shall invite the complainant to a meeting to discuss the appeal as soon as feasible following the referral of the matter.

**1.17** The complainant may be accompanied at this meeting by a friend in the Prep Class or University. This person may speak on behalf of the complainant student if the student requests it.

**1.18** A full record shall be made of the meeting and a copy provided to the complainant.

**1.19** A decision on the appeal shall be made without undue delay and communicated in writing promptly to the parties involved. The decision shall be final within school.

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## 6. CONFIDENTIALITY

All discussions and documents relating to a complaint and its resolution shall be treated in strict confidence. Any breach of these provisions by any party shall be treated as a disciplinary matter and dealt with accordingly.

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**7. APPROVAL AND REVIEW OF THIS POLICY**

**7.1** This Student Complaints Policy and Procedure document has been approved by the Board of SoFL.

**7.2** This policy and procedure document will be reviewed annually as part of the Prep Class Annual Review.

**YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES**

## ENGLISH PREPARATORY CLASS

## Student Complaint Form

## 1- Details of the Complainant

Name & Surname: \_\_\_\_\_

Student Number: \_\_\_\_\_

Class : \_\_\_\_\_

## 2- Complaint

**I would like to make a complaint about** \_\_\_\_\_

(State the general nature of your complaint)

### 3- Complaint Details

Please provide specific details of what your complaint is about, when the matter occurred, why you weren't satisfied with any informal resolution proposed and what your expected outcome is. Please provide as much detail as possible. If necessary, you may attach extra pages to this form.

[illegible]



#### 4- Authorization

I hereby authorize Yaşar University School of Foreign Languages English Preparatory Class to investigate my complaint.

Signature:

Date:

<b>Office use only</b>
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#### 5- Complaint Action

Complaint received by:

Date:

Complaint addressed by:

Complaint circulated to:

Meeting date and attendees (if applicable):

Comments:

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## 6- Complaint Outcome

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## 7- Authorization

This complaint process has been finalized and all the parties involved have been informed in writing of the outcome, including their right to appeal the decision.

Signature of the Director:

Date:

## ANNEX 5

### YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

#### ENGLISH PREPRATORY CLASS

#### GRADE APPEAL POLICY & PROCEDURE

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### 1. INTRODUCTION

**1.1.** The Grade Appeal Policy and Procedure covers complaints against grades and can be used by any student who studies at the Prep Class.

**1.2.** Prep Class students are allowed to appeal their Speaking Quiz, IS Portfolio, Mid-term, Final, Final Retake, Placement Test, Proficiency Test (FLAT) and FLAT Retake results.

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### 2. SCOPE

**2.1.** This Procedure applies to all students of the Prep Class.

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### 3. DEFINITIONS

**3.1.** Words and phrases in this document shall have the following meanings:

**Faculty:** School of Foreign Languages Instructors

**Assistant to the Director:** Assistant to the Director of SoFL

**Final:** Prep Class Final examination

**Final Retake:** A second right to a Final exam to students with a track average between 55-59 although they are required to score at least 60.

**FLAT:** Prep Class Foreign Language Achievement Test

**FLAT retake:** The FLAT which students can sit in the event that they score between

60-64 although they are required to score a minimum grade of 65;

80-84 although they are required to score a minimum grade of 85.

<b>Formative Assessment:</b>	In-class or homework assignments done by students within each track
<b>EFL Instructors:</b>	English Language Instructors at the Prep Class
<b>Grade Appeal:</b>	Written grade appeal made in accordance with this policy
<b>Grade Appeal Form:</b>	A form filled out by a student to appeal his/her grade
<b>Mid-term:</b>	Prep Class Mid-term examination
<b>Placement Test:</b>	Prep Class Placement examination
<b>Policy:</b>	This Grade Appeal Policy and Procedure
<b>IS Portfolio:</b>	Online tasks assigned by instructors responsible for IS Portfolio classes
<b>Prep Class:</b>	Yaşar University School of Foreign Languages English Preparatory Class
<b>Proficiency Test:</b>	Prep Class Proficiency examination
<b>Quiz:</b>	Prep Class quizzes
<b>SoFL:</b>	School of Foreign Languages
<b>Student:</b>	Prep Class student
<b>Student Handbook:</b>	Prep Class Student Handbook
<b>Testing &amp; Assessment Office:</b>	Prep Class Testing and Assessment Office

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#### 4. PRINCIPLES

- 4.1.** Grading criteria and/or answer keys are provided to the EFL instructors by the Testing and Assessment Office for all appropriate quizzes and examinations.
- 4.2.** The Prep Class encourages Students and Faculty to resolve questions about grades informally. Making a formal grade appeal is a last resort.
- 4.3.** Students cannot appeal quiz results. Quiz papers are made available for students after the results are announced. Students have the opportunity to check their progress and how they are

evaluated. It is at the discretion of the respective EFL instructor to decide whether there has been any error or miscalculation and how to rectify it.

**4.4.** Students may appeal Speaking Quiz, IS Portfolio, Mid-term, Final, Final Retake, Placement and Proficiency Test results. The multiple-choice sections of all papers are graded using an automated grading system. The writing section of any examination is graded by two different EFL Instructors chosen randomly among the Faculty. The final mark is calculated as the average of both graders' marks.

**4.5.** The director of the SoFL is responsible for ensuring that the resolution of any Grade Appeal is consistent, fair, objective and transparent.

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## 5. PROCEDURES

**5.1.** Any student wishing to appeal his/her grade under this Policy is required to complete a Grade Appeal Form available in the Student Handbook or through the Assistant to the Director of SoFL.

**5.2.** In the Grade Appeal Form, students must clearly state which test grade he/she is appealing, including the examination date.

**5.3.** The Grade Appeal Form shall be submitted to the Assistant to the Director within seven days following the announcement of the grade.

**5.4.** Upon receipt of a completed Grade Appeal Form, the Assistant to the Director shall circulate it to the board of SoFL.

**5.5.** The board of SoFL shall examine the exam paper(s) in question to check if there is any grading error and what grade changes may be necessary. The decision of the board is final.

**5.6.** The outcome shall be documented and a copy will be given to the Student within five working days after the submission of the Grade Appeal Form.

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## 6. CONFIDENTIALITY

**6.1.** All discussions and documents relating to a Grade Appeal and its outcome shall be treated in strict confidence. Any breach of these provisions by any party shall be treated as a disciplinary matter and dealt with accordingly.

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## 7. APPROVAL AND REVIEW OF THIS POLICY

- 7.1.** This Grade Appeal Policy and Procedure document has been approved by the Board of SoFL.
- 7.2.** This policy and procedure will be reviewed annually as part of the Prep Class Annual Review.

YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

ENGLISH PREPARATORY CLASS

GRADE APPEAL FORM

PERSONAL INFORMATION (PLEASE PRINT AND FILL IN MANUALLY WITH CAPITAL LETTERS)

Name & Surname : \_\_\_\_\_

Student Number : \_\_\_\_\_

Class : \_\_\_\_\_

**I am appealing:**

☐ Midterm Exam- ☐ Final Exam ☐ Final Retake Exam

☐ FLAT Exam ☐ FLAT Retake Exam ☐ IS Portfolio ☐ Speaking Quiz

Academic semester: ☐ Fall ☐ Spring ☐ Summer Track: \_\_\_\_\_ Year: \_\_\_\_\_

Date of Grade's Release: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ I require an incoming registration number for the FLAT.

Office use only
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Appeal Form received by:

Date:

Appeal Form Addressed by:

Meeting Date and Attendees (if applicable):

Appeal Outcome:

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Final Grade: \_\_\_\_\_

This complaint process has been finalized and all the parties involved have been informed in writing of the outcome.

Signature of the Director:

Date:



## YAŞAR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

## ENGLISH PREP CLASS

## LEVEL CHANGE FORM

(PLEASE PRINT AND FILL IN MANUALLY WITH CAPITAL LETTERS)

**PERSONAL INFORMATION**

Name &amp; Surname : \_\_\_\_\_

Student Number : \_\_\_\_\_

Class : \_\_\_\_\_

**The Change I Request:**☐ I would like to switch to a lower level☐ I would like to switch to a higher level

(I find my current level too difficult).

(I find my current level too easy).

**My Current Level:**☐ Elementary☐ Pre-Intermediate☐ Intermediate**The Level I Would Like to Switch to:**☐ Elementary☐ Pre-Intermediate☐ Intermediate**The Grade I got from the FLAT :** \_\_\_\_\_**The Placement Test I Attended :** ☐ A ☐ B **The Grade I Received:** \_\_\_\_\_**Student's Signature** : \_\_\_\_\_**Date:** \_\_\_\_\_**For Office Use Only**

Level Change Form Received by : \_\_\_\_\_

Level Change Form Evaluated by : \_\_\_\_\_

Date of Evaluation :

Consulted Instructors:

1. Name & Surname

Signature

\_\_\_\_\_

\_\_\_\_\_

2. Name & Surname

Signature

\_\_\_\_\_

\_\_\_\_\_

Outcome

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This request has been finalized and all the parties involved have been informed in writing of the outcome.

Director of the School of Foreign Languages

Signature:

Date:

YAŞAR UNIVERSITY  
SCHOOL OF FOREIGN LANGUAGES  
FULL-TIME ACADEMIC STAFF  
**2023-2024**

Please go to the following link <https://ydy.yasar.edu.tr/en/faculty/> in order to reach the information about the full-time academic staff at the School of Foreign Languages.

**Yaşar University School of Foreign Languages**

**Üniversite Caddesi, No:37-39, Ağaçlıyol**

**Bornova, 35100, İzmir**

You can visit the following websites to practice English:

- <https://learnenglishteens.britishcouncil.org/>
- <https://learnenglish.britishcouncil.org/>
- <https://www.bbc.co.uk/learningenglish/>
- <https://www.englishcentral.com/browse/videos>
- <https://speechyard.com/>
- <https://dictionary.cambridge.org/>
- <https://www.newsinlevels.com/>
- <https://www.esolcourses.com/>
- <https://www.oxfordonlineenglish.com/>

