

1. Basic English Department System

- The preparatory school consists of four levels: A1, A2, B1 and B2. Modular system is applied in preparation program. Each module consists of an average of 8 weeks. In one academic year, there are 4 modules. 1 module is taught in summer school. Summer school is paid.
- Weekly lessons for all levels are 25 lesson hours.
- The 25-hour program includes “Essentials (ESS)”, “Reading & Writing (RW)” and “Listening & Speaking (LS)”. The intensity of the courses varies according to the level.
- At the level of B2, there are courses in ESP (English for Specific Purposes) in addition to the skill classes. In B2 level, students are distributed to classes according to their faculties and language courses are taught in ESP courses on materials related to their field.
- Level definitions are as follows:

A1 (ELEMENTARY)

Students at this level can understand the main idea of simple issues and simple information in speech. They can understand basic declarations, instructions and information. They can also fill in simple level forms and write notes containing time, date and place.

A2 (PRE-INTERMEDIATE)

Students at this level can simply express their views and needs in a familiar context. They can understand expressions in a known field, understand texts, simple books and signs in known subjects. They can fill out forms and write short texts and e-mails containing personal information.

B1 (INTERMEDIATE)

Students at this level may express an opinion on abstract, cultural issues in a limited manner, understand the recommendations made in a known field, understand the announcements and instructions. Students will be able to understand the general information about ordinary, daily events and new information about a known subject. They may write texts or take notes on familiar topics.

B2 (UPPER-INTERMEDIATE)

Students at this level can easily understand a topic or make a speech and communicate on many different topics. They will be able to quickly review information about the written text and understand detailed information or recommendations. They can take notes while writing or write text in different formats.

2. In-Module Evaluation

Active participation is expected from the students. Through the module, assignments appropriate to the level are given and classroom activities are done. These homework and classroom activities are as follows:

- Writing and Speaking Homeworks
- Book Presentation
- Quiz
- Class Project
- Online Homework
- Mid-term

In addition to these assignments and activities, 1 midterm exam is carried out on each module. Mid-term exams measure reading, listening, writing and speaking skills. Mid-term exams are available if a valid medical report is submitted. However, other class work and activities are not compensated under any circumstances.

3. Eligibility for End of Module (Final) Exam

- End of Module (Final) exams measure the skills of reading, listening, writing and speaking.
- To be able to take the final exam at the end of each module, it is necessary to achieve 65% success in homework, in-class activities and mid-term exams throughout the module and not to exceed the absenteeism limit.
- Sample evaluation table is as follows. The scores that students need to collect can vary regarding the modules and levels.

ASSESSMENT AND GRADING	
WRITING TASKS 4 tasks x 5 points each	20 points
SPEAKING TASKS Face to face: 4 tasks x 5 points each	20 points
LITERATURE CIRCLES 2 tasks x 10 points	20 points
QUIZZES (5 quizzes x 10 points each) (6th quiz x 25 points)	75 points
CLASS PROJECT	20 points
ONLINE ASSIGNMENTS	50 points
MIDTERM	100 points
TOTAL	305 points
MINIMUM GRADE FOR ELIGIBILITY	198 points

- Students who achieve 60% of the final exam pass to the next level.

4. Proficiency Exam

English proficiency exam is held five times in a year at the beginning of each academic year, at the end of each module and at the end of summer school. Students who are newly and who have not

been able to take the proficiency exam in the previous academic year or who have not succeeded in the course may enter this exam. Those students from the previous year have the right to take this test regardless of their level.

Proficiency exams during the academic year can only be taken by students who have achieved a success rate of 65% throughout the module level at B2 level and have not exceeded their attendance limit. Students who pass 60% of the proficiency exam pass to their faculties. Proficiency exam measures reading, listening, writing and speaking skills.

5. Objections to the results of the exams

Objections to the exam results can be made to the faculty secretary within 3 working days from the date of the announcement. Objections are made through petition. The written appeal must be completed and signed and submitted to the faculty secretariat. This link is as follow:

<http://www.altinbas.edu.tr/tr/akademik-birimler/yabanci-diller-yuksekokulu/modern-diller-bolumu/not-itiraz-dilekcesi>

<http://www.kemberburgaz.edu.tr/tr/akademik-birimler/yuksekokulu/yabanci-diller-yuksekokulu/temel-ingilizce-bolumu/not-itiraz-dilekcesi>

6. Attendance Requirements of Basic English Department Preparatory School

80% participation of students in the Department of Basic English is expected. Students who have exceeded the 20% absenteeism limit cannot take the final exam. In case of absences due to health problems, the health report must be submitted to the Faculty Secretariat within 3 working days. Health reports are evaluated according to the decisions taken by the board of directors. Reports on absences; deaths (on condition of certification), surgery, the report of the delegation from the state hospital and the reports of more than 4 days taken from the state hospital. Not all medical reports are valid. However, the reports (accident, surgery and emergency situations) deemed appropriate by the board of directors are taken into consideration.

7. Coordinators

Each level has a coordinator in the preparatory program. Level coordinators introduce themselves in the student orientation at the beginning of the academic year and by visiting the classes at the beginning of each module. Our students should discuss their questions or problems with their level coordinators.

8. Student Representatives

In each module, a class representative is selected from each class. The task of the class representative is to share the general situation or problem with the classes in the meetings held with the level coordinators every week, to express their wishes and suggestions to the class name and to convey it to their classmates if there is a message that the level coordinator wants to be shared with the class.

9. Students Problems, Suggestions, Wishes and Complaints

If students experience any problems related to their classes, lessons or education, they first share this problem with the instructor who is responsible for their classes. In case the problem cannot be solved, they should apply to the level coordinators. If a solution cannot be reached with the level coordinator, they should forward their problems to the head of department. If there is no head of department, our students should contact the head of the school.

If the students are going to make any suggestions or complaints, they should forward their suggestions, wishes or complaints to the school secretary office on the 9th floor.

10. Discipline Rules

- In and out of the class, students are expected to communicate with their faculty members and friends in a way that is appropriate for the university student and not to behave in a manner that adversely affects learning and teaching.
- Classroom and behaviors to disrupt the security and order of the building should be exhibited. Disciplinary action is initiated on the students who do otherwise.

- Disciplinary proceedings are initiated within the **framework of YÖK regulations** on those who attempt to copy or to plagiarize.

11. Student Responsibilities

- Participate actively in classes
- Bringing course materials such as books, pens and notebooks
- Deliver homework on time
- To be in the classroom at the starting time
- To follow the deadline of the assignments
- To follow the announcements made in class or by mail. The instructor or level coordinator does not have to inform students individually
- The grade from the assignment depends on the content of the assignment. The submission of the assignment does not mean that a full note will be taken.
- Disciplinary action is initiated about those who are found to copy in the writing assignment. Student takes “0” from homework.

12. Make-up Exams and Exams without Compensation

- If a valid health report is submitted, students can make up for the midterm and final exams they missed.
- For examination compensation, the health reports must be submitted to the Faculty Secretary (9th Floor, Mine Kanap Güngör) within 3 working days after the end of the report. Reports that are not submitted within the specified period are not taken into consideration and students are not given a make-up exam.
- There is no compensation for the proficiency exam.