2018-2019

ENGLISH PREPARATORY PROGRAM

STUDENT HANDBOOK

KADİR HAS UNIVERSITY

SCHOOL OF FOREIGN LANGUAGES

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I. INFORMATION ABOUT THE ENGLISH PREPARATORY PROGRAM

1. LEVELS

Students are placed in one of the following four main levels offered by the English Preparatory Program determined by the results of the placement exam (KHAS-PE). This is the first phase of the KHAS English Proficiency Exam (KHAS-EPE) and takes place at the beginning of the academic year.

TRACK 1
This course is for students whose English knowledge and competence are at the beginner level. It aims to raise students' English knowledge and competence to a level that allows for basic communication. It puts emphasis on the development of basic grammar and vocabulary as well as the improvement of basic reading, writing listening and speaking skills. The duration of the course is 16 weeks and offered only in the fall semester.

TRACK 2
This course is for students whose English knowledge and competence are a little above the basic level, but still need reinforcement of basic grammar and vocabulary knowledge. It aims to move students' reading, writing, listening and speaking abilities forward and to expand their knowledge of grammar and vocabulary. The duration of this course is 16 weeks and offered in the fall and spring semesters.

TRACK 3
Students placed in this level are considered to have a strong foundation of English knowledge and competence. This course helps students to further develop their language skills in terms of fluency and accuracy. At this level, students start to improve their academic English skills. Duration of the course in the fall and spring semesters is 16 weeks. In the extended spring semester, an intensive 8- week- long version of the course is opened.

TRACK 4
This course allows students to further develop their academic knowledge and skills as well as their English competence. It helps students to able to be more advanced communicators functioning effectively in written and spoken contexts in English and also in the academic level of reading, listening, writing and speaking. The duration of the course in the fall and spring semesters is 16 weeks. In the extended spring semester, an intensive 8-week-long version of the course is opened.

2. LEVEL PROGRESSION

TRACK 1

TRANSITION FROM FALL SEMESTER TO SPRING SEMESTER

Track 1 students whose grade point average (GPA) is

- between 0 – 64 continue with Track 1-A2+
- between 65 – 100 continue with Track 1-B1

FALL SEMESTER GRADE POINT AVERAGE		SPRING SEMESTER
TRACK 1	0-64	TRACK 1-A2+
TRACK 1	65-100	TRACK 1-B1

SPRING AND EXTENDED SPRING SEMESTERS

- Track 1-A2+ students whose grade point average (GPA) is between 0-64 at the end of the spring semester cannot take the proficiency exams at the end of the spring semester or at the beginning of the following academic year. In their second year in the prep program, repeat students are again placed in the level they last studied in the previous academic year.
- Track 1-A2+ students whose grade point average (GPA) is between 65-100 at the end of the spring semester continue with Track 1-EB1 in the extended spring semester. Students who meet the English proficiency exam eligibility requirements (GPA: minimum 60) can take the proficiency at the beginning of the following academic year. The extended spring semester is obligatory for those students.
- Track 1-B1 students whose grade point average (GPA) is between 60-100 at the end of the spring semester can take the spring semester English proficiency exam.
- Track 1-B1 students who do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam are placed in a level in the extended spring semester according to their spring semester grade point average. The extended spring semester is obligatory for those students.

SPRING SEMESTER GRADE POINT AVERAGE		EXTENDED SPRING SEMESTER
TRACK 1-A2+	0-64	-
TRACK 1-A2+	65-100	TRACK 1-EB1
TRACK 1-B1	0-64	TRACK 1-EB1+
TRACK 1-B1	65-100	TRACK 1-EB2

TRACK 2

TRANSITION FROM FALL SEMESTER TO SPRING SEMESTER

Track 2 students whose grade point average (GPA) is

- between 0 – 64 continue with Track 2-B1
- between 65 – 100 continue with Track 2-B1+

FALL SEMESTER GRADE POINT AVERAGE		SPRING SEMESTER
TRACK 2	0-64	TRACK 2-B1
TRACK 2	65-100	TRACK 2-B1+

SPRING AND EXTENDED SPRING SEMESTERS

- Track 2-B1 and Track 2-B1+ students whose grade point average (GPA) is between 60-100 at the end of the spring semester can take the spring semester English proficiency exam.
- Track 2-B1 and Track 2-B1+ students who do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam are placed in a level in the extended spring semester according to their spring semester grade point average. The extended spring semester is obligatory for those students.

SPRING SEMESTER GRADE POINT AVERAGE		EXTENDED SPRING SEMESTER
TRACK 2-B1	0-64	TRACK 2-EB1+
TRACK 2-B1	65-100	TRACK 2-EB2
TRACK 2-B1+	0-64	TRACK 2-EB2
TRACK 2-B1+	65-100	TRACK 2-EB2

TRACK 3

TRANSITION FROM FALL SEMESTER TO SPRING SEMESTER

- Track 3 students whose grade point average (GPA) is between 60-100 at the end of the fall semester can take the fall semester English proficiency exam. Students who pass the proficiency exam are entitled to attend their programs at their departments in the spring semester.
- Track 3 students whose grade point average (GPA) is between 0-64 at the end of the fall semester continue with Track 3-B1+ if they do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam.
- Track 3 students whose grade point average (GPA) is between 65-100 at the end of the fall semester continue with Track 3-B2 if they fail to score the minimum passing grade in the English proficiency exam.

FALL SEMESTER GRADE POINT AVERAGE	SPRING SEMESTER
TRACK 3 0-64	TRACK 3-B1+
TRACK 3 65-100	TRACK 3-B2

SPRING AND EXTENDED SPRING SEMESTERS

- Track 3-B1+ and Track 3-B2 students whose grade point average (GPA) is between 60-100 at the end of the spring semester can take the spring semester English proficiency exam.
- Track 3-B1+ and Track 3-B2 students who do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam are placed in a level in the extended spring semester according to their spring semester grade point average. The extended spring semester is obligatory for those students.

SPRING SEMESTER GRADE POINT AVERAGE	EXTENDED SPRING SEMESTER
TRACK 3-B1+ 0-64	TRACK 3-EB2
TRACK 3-B1+ 65-100	TRACK 3-EB2
TRACK 3-B2 0-100	TRACK 3-EB2

TRACK 4

TRANSITION FROM FALL SEMESTER TO SPRING SEMESTER

- Track 4 students whose grade point average (GPA) is between 60-100 at the end of the fall semester can take the fall semester English proficiency exam. Students who pass the proficiency exam are entitled to attend their programs at their departments in the spring semester.
- Track 4 students continue with Track 4-B2 if they do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam.

FALL SEMESTER GRADE POINT AVERAGE	SPRING SEMESTER
TRACK 4 0-100	TRACK 4-B2

SPRING AND EXTENDED SPRING SEMESTERS

- Track 4-B2 students whose grade point average (GPA) is between 60-100 at the end of the spring semester can take the spring semester English proficiency exam.
- Track 4-B2 students continue with Track 4-EB2 in the extended spring semester if they do not meet the English proficiency exam eligibility requirements or fail to score the minimum passing grade in the English proficiency exam. The extended spring semester is obligatory for those students.

SPRING SEMESTER GRADE POINT AVERAGE	EXTENDED SPRING SEMESTER
TRACK 4-B2 0-100	TRACK 4-EB2

3. KHAS ENGLISH PROFICIENCY EXAM (KHAS- EPE)

Content and Eligibility Requirements

The KHAS-EPE is given three times throughout the year (at the beginning of the academic year and at the end of fall and spring semesters) and consists of 4 sections; Writing 30%, Reading 30%, Listening 25%, Speaking 15 %

The proficiency exam at the beginning of the academic year has 2 stages; Placement Exam (KHAS-PE) and English Proficiency Exam (KHAS-EPE). Students who fail to score the minimum passing grade in the KHAS-PE cannot take the KHAS-EPE. Students who pass the English proficiency exam are automatically admitted to undergraduate degree programs. Students who are not successful in the exam are placed in the level determined by their placement exam results at KHAS English Preparatory Program. Registration is the prerequisite for taking KHAS-EPE. The proficiency exams at the end of the fall and spring semesters have only one stage. **Students who meet the level and attendance requirements (attending 85% of the classes) can take the English proficiency exams.**

Students who suspend their studies / registration cannot take the proficiency exam at the end of that semester.

Students can be exempt from mandatory English classes in their faculties according to the letter grade they receive in the proficiency exam.

Transition to the Programs at the Departments and Exemption from mandatory English (EL) Classes

Students who took the English proficiency exam (KHAS-EPE) can be exempt from the English Preparatory Program if they have a score of at least 60 from the English proficiency exam (KHAS-EPE). The grades and EL classes students are exempt from are as follows:

Exemption Table

KHAS-EPE GRADES		EXEMPTION
A+	95 – 100	EL 101-102-201-202
A	90 - 94.5	EL 101-102-201
B	80 –89.5	EL 101-102
C	70 –79.5	EL 101
D	60 – 69.5	Pass
FF	59 and below	Fail

4. COURSEBOOKS

Coursebooks that will be used throughout the academic year can be purchased from the book stands provided by the publishing companies in the first week. Students do not have to purchase the books from these stands, but the publishing companies assure that the books are sold at the lowest price on the market. It is compulsory that the students use the original copies as the law forbids the use of pirated or photocopied books.

5. COURSE CONTENT

Our program emphasizes enhancement of speaking, listening, reading and writing skills in each level. During the courses, students learn the basics of the English language, including grammar and use of vocabulary. They improve their reading comprehension skills, reading strategies and vocabulary knowledge by reading scientific essays, stories, literary texts, articles, poems and newspaper reports, which are determined according to their levels. Their writing skills are fostered through in-class, homework, portfolio tasks and extracurricular activities. In order to develop their listening comprehension and speaking skills, coursebooks, interactive tools and speaking portfolios are used. Outside the classroom, students can benefit from online activities and get support from the instructors during their office hours.

6. ASSESSMENT and EVALUATION

Students' grade point averages (GPA) at the end of each semester are calculated based on these assessment tools below.

Progress Test 1	10%
Progress Test 2	15%
Midterm Exam 3	25%
End of Semester Final Exam	35%
Performance Portfolio	10%
Participation	5%

Progress Tests

Progress Tests consist of two sections; grammar and vocabulary.

Mid-Term Exams

Mid-Term exams evaluate all the skills that have been taught and studied until that time, apart from speaking. They consist of three sections, Listening, Reading, and Writing. The sections may vary according to the levels.

End of Semester Final Exam

End of Semester Final exams evaluate all the skills that have been taught/studied in that semester. It consists of four sections, Listening, Reading, Writing and Speaking. The speaking section of the exam is recorded.

Performance Portfolio

The performance portfolio evaluates the progress of the student's writing and speaking abilities. The student's writing and speaking tasks are evaluated throughout the semester.

Participation

Apart from exam grades, students are evaluated according to their class participation. It is also based on attendance, handing in homework in time and general classroom conduct.

7. OBJECTION TO EXAM RESULTS

The students may apply in writing to the English Preparatory Program Student Affairs Unit to object to the grades earned in the exams within three days from the date of announcement of the results. Late applications are disregarded.

8. OFFICE HOURS

Instructor schedules are posted on their office doors. Students can get help with questions and support from them by arranging appointments beforehand.

9. SPARKS

Sparks is a learning management system where students find out their grades and absenteeism. Students are responsible for their record keeping. Your passcode is the six-digit-code sent by an e-mail during the registration. Please ask for help from IT if you lose your code. If there is missing information, first consult your instructor and then the student affairs officer.

10. EXEMPTION FROM THE ENGLISH PREPARATORY PROGRAM

Students can be exempt from the English Preparatory Program

- if they have a score of at least 60 from the proficiency exam (KHAS-EPE);
- if they provide documents with the indicated grades of the internationally recognized English proficiency exams. Minimum scores required and period of validity that are accepted by the Kadir Has University Senate are shown in the table below.

TOEFL-IBT	CAE	CPE	PTE-Academic
78	C	C	60 (minimum 59 from each section)
valid for 2 years	valid for 3 years	valid for 3 years	Valid for 2 years

In order for the TOEFL IBT score to be recognized, it must be taken at a test center owned by a state university in Turkey using the Kadir Has University institution code (7524). In addition, TOEFL-IBT scores taken at any international test center abroad are accepted. Applications that do not meet the requirements are not accepted.

For valid TOEFL IBT scores, if applicants did not indicate Kadir Has University prior to taking the test, they can order additional score reports by mail, fax or on-line (www.ets.org/toefl) and request an official score report for the institution using the assigned code number for Kadir Has University (7524) as detailed in the TOEFL IBT Information and Registration Bulletin.

PTE-Academic
Students who wish to apply for the exemption must send their PTE Academic score through Pearson's official portal. We do not accept paper or PDF versions of PTE Academic score reports.

11. WHERE SHOULD I GO? WHOM SHOULD I ASK?

For academic program, objection to exam results, announcements, petitions and Issues related to Sparks/ Blackboard → Student Affairs Unit

For all password, technical and internet connection issues → Information Technologies Unit

II. STUDENT RIGHTS AND RESPONSIBILITIES

1. STUDENT RIGHTS

KHAS Prep School students have

- the right to access all academic and non-academic opportunities offered by the KHAS English Preparatory Program.
- the right to be treated fairly regardless of race, color, national origin, age, sex, disability and religion.
- the right to be evaluated fairly by the KHAS Preparatory School Program when required.
- the right to free speech and expression within the framework of principles, instruction, regulations and laws of YÖK and the KHAS English Preparatory Program in effect.

2. STUDENT BEHAVIOUR AND CONDUCT

- In accordance with the program, at the end of each semester, course instructors and classes change on the basis of the criteria determined by the KHAS English Preparatory program administration. Any wishes regarding class or instructor changes are not accepted.
- Students are responsible for tardiness. All prep students have to be in class on time before the lesson starts and the instructor arrives. Late students are not allowed to come into the class since it will disturb others. They have to wait to attend the next class.
- Intentionally interfering with the school instruction and systematic operations and / or defacing school property is not tolerated.
- Students are responsible for completing class assignments on time and according to the instructions given by the instructor, and for bringing all materials required for daily classroom use.
- Students are responsible for completing complementary material assignments on time since they may help them be prepared for class and for class contribution.
- Plagiarism is strictly forbidden. It is a form of cheating and involves obtaining or attempting to obtain academic credit by copying the words or ideas of another and passing them off as one's own without documentation – that is, without acknowledging the source with quotation marks, footnotes, and lists of works cited.
- Students have to avoid distracting behavior such as eating, drinking and talking on a mobile phone.
- Students have to keep an attitude open to communication with the instructors and express their concerns and complaints in a respectful manner.
- The language of communication between students and instructors is English.
- Students are expected to use their ID cards issued by the school. They cannot use anyone else's.

3. EXAM RULES

- Students should come to class on time
- The exams of the students who do not follow the rules or listen to the warnings of the

instructor will be voided.

- Students should bring their university ID cards with their picture to show to the instructor.
- Students are not allowed to return to the exam room if they decide to leave early. Please, make sure you have everything you need and you do not need to go to the toilet before the exam starts.
- The exam starts just after the exam papers are distributed by the instructor. Please write your name, surname and student number on them. Suggested time for sections are shown on the exam papers.
- Every student is individually responsible for their exam paper.
- An attempt to cheat during the exam is considered cheating and your exam is voided. Examples of cheating include, but are not limited to the following:
  - communicating answers with another person during an exam,
  - trying to use information from another student or student's paper on an examination,
  - using unauthorized notes, or study aids,
  - using a mobile phone for any reason even for learning the time
  - borrowing any items from other students including pencils and erasers

  Those are detected by exam invigilators.
- Talking or asking questions during the exam is forbidden. All necessary instructions are already available on the exam papers.
- Students should not have their cellphones with them during the exam. If you have a cellphone, turn it off and leave it on the teacher's desk. You can take your cellphone back after you submit your exam to the instructor. If you do not follow the cellphone rule, your exam will be voided.
- Students are not allowed to go into the exam room until the listening section ends if they are late for the exam.
- Students must follow the rules read by the instructor. The exams of the students who do not follow the rules or listen to the warnings of the instructor will be voided.
- Students must submit all the sections of the exam with the instructors' supervision and sign the signature list when leaving the exam room. The exams of the students who do not sign the signature list will be voided.

Any violation of the exam rules will be subject to disciplinary actions as per the University's Rules and Regulations for Student Discipline. In accordance with YÖK regulation 2547 article 54, a student will be warned, written-up, and / or suspended.

4. ATTENDANCE

English Preparatory Program students are obliged to attend a minimum of 85 percent of courses in each semester. Each student is responsible for keeping track of his/her attendance. Students with absence above the 15 percent limit cannot take the end-of-semester final exams and the English Proficiency Exam (KHAS-EPE). Students who are not present in class or who leave the room before the end of class, for any reason, are recorded as absent. Instructors do not have the authority to take the initiative and permit students to be absent from class. In case, for any reason, the time and place of a class is changed, or a make-up Kadir Has University School of Foreign Languages English Preparatory Program Regulations

class apart from the routine class time and place is announced, the attendance procedure will be applied as usual, thus students must be present at the announced place and time.

Students are permitted to be absent for three days if they lose a family member (mother, father, sibling, husband/wife), upon provision of the death certificate.

Student athletes who are actively involved in the university's sports clubs are excused from the attendance obligation on tournament dates. These dates are determined by the university executive board.

Health Reports

Health commission reports for ten days and above, received from general state or private hospitals, and sealed by the borough societal health center or group health directorship, are accepted as excuse, and the absence is not taken into account. Reports not meeting these criteria are not accepted. Health reports must be submitted to the School of Foreign Languages Directorship within three days following the final day of the report. A student with such a report cannot take classes or exams within the report dates. Reports shorter than ten days are not accepted as an excuse and are counted toward the 15 percent absence period allowed. Acceptance of reports for less than ten days taken in exceptional circumstances are subject to the School of Foreign Languages Administrative Board decision, provided that they meet the other criteria specified above.

5. MAXIMUM DURATION of EDUCATION

In the Kadir Has University Preparatory Program, the maximum duration of education is two academic years. Students who are unsuccessful due to any reason at the end of their second academic year are dismissed from the English preparatory program. Those students who are unsuccessful due to academic reasons, but not absenteeism are granted the right to sit the Kadir Has University Proficiency exam (KHAS-EPE) given at the beginning of the academic year for three consecutive years, or submit an equivalent document as approved by the Kadir Has University Senate within the same period. Those students who wish to take the KHAS-EPE are required to submit a petition to the KHAS YDYO directorate at least 5 days before the announced exam date. Those who do not follow this rule cannot sit the exams.

III. STUDENT HANDBOOK UPDATE

This handbook is written out to introduce the English Preparatory Program, to give detailed information about the courses offered, level progression and exams as well as to remind of the general rules to be obeyed and expectations from the students. The changes aimed to help the improvement of the education and training in the English preparatory program are announced to the students by updating this student

handbook. Therefore, School of Foreign Language administration and relevant committees reserve the right to amend and make changes in this handbook if necessary.