

SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM



SAKARYA
UNIVERSITY



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STUDENT
HANDBOOK

2024-2025

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1. ABOUT US

Foreign language education in the Preparatory Classes is in English. English Preparatory Program courses are carried out in the classrooms of the School of Foreign Languages at Sakarya University Esentepe Campus.

Compulsory and Optional English preparatory education is given for two academic semesters. Sakarya University School of Foreign Languages English Preparatory Program applies the **Modular System** . According to this system, students are placed in the appropriate module according to the results of the Placement Exam held at the beginning of each academic year and students receive an education designed to gain reading, listening, writing and speaking skills. Our qualified, dynamic, educated, well-equipped staff is ready to help students with the expectation of gaining the language skills required by the globalizing world.

1.1. Our Mission

The mission of English Preparatory Classes is to produce competent students who have the necessary skills to use the English language. The courses offered in the English Preparatory Program are designed to improve students' foreign language skills and equip them with the foundation they need for effective learning practices. For this purpose, the English Preparatory Program aims to train individuals who can use English effectively, fluently and accurately in daily situations and school environments, who are aware of the importance of English as a common language (Lingua Franca), who are aware of the multidisciplinary nature of the foreign language learning process, who can make adjustments in learning strategies based on their own learning experiences, and who can use modern language learning technologies efficiently.

1.2. Our Vision

Our vision is to set and maintain the ideal standards of language teaching, to provide a foreign language teaching that responds to the interests and goals of our students by following the current developments and technologies in English language education and applying the useful and appropriate ones.

1.3. Our Purpose

The main purpose of the English Preparatory Program of Sakarya University School of Foreign Languages is to provide students with English language skills that will make them competent in their academic and social lives as well as in their business lives. In line with its mission and vision, it plans its teaching and learning activities to meet the needs and expectations of all its stakeholders and adopts a quality approach by updating its practices.

2. ACADEMIC CALENDAR

SCHOOL OF FOREIGN LANGUAGES

2024-2025 ACADEMIC YEAR

ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR

PERIOD	START DATE	COMPLETION DATE
FALL	30.09.2024	19.01.2025
Announcement of Students on the Main List	20.09.2024	
Registration of Students on the Main List	23.09.2024	
Announcement of Students on the Waiting List	23.09.2024	
Registration of Students on the Waiting List	24.09.2024	
Orientation Meeting	25.09.2024	
Placement Test	25.09.2024	
Curriculum Announcement	29.09.2024	
Beginning of Classes	30.09.2024	

ENGLISH PROFICIENCY EXAM (EE-WINTER)	20.01.2025	
SPRING SEMESTER	17.02.2025	15.06.2025
ENGLISH PROFICIENCY EXAM (EPE-SPRING)	26.06.2025	

3. COMPULSORY AND OPTIONAL PREPARATORY PROGRAM

There are two different profiles of students in the English Preparatory Program. The first group of these consists of students whose language of instruction is entirely English for the program they are enrolled in. This group consists of students from the Department of Metallurgical and Materials Engineering (English) and Software Engineering Department of the Faculty of Engineering and the Department of Business Administration (English) of the Faculty of Engineering, and preparatory education is compulsory for these students.

In the second group, there are all students enrolled in the university who are outside the above definition. Students in this group can study in the English Preparatory Program for one year within a certain quota if they indicate that they want to receive English Preparatory Education during registration.

4. EXEMPTION FROM ENGLISH PREPARATORY PROGRAM

Students who meet, document and accept the following conditions are exempt from the English Preparatory Program conducted by the School of Foreign Languages:

1. Those who have scored 65 (sixty-five) and above in the English Proficiency Exam conducted by Sakarya University SFL in the last 2 years,
2. Those who have studied in secondary education institutions attended by citizens of that country in a country where the foreign language determined as the language of instruction is spoken as their mother tongue for at least the last three years and completed their secondary education in these institutions.

Those who certify that they have received the following success score from the foreign language exams specified in the Foreign Languages Equivalence Table of the Higher Education Institution within the last two years (the Foreign Languages Equivalence Table of the Higher Education Institution is taken as reference for the exams not listed below),

YÖKDİL, YDS, e-YDS minimum 65

TOEFL iBT*en at 72

** Pursuant to Article 6, paragraph 3, subparagraph d of the Directive on the Determination of Equivalencies of Foreign Language Exams published by OSYM, there is a condition that the exam be held in buildings belonging to state universities if the exam is held in Turkey. Otherwise, exam results will not be accepted.*

3. Students who have received at least B1+ level English preparatory education at Sakarya University, universities affiliated to YÖK or another university whose equivalence is accepted by YÖK in the last 2 years and have been successful,
4. Students who have achieved exemption/proficiency as a result of the English Preparatory Program proficiency exams held at another university affiliated to YÖK and whose equivalence is accepted by YÖK.

Note: The results of the placement test applied in various courses organized by other language teaching institutions and the documents and certificates obtained from these institutions are not valid.

5. REGISTRATION TO THE ENGLISH PREPARATORY PROGRAM

Students who want to take Optional English Preparatory Education,

- a) By selecting the option stating that they want to study in the English Preparatory Program while registering to the university via e-government,
- b) By online registration method (e-mail, electronic form, etc.) to the School of Foreign Languages,
- c) They can **pre-register** between the dates determined by the Department of Foreign Languages by submitting a petition to the secretariat of the Department of Foreign Languages in person.

The final registration of **the pre-registered students** is made within the quotas determined by the Department of Foreign Languages according to the number of applications. If the applications exceed the quota, the final registration is based on the ÖSYM university placement score of the students. Instead of students who do not register, students on the waiting list are entitled to make final registration.

Students who apply for the Optional English Preparatory Program **are advised to "register for the course" in the undergraduate programs they are enrolled in in order to benefit from their student rights until** the English Preparatory Program course registration is made. Students whose English Preparatory Program **course registrations** have been completed will be automatically canceled from their course registration for undergraduate programs.

Students who are enrolled in the Optional English Preparatory Program can cancel their registration from the English Preparatory Program with a petition to be submitted to the Foreign Languages Department secretariat until the end of working hours on Friday, 04.10.2024, if they wish.

Students of the Compulsory English Preparatory Program are automatically enrolled in the English Preparatory Program.

*** All students enrolled in the Optional and Compulsory English Preparatory Program are required to attend the Orientation (Information) Meeting and the Placement Exam to be held on Wednesday, 25.09.2024.**

OPTIONAL AND COMPULSORY ENGLISH PREPARATORY PROGRAM REGISTRATION PROCEDURES AND DATES

OPTIONAL AND COMPULSORY ENGLISH PREPARATORY PROGRAM	EXPLANATION
1- Pre-registration for Optional Preparatory Classes (Application)	<ul style="list-style-type: none">• Students are required to select the "I want to study in the English Preparatory Program" option during their university registration via e-government.• Students who do not pre-register via e-government until 18.09.2024, 17.00; <p>- By petition to the secretariat of the Department of Foreign Languages, or - They can apply by e-mail to ydyo@sakarya.edu.tr. (In the content of the e-mail, Name-Surname, Student Number, Faculty/Department, Telephone Number information should be included.)</p>
2- Optional Preparatory Program Main and Reserve List Announcement	The main list will be published on 20.09.2024 and the reserve list will be

	<p>published on 23.09.2024 at 20.00 on https://ydyo.sakarya.edu.tr/.</p> <ul style="list-style-type: none"> • Students within the scope of the Compulsory English Preparatory Program will not be included in the lists.
3- Optional Preparatory Program Final Registration Dates / Place	<ul style="list-style-type: none"> • Students whose names are on the main list will register until 17:00 on 23.09.2024. Students who are on the waiting list will be registered instead of students who do not register on this date. • Final registrations for the waiting list will be made until 17.00 on 24.09.2024. • Final registrations will be made at Esentepe Campus School of Foreign Languages.
4-Optional English Preparatory Program Documents Required for Final Registration	<ul style="list-style-type: none"> • Students will register by presenting their student ID card or student certificate to the registration desk.
<p>For Students of Compulsory Preparatory Classes; Business Administration (English), Metallurgical and Materials Engineering (English), Software Engineering (English)</p>	<p>Students within the scope of the Compulsory English Preparatory Program do not need to come separately for final registration. Students who will receive compulsory English Preparatory Education are automatically registered from the system.</p>
English Preparatory Classes Orientation Meeting	<p>The Orientation (Information) Meeting for the Optional and Compulsory English Preparatory Program students will <u>be held on</u> Wednesday, 25.09.2024 at 10:00 at Sakarya University Turgut Özal Culture and Congress Center Hall 1.</p> <p>ALL STUDENTS ARE REQUIRED TO ATTEND!</p>
Placement Test	<p>The Placement Exam to determine the language levels of the Optional and Compulsory English Preparatory Program students <u>will be held</u> on Wednesday, 25.09.2024 at 14:00 in the Faculty of Law Lecture Halls 1-2-3-4.</p>





	ALL STUDENTS ARE REQUIRED TO ATTEND!
Curriculum Announcement	It will be published on 29.09.2024 at https://ydyo.sakarya.edu.tr/ .

6. ENGLISH PREPARATORY PROGRAM

Sakarya University School of Foreign Languages English Preparatory Program applies the **Modular System**. According to this system, students are placed in the appropriate module according to the results of the Placement Exam held at the beginning of each academic year. An academic year consists of two semesters and 3 module semesters, each lasting 10 weeks. There are 20 hours of classes per week.

6.1. English Preparatory Program Modular System

The modules to be applied in the English Preparatory Program are given hierarchically. Students must successfully complete the previous module in order to progress to the next module.

1. Module Period	2. Module Period	3rd Module Period
A2 	B1 	B1+
B1 	B1+ 	B2*

**B1+ module 2. Students who successfully complete the module period can apply to the Department of Foreign Languages with a petition to continue the B2 module if they wish. If there are not enough applications, the module will not be opened. The B2 module is opened only in the 3rd module period. Unsuccessful completion of the B2 module does not affect the student's success in the English Preparatory Program.*

6.2. Courses

In the English Preparatory Program, classes are carried out in the classrooms of the School of Foreign Languages for 20 hours a week, so that students can acquire four language skills (Reading, Listening, Writing, Speaking). For this purpose, the courses are planned in a direction that allows these skills to be processed in a holistic way. The lessons help you learn the four language skills, as well as other components of the language, such as grammar and vocabulary. The main purpose is to help what is learned in all these lessons to be transformed into behavior and used in real life.

The course materials used in the English Preparatory Program according to the modules are as follows:

A2 Module	B1 Module	B1+ Module	B2 Module
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<p align="center">Empower 2nd Edition Elementary (Student's Book & Workbook)</p>	<p align="center">Empower 2nd Edition Pre-Intermediate (Student's Book & Workbook)</p>	<p align="center">Empower 2nd Edition Intermediate (Student's Book & Workbook)</p>	<p align="center">Empower 2nd Edition Upper-Intermediate (Student's Book & Workbook)</p>

It is aimed to actively use the course materials in the course. Students will be responsible for the course materials. Since the lessons will start from the first day, it is important to provide the course tools and equipment as soon as possible.

Students are advised to take only the resources of the module they are studying, rather than taking the materials of all modules.

Sample Syllabus

		Monday	Tuesday	Wednesday	Thursday	Friday
09.00	1	PREP 1	PREP 1	PREP 9	PREP 9	PREP 9
10.00	2	PREP 1	PREP 1	PREP 9	PREP 9	PREP 9
11.00	3	PREP 1	PREP 1	PREP 9	PREP 9	PREP 9
12.00	4	PREP 1	PREP 1	PREP 9	PREP 9	PREP 9
13.00	1	PREP 9	PREP 9	PREP 1	PREP 1	PREP 1
14.00	2	PREP 9	PREP 9	PREP 1	PREP 1	PREP 1
15.00	3	PREP 9	PREP 9	PREP 1	PREP 1	PREP 1
16.00	4	PREP 9	PREP 9	PREP 1	PREP 1	PREP 1

- The above program is a template program. The schedule of the classes will be like the schedule of either Prep 1 or Prep 9.

6.3. Compulsory Attendance and Make-up Exams

There is a minimum attendance requirement of 80% for the courses in a module (minimum 160 class hours). **There is also an 80% attendance requirement in modules that are repeated due to failure or absenteeism.**

Absentee hours that are not used in one module cannot be transferred to the next module. Each student is obliged to keep track of his/her own absenteeism.

The absenteeism rights of students who register late due to various reasons are calculated as of the date of registration.

Medical reports are not valid for absences; Students who have a health report are deemed not to have attended classes on the relevant days. Students who have a report due to their illness that requires continuous treatment or control and/or for extraordinary situations (disaster, traffic accident, etc.) must submit these reports to the secretariat of the Department of Foreign Languages with a petition. If the Department of Foreign Languages deems the report appropriate, it gives the student the right to be absent for the period of the report.

Students who cannot attend the exams due to the excuses specified and documented in Article 21 of the "Sakarya University Associate Degree and Undergraduate Education and Examination Regulations Application Principles" and who want to take the make-up exam can apply for a make-up exam in person or via e-mail with a petition to the Foreign Languages Department secretariat within 5 working days following the exam for short exams and midterm exams, and within 3 working days following the exam for the module success exam.

Students who participate in social or sports activities permitted and/or approved by the Rectorate or other official institutions are not considered absent for the courses they cannot attend. In addition, they have the right to excuse for the measurement and evaluation activities that coincide with those days.

A make-up exam is not held again for the make-up exams that the students have not taken.

6.4. Assessment, Evaluation and Success

Within the scope of measurement and evaluation activities for a module period, 1 midterm exam, 3 quizzes and Module Achievement Exam (MBS) are held. These activities consist of various types of questions to measure all or some of the areas of "Grammar", "Vocabulary", "Reading Comprehension", "Listening Comprehension", "Writing" and "Speaking". The dates of the measurement and evaluation activities are announced at least one week in advance on SABIS

(Sakarya University Information System). It is important that you follow the announcements closely.

Exams and Contribution Levels						
In-module exams				In-module GPA (in AZ 50 Puan)	Module Achievement Exam (MBS) (in AZ 65 Puan)	Students with an End of Module Success Score of 65 and above are considered successful in the relevant module.
Midterm Exam	1. Quiz	2. Quiz	3. Quiz			
40%	20%	20%	20%	60%	40%	

In order to participate in the Module Achievement Exam (MBS), students must meet the attendance requirement [at least 80% (160 course hours) for each module] and get at least 50 (fifty) points out of 100 (one hundred) points according to the contribution levels of the in-module assessment and evaluation activities.

In order to be successful in a module, students must get at least 65 (sixty-five) points out of 100 (one hundred) points from the Module Achievement Exam and the end-of-module success score must be at least 65 (sixty-five) points out of 100 (one hundred) points. The end-of-module success score is calculated by taking 60% of the in-module grade point average and 40% of the MBS score.

EXAMPLE CALCULATION						
In-module Notes				In-module GPA (In az 50 puan)	MBS (In az 65 puan)	Students with an End of Module Success Score of 65 and above are considered successful in the relevant module.
Midterm Exam	1. Quiz	2. Quiz	3. Quiz			
60	80	75	65	68 (24+16+15+13)	70	
40% = 24	20% = 16	20% = 15	20% = 13	60% = 40.8	40% = 28	68,8

In order to be successful in the English Preparatory Program, the B1+ module must be successfully completed, and students who successfully complete the program are given a

certificate stating that they have successfully completed the preparatory program upon request. Students who fail to successfully complete the English Preparatory Program are given a document showing the level of the module they have successfully completed.

In the Optional English Preparatory Program;

- a) Students who successfully complete the B1+ module are exempt from the compulsory foreign language course given in their departments and are entitled to take the Professional English courses given in their departments.
- b) Students who successfully complete the B1 module have the right to participate in EPE-WINTER or EPE-SPRING. Students who score at least 65 (sixty-five) out of 100 (one hundred) points in one of these exams are considered to have successfully completed the English Preparatory Program. These students are both exempt from the compulsory foreign language course given in their departments and are entitled to take the Professional English courses given in their departments.
- c) Those who successfully complete at least the A2 module are exempt from the compulsory foreign language course given in their departments. However, if they want to take this course, they must submit their requests to their department secretariats through a petition.

In the Compulsory English Preparatory Program;

- a) Students who successfully complete the B1+ module continue their education in the departments they are enrolled in and are exempt from the compulsory foreign language course given in their departments.
- b) Students who successfully complete the B1 module have the right to participate in EPE-WINTER or EPE-SPRING. Students who score at least 65 (sixty-five) out of 100 (one hundred) points in one of these exams are considered to have successfully completed the English Preparatory Program. These students continue their departments and are exempt from the compulsory foreign language course given in their departments.

7. Issues Students Should Pay Attention to

- Students should pay utmost attention to the start and end times of the course.
- When students encounter any problems, they should first contact the instructor of the course.
- Students' signing of a course or exam on their behalf instead of another student or for a day they do not show up is considered as forgery of documents and is subject to disciplinary investigation.
- Students should use the fixtures of the college carefully. The damage caused by the student is compensated from the student.
- Students cannot hang or distribute anything such as posters inside the college building without permission.
- Students should behave in accordance with the rules in order to ensure peace and order in the learning and teaching environment. The disciplinary affairs and procedures of the students of the English Preparatory Program are carried out in accordance with the provisions of Article 54 of the Higher Education Law No. 2547 titled Student Disciplinary Affairs.
- Students are obliged to follow the announcements to be made in the classrooms / via SABIS and the announcements on the website of our School.

FREQUENTLY ASKED QUESTIONS (FAQS)

1. I am enrolled in the English Preparatory Program, but I want to cancel my registration. What should I do?

Until the end of the working day on Friday, 04.10.2024, you [must apply to the secretariat of the Department of Foreign Languages by filling out](#) the Petition for Disenrollment.

2. I want to dispute my exam result. What should I do?

Within 5 (five) working days from the announcement of the exam results, you can apply to the Foreign Languages Department secretariat [by filling out the Exam Grade Objection Form](#) and request an examination of whether a mistake has been made in the evaluation of the exams. Upon application, if an error is detected as a result of the examination, the necessary correction is made by taking the opinion of the relevant course instructor. After the expiry of this period, no grade change requests will be processed.

3. Why is compulsory attendance important? How can I find out my absenteeism?

Preparatory education is an intensive language learning program. The course contents are consecutive, and attendance is important as the loss of the course will negatively affect the learning process.

It is the primary responsibility of the student to follow up on attendance. In addition, the Department of Foreign Languages will inform you about attendance status at regular intervals.

4. How does the process of the student who fails due to absenteeism work?

Whether a student has exceeded the absenteeism limit is announced at the end of the module term. These students cannot participate in the Module Achievement Exam, they are considered unsuccessful in that module and they repeat the same module in the next module period.

5. Which textbooks are taught in the English Preparatory Program?

Cambridge Publishing's 'EMPOWER 2nd Edition' series is used in the English Preparatory Program. The course materials to be taught are announced at the Orientation Meeting at the beginning of the year and in the Student Handbook. Depending on the results of the placement test, you can obtain the appropriate course materials for the module you are placed in.

Within the scope of the Law No. 5846 on Intellectual and Artistic Works, the use of pirated and photocopied books is strictly prohibited. **Sakarya University School of Foreign Languages does not accept any legal responsibility for any problems that may arise.**

6. I request a student certificate. How do I get it?

You can obtain the student certificate from the Registrar's Office or via e-government.

7. I want to get a language certificate for my Erasmus application. What should I do?

Students who have completed the English Preparatory Program can obtain this document by applying to the Foreign Languages Department secretariat in person or via e-mail.

8. I am an English Preparatory student. How can I apply for the English Proficiency Exams (EPE-WINTER & EPE-SPRING)?

Those who are entitled to take these exams [can apply to the secretariat of the Department of Foreign Languages](#) by filling out the IYS WINTER-SPRING Application Petition on the application dates to be announced.

9. What should I do if I cannot attend an exam for a valid reason?

You can submit your make-up exam requests to the [Foreign Languages Department secretariat within 5 \(five\) working days following the exam for in-module exams and within 3 \(three\) working days following the exam for the Module Achievement Exam by filling](#) out the Make-up Exam Application Form together with the documents proving your relevant excuse.

10. In how many days and where will the exam results be announced?

Exam results are announced online within a maximum of 10 days following the exam.

11. Can the class/module be changed at the request of the student?

Preparatory class students who are placed in the relevant module according to the results of the placement exam can be placed in a different class/module by the Department of Foreign Languages with the recommendation of the instructors who teach the course, only if deemed necessary. No changes are made only at the request of the student.

Students cannot take classes in a class other than the one they are placed in.

12. What are the advantages of the modular system?

Overall, the modular system in English language teaching offers a flexible, focused, and engaging approach that can significantly improve the effectiveness of language teaching.

Since it is a process-oriented system, it ensures that the development and deficiencies of the students are followed throughout the language learning process and allows the necessary steps to be taken effectively and quickly in this process.

Students set short, medium and long-term goals for themselves and increase their awareness throughout their language education. This approach encourages students to take ownership of their learning, allowing for greater independence and motivation.

Thanks to the advantage of its process-oriented structure, it spreads the performance and focus of students and educators to the whole process and keeps their motivation high.

It brings dynamism to the educational environment by providing transition and diversity between modules.

It ensures that students are distributed homogeneously to classes according to their English levels.

Each module represents a milestone and gives students a sense of accomplishment as the program progresses.

