SCHOOL OF FOREIGN LANGUAGES

ENGLISH PREPARATORY PROGRAM

SAKARYA
UNIVERSITY

STUDENT HANDBOOK

2025-2026

TABLE OF CONTENTS:

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 level class according to the results of the Placement Exam held at the beginning of each academic year and students are given English education at international standards needed in today's world. 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 the English Preparatory Program is to train competent students who have the necessary skills to use English. 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
2025-2026 ACADEMIC YEAR
ENGLISH PREPARATORY PROGRAM ACADEMIC CALENDAR

PERIOD	START DATE	COMPLETION DATE
FALL	22.09.2025	18.01.2026
Announcement of Students on the Main List	08 September 2025	
Registration of Students on the Main List	08-09 September 2025	
Announcement of Students on the Waiting List	September 10, 2025	
Registration of Students on the Waiting List	11-12 September 2025	
Placement Test	22 September 2025	
Orientation Meeting	23 September 2025	
SPRING SEMESTER	09.02.2026	14.06.2026
ENGLISH PROFICIENCY EXAM (EPE-SPRING)	24.06.2026	

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), the Department of Software Engineering (English) and the Department of Business Administration (English); 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 within a certain quota if they state that they want to receive English Preparatory Education by applying online during or after university 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- Students who score 65 (sixty-five) and above in the last 3 (three) years from the English Proficiency Exam (EPE) conducted by Sakarya University SFL are exempt from the English Preparatory Program.

2- Among the students whose status is described below, those who apply to the secretariat of the Department of Foreign Languages with a petition attached and whose documents are accepted by the Department of Foreign Languages are exempt from the English Preparatory Program.

   a. Those who have been educated 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,

   b. Those who certify that they have received at least 65 points from YDS, E-YDS, YÖKDİL, exams in the last 3 (three) years, and those who certify that they have received a score equivalent to 65 points or more in YDS, E-YDS, YÖKDİL, which are international foreign language exams specified in the current Foreign Languages Equivalence Table of the Higher Education Institution.

   * Pursuant to Article 6, paragraph 3, subparagraph d of the Directive on Determining the 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.

   c. Students who have received at least B1+ level English Preparatory Education at Sakarya University or another university affiliated to YÖK or whose equivalence is accepted by YÖK in the last 3 (three) years and have been successful,

   d. Students who have achieved exemption/proficiency as a result of the English proficiency exams held in the last 3 (three) years at another university affiliated to YÖK or accepted by YÖK.

3- The results of the placement exams 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 of the Compulsory English Preparatory Program do not need to take any action for final registration. The registration of these students is done automatically from the system.

 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) They can **pre-register** to the School of Foreign Languages by online registration method between the dates determined by the Department of Foreign Languages.

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 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 "enroll in 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 automatically be canceled from their course registration for undergraduate programs.

Students who want to cancel their registration from the Optional Preparatory Program must submit a written petition to the secretariat of the Department of Foreign Languages within 5 working days following the start of the education.

All students enrolled in the Optional and Compulsory English Preparatory Program

- 22 September 2025, Monday Placement Test* and

- It is obligatory to **attend the Orientation Meeting to be held on Tuesday, September 23, 2025 at 14:00**.

    * **The Placement Exam will be held on Monday, September 22, 2025 in two sessions (first session 10.00, second session 12.30) to determine the language level of Optional and Compulsory English Preparatory Program students. Students' exam session and venue information will be announced on Friday, September 19, 2025 at "ydyo.sakarya.edu.tr". Students who will repeat the Compulsory English Preparatory Program in their second year will not take the Placement Test.**

    * **There is no need to apply to participate in the Placement Test.**

ENGLISH PREPARATORY PROGRAM REGISTRATION PROCEDURES AND DATES

PROCESS	EXPLANATION
1- Optional Pre-Registration **for Pre-Preparation Program (Application)**	**Application Methods:** 1- An application can be made by selecting *the "I want to study in the English Preparatory Program"* option during e-registration via e-Government. 2- Applications can be made via SABIS until 07 September 2025 (until 17.30). [Click here (https://obs.sabis.sakarya.edu.tr/Basvuru/Hazirlik/Program)](https://obs.sabis.sakarya.edu.tr/Basvuru/Hazirlik/Program) to apply. * Applications can be updated via SABIS until 07 September 2025 at 17.30. * Applications are not accepted other than the application methods mentioned above.
2- Optional Preparatory Program Main and Reserve List Announcement	The main list will be published on **08 September 2025** and the reserve list **will be published on** https://ydyo.sakarya.edu.tr/ on 10 September 2025. • Students within the scope of the Compulsory English Preparatory Program will not be included in the lists.
3- Optional Preparatory Program Final Registration Dates	• Students whose names are on the main list **must "approve for final registration" via SABIS until** 09 September 2025, 17.30. * Students who do not confirm their registration through the system within the specified period will lose their registration rights. Students on the waiting list will be registered in their place. • Students whose names are on the waiting list **must complete the "approval for final registration" process via SABIS until** September 12, 2025, 17.30. * Students who do not confirm their registration through the system within the specified period will lose their registration rights.
4- Placement Test	The Placement Exam will be held in two sessions (**first session 10.00, second session 12.30**) on Monday**, 22.09.2024 to determine the language level of Optional and Compulsory English Preparatory Program students**. Students' exam session and venue information will be announced on September 19, 2025 at "ydyo.sakarya.edu.tr". **ALL STUDENTS ARE REQUIRED TO ATTEND!** *There is no repetition of the Placement Test. Students who do not attend this exam will be placed in classes at the lowest level, A1 level. * There is no need to apply to participate in the Placement Test.
5- English Preparatory Classes Orientation (Information) Meeting	The Orientation (Information) Meeting for the Optional and Compulsory English Preparatory Program students will be held on **Tuesday, September 23, 2025 at 14:00** at Sakarya University **Turgut Özal Culture and Congress Center NEVZAT KOR** Hall. **ALL STUDENTS ARE REQUIRED TO ATTEND!**

6. ENGLISH PREPARATORY PROGRAM

Sakarya University School of Foreign Languages English Preparatory Program **Modular System** is applied. According to this system, students are placed in the appropriate level class according to the results of the Placement Exam held at the beginning of each academic year. An academic year consists of two semesters and 4 modules, each lasting 8 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. In order to successfully complete the English Preparatory Program, it is necessary to be successful at the B1+ level.

1. Module Period	2. Module Period	3rd Module Period	4. Module Period
A1 →	A2 →	B1 →	B1+
A2 →	B1 →	B1+	B2*
B1 →	B1+	B2*	
B1+	B2*		

* Students who have successfully completed the B1+ module can apply to the Department of Foreign Languages with a petition to continue the optional B2 module. If the Department of Foreign Languages evaluates the applications and deems appropriate, it may open an optional B2 level class. Unsuccessful completion of the B2 module does not affect the student's success in the English Preparatory Program.

6.2. Courses

Courses in the English Preparatory Program are held in the classrooms of the School of Foreign Languages for 20 hours a week. For this purpose, the courses are planned in a way that allows the relevant language skills to be processed in a holistic way. 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 levels are as follows:

A1 Level	A2 Level	B1 Level	B1+ Level
Empower 2nd Edition Starter (Student's Book & Workbook)	Empower 2nd Edition Elementary (Student's Book & Workbook)	Empower 2nd Edition Pre-Intermediate (Student's Book & Workbook)	Empower 2nd Edition Intermediate (Student's Book & Workbook)

It is aimed to actively use the course materials in the course. Students are responsible for obtaining course materials as soon as possible.

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.

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 given as an example. The schedule of the classes will be similar to that of Prep 1 or Prep 9.
* There will be changes in the start and end times of the classes that will start on Fridays in the afternoon. An announcement will be made in this regard.

6.3. Compulsory Attendance and Make-up Exams

There is a requirement of 85% attendance for each module. There is also an 85% attendance requirement in modules that are repeated due to failure or absenteeism. The **maximum duration of absence for a module is 24 hours**. Those who are absent for 25 or more hours will be considered unsuccessful in that 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 absenteeism. 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 other than these (natural disaster, terrorist attack, etc.) must submit these reports to the Foreign Languages Department Secretariat with a petition as soon as possible. If the Department of Foreign Languages deems the report appropriate, it may give the student the right to be absent for the period of the report.

Students who participate in social or sports activities permitted and/or approved by the Rectorate or state 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.

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 must take the make-up exam within 5 working days following the assessment and evaluation activity for in-module assessment and evaluation activities, within 3 working days following the exam for the Module Achievement Exam (MBS) within 3 working days following the exam, in person or via e-mail with a petition to the Foreign Languages Department Secretariat. They can apply.

A make-up exam is not held again for the make-up exams that the students cannot take.

6.4. Assessment, Evaluation and Achievement

Within the scope of assessment and evaluation activities in a module, 2 quizzes, 1 in-class writing task and 1 speaking task are accompanied by the Module Achievement Exam (MBS). 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 on SABIS (Sakarya University Information System). It is important that you follow the announcements closely.

Assessment and Evaluation Activities and Contribution Levels						
In-Module Exams				In-module GPA (Minimum score of 60)	Module Achievement Exam (MBS) (Minimum score of 65)	Students with an End of Module Achievement Score of 65 and above are considered successful in the relevant module.
Quiz 1	Quiz 2	In-class Writing Task	Speaking Task			
40%	40%	10%	10%	50%	50%	

QUIZ: Quizzes; It consists of sections that comprehensively measure grammar, vocabulary, listening, and reading skills.

IN-CLASS WRITING TASK: The in-class writing task is the individual written work related to the previously studied topics that the students do within the specified time during the lesson, based on their own knowledge and skills. This task aims to measure students' writing skills, reinforce the topics taught, and provide feedback. During this task, resources such as dictionaries, internet, etc. cannot be used. This writing task is evaluated in accordance with the previously established scoring criteria.

SPEAKING TASK: A speaking task is an oral activity that students perform within a set time, during or outside of class. Purpose; to measure students' speaking skills, taught language structures and vocabulary, fluency, pronunciation and appropriate language use. This speaking task is evaluated in accordance with the previously determined scoring criteria.

MODULE ACHIEVEMENT EXAM: This exam at the end of the module is a comprehensive exam that includes grammar, vocabulary, reading, writing, listening and speaking skills.

In order to participate in the Module Achievement Exam (MBS), students must meet the attendance requirement and get at least 60 (sixty) points out of 100 (one hundred) points in total 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 achievement score must be at least 65 (sixty-five) points out of 100 (one hundred) points. The end-of-module achievement score is calculated by taking 50% of the in-module grade point average and 50% of the MBS score.

EXAMPLE CALCULATION						
In-Module Notes				In-module GPA (Minimum score of 60)	Module Achievement Exam (MBS) (Minimum score of 65)	Students with an End of Module Achievement Score of 65 and above are considered successful in the relevant module.
Quiz 1	Quiz 2	In-class Writing Task	Speaking Task			
6040%= 24	7040%= 28	8010%= 8	6010%= 6	66(24+28+8+6)50%= 33	7650%= 38	71

In order to be successful in the English Preparatory Program, the B1+ module must be successfully completed, and after completing the program, the English Preparatory Program achievement certificate is given if they wish. The achievement score of the English Preparatory Program can be used for Erasmus Language exemption based on the Erasmus Language Exam Equivalency Table.

In the optional English Preparatory Program;

a) Students who successfully complete the B1+ level are exempt from the compulsory foreign language course given in their departments and are entitled to take the English Supported Courses given in their departments.

b) Students who meet the B1+ level attendance requirement but fail can participate in EPE-BAHAR. Students who score at least 65 (sixty-five) out of 100 (one hundred) points from this exam 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 English Supported Courses given in their departments. The EPE-BAHAR score cannot be used directly for Erasmus Language exemption.

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;

Students who meet the B1+ level attendance requirement but fail can participate in EPE-BAHAR. Students who score at least 65 (sixty-five) out of 100 (one hundred) points from this exam are considered to have successfully completed the English Preparatory Program.

7. Issues Students Should Pay Attention to

- Students should pay utmost attention to the start and end times of the course.
- Students have to keep track of their own absenteeism.
- 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 procedures and procedures of the English Preparatory Program students are carried out in accordance with the provisions of Article 54 of the Law No. 2547.
- Students are obliged to follow the announcements to be made in the classrooms / via SABIS and the announcements on the website of our School.

8. Academic Honesty and Use of Artificial Intelligence Policy

✓ **Purpose and Scope**

This policy has been prepared in order to regulate the students' compliance with the principles of academic honesty and the use of artificial intelligence (AI) tools in an ethical, responsible and learning-supporting manner in the English Preparatory Program.

✓ **Principles of Academic Honesty**

- Students are obliged to present their own labor and production in all homework, exams and academic studies.
- Cheating, plagiarism, forgery, data fabrication, and similar actions are considered serious academic violations.
- Any information, ideas or statements taken from sources should be used with appropriate attribution.

✓ **Use of Artificial Intelligence**

* Accepted Uses

- As an auxiliary tool in correcting grammatical, spelling and style errors,
- To improve vocabulary and practice,
- To improve speaking skills,
- For the purpose of idea generation, brainstorming and research guidance

* Unacceptable Uses

- The use of texts partially or completely generated by artificial intelligence in measurement activities
- Unauthorized use of AI in exams and classroom work,
- Direct delivery of AI output in studies that require critical thinking, analysis, or original contribution.

✓ **Responsibilities**

- Students are responsible for clearly stating the use of AI and ensuring that the final product reflects their own contributions.
- Instructors are responsible for designing their assessments in a process-oriented manner and informing students about the ethical use of AI.

✓ **Sanctions**

- A violation of AI policy is considered a violation of academic integrity.
- In case of violation, the relevant assignment or exam may be given a grade of 0 (zero); If necessary, disciplinary proceedings may be initiated.

✓ **Update**

This policy is regularly reviewed and updated in line with technological developments and educational needs.

9. FREQUENTLY ASKED QUESTIONS (FAQS)

1. **Do I have to take the Placement Test?**

   It is mandatory <u>to take the Placement Test</u>. There is no need to register to take this exam.

   Students should only mark the questions they know the answer to on the exam; Otherwise, they will not be placed in a class according to their actual level. This may lead to possible module repetition and prevent the student from achieving the desired success in the English Preparatory Program.

   There is no repetition of the Placement test. Students who cannot attend this exam will be placed in classes at the lowest level, A1 level.

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

   You must apply to the Foreign Languages Department secretariat by filling out the Disenrollment Petition **until the end of the working day on** Friday, September 26, 2025.

3. **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 at the address **"ydyo.sakarya.edu.tr"** and request an examination of whether an error has been made in the evaluation of your exam. 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.

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

   The English Preparatory Program 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 student's own responsibility to keep track of attendance.

5. **My absence was 25 class hours. Will I fail due to absenteeism?**

   <u>Yes</u>. The maximum duration of absence in a module is 24 hours. Therefore, in case of absence exceeding 24 hours, the student is considered absent in that module.

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

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

Whether a student has exceeded the absenteeism limit is announced before the Module Achievement Exam. 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.

7. **Which textbooks are used in the English Preparatory Program?**

Cambridge Publishing House's 'EMPOWER 2nd Edition (Coursebook + Workbook)' series is used in the English Preparatory Program. The course materials to be covered are also announced at the Orientation Meeting at the beginning of the year. According to the results of the placement test you will take, you can obtain course materials suitable for the level 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.**

8. **I am requesting a student certificate. How do I get it?**

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

9. **What should I do if I can't take 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 will the exam results be announced?**

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

11. **Can I change classes?**

Preparatory class students who are placed in the relevant level class according to the results of the placement exam can be placed in a different level class only within the first 2 weeks of the first module, with the recommendation of the instructors and if deemed appropriate by the Department of Foreign Languages.

Any class change is not 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.