



ANTALYA BİLİM
UNIVERSITY

**ANTALYA BİLİM
UNIVERSITY 2024-2025
ACADEMIC YEAR
STUDENT HANDBOOK**

Contents

Message from the Director of the School of Foreign Languages

1. Preparatory Unit of the School of Foreign Languages

- 1.1. English Preparatory Program
- 1.2. Students of the English Preparatory Program
- 1.3. Güllük Campus
- 1.4. Who is Who?

2. Important Contacts and Connections

3. Academic Calendar

4. General Information About the English Language Education Program

- 4.1. About the English Language Education Program
- 4.2. Office Hours
- 4.3. Summer School
- 4.4. Attendance Control and UBS

5. Important Rules

6. English Preparatory Class Assessment and Evaluation Practices

- 6.1. Placement Exam
- 6.2. English Proficiency Exam (Exemption Exam)
- 6.3. Level Exams
 - 6.3.1. A1 Exams, Percentages, and Contents
 - 6.3.2. A2 Exams, Percentages, and Contents
 - 6.3.3. B1 Exams, Percentages, and Contents
 - 6.3.4. B2 Exams, Percentages, and Contents
- 6.4. Important Rules Related to Exams

7. How Can I Be a Successful Preparatory School Student?

- 7.1. Tips for Being a Successful and Autonomous Student
- 7.2. Study Tips According to Different Types of Intelligence

8. Frequently Asked Questions

Message of the Director of the School of Foreign Languages

Dear Students,

The English Language Training Program (ELTP) of the School of Foreign Languages, operated to prepare you for your departments where you will receive education in English, is a program that was specifically designed for students whose native language is not English.

Our program, elaborately designed by our teaching staff who are experts in their fields, offers courses that involve vocabulary, grammar, reading, writing, listening and speaking skills and are reinforced with second language learning and brain-based language learning strategies.

Our English Language Training Program will serve you with the help of a strong, accessible and solution-oriented teaching staff that has undertaken the task of supporting you in reaching your academic, vocational and personal goals and preparing you for your undergraduate and postgraduate education, has the ability to act competently in both formal and distance education and constantly improves itself in terms of communication and vocational skills.

The School of Foreign Languages is rightly proud of presenting our English Language Training Program, which is one of the best programs in our country that will equip you with the English language skills that you will need to reach your goals in your academic life and career.

Knowing that a person's initial motivation will influence all processes and consequences to be involved in the future, I want you to know that we will support you starting from your first day at our school, and I greet you with love and respect.

Asst. Prof. Murat Kaplan

Directorate of the School of Foreign Languages

1. The School of Foreign Languages Preparatory Unit

1.1. English Preparatory Program

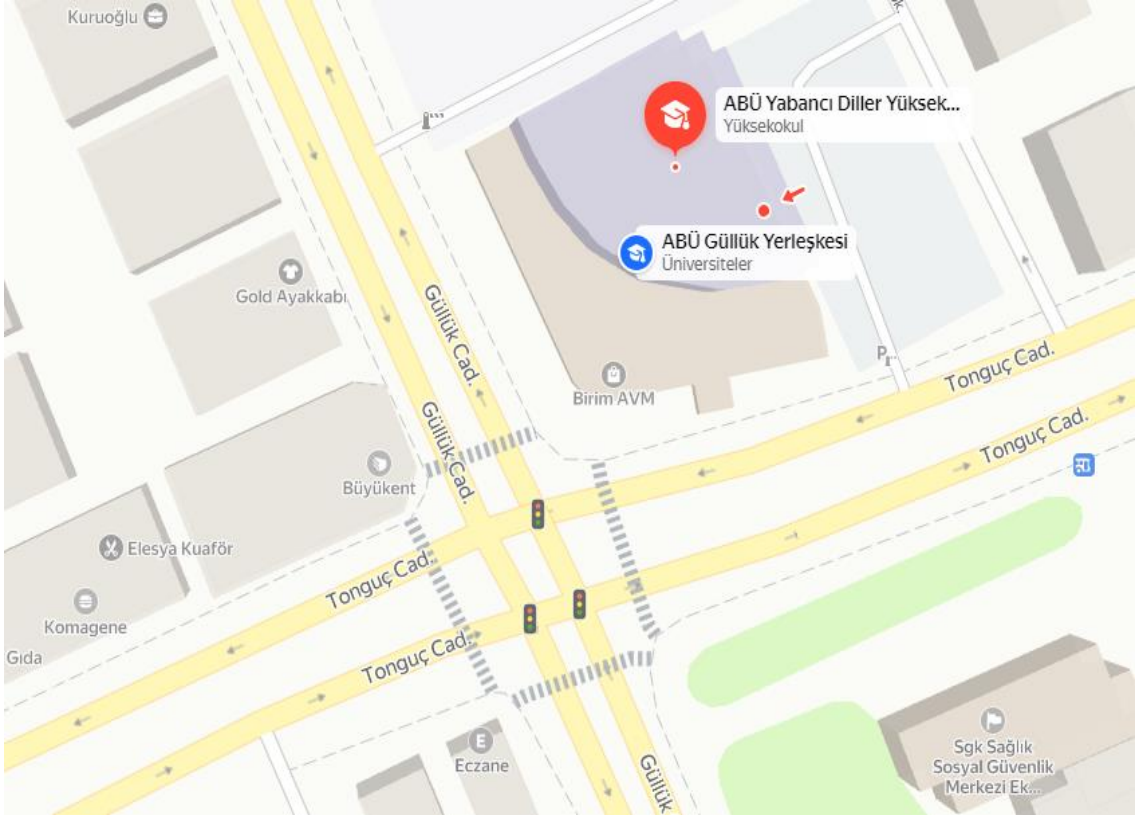
The duration of the English Preparatory Program is 1 (one) academic year. The maximum duration is 2 (two) academic years. Students who are successful at the end of an academic year start their relevant programs at the faculty. Students who are not successful at the end of an academic year repeat the English preparatory class for 1 (one) more academic year. Students who are not successful at the end of the second academic year have the right to transfer to a Turkish Department in accordance with the decision of the Higher Education Council.

1.2. English Preparatory Program Students

The English Preparatory Program is compulsory for students who study in a department where the medium of instruction is English and cannot pass the English Proficiency Exam held at the beginning of the academic year or do not present any exam documents that are required for exemption.

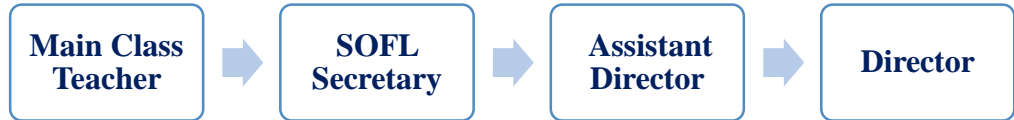
1.3. Güllük Campus

English Preparatory Program courses take place at Antalya Bilim University (ABU) Güllük Campus. There is no private shuttle company that the university has a contract with for ABU Güllük campus. Students can use public buses passing through the Tonguç Cad-2, Tonguç Cad-9, Anafartalar Cad-2, Anafartalar Cad-8 stops located near the university. There is no university car park reserved for students in ABU Güllük campus, but there is a paid car park next to the school.



1.1. Who is Who?

When your level is determined and your classes are created, one of your teachers is appointed as the classroom teacher or the main class teacher. He or she should be the first person you contact when you have a question or problem. For issues that you cannot resolve with your class teacher, you can contact our department secretary, the assistant director and the director, respectively, with the guidance of your teacher.



Director: Dr. Murat Kaplan (207) murat.kaplan@antalya.edu.tr

Assistant Director: Fatih Bozoğlu (209) fatih.bozoglu@antalya.edu.tr

SOFL Secretary: Hatice Karaçelik (207) hatice.karacelik@antalya.edu.tr

Psychological Counselor: Büşra Yılmaz, busra.yilmaz@antalya.edu.tr

2. Important Contacts and Links

Content	Contact Information
For general information about the School of Foreign Languages: e.g. Academic Calendar	Website School of Foreign Languages Antalya Bilim University

For technical problems related to your school email accounts or accessing the UBS system:	E-mail address bt.destek@antalya.edu.tr
For general information about the School of Foreign Languages:	E-mail address and Phone Number eltp@antalya.edu.tr 0242 245 03 82
For information related to transfer or freezing of registration:	Website Student Affairs Directorate Antalya Bilim University
For payment related issues:	Website Directorate of Financial Office Antalya Bilim University
For questions of International students related to payment, department change etc.	E-mail address and Phone Number iso@antalya.edu.tr 0549 808 66 96

3. Academic Calendar

FALL SEMESTER	DATE	DESCRIPTION
English Placement Test - For students placed by the SSPC (ÖSYM).	26 - 30 August 2024	The students of the Academic Year 2024-2025 will take the placement test on the registration day previously announced for their faculties. Exam Venue: Dosemealti Campus A Block (Main Campus) - (AG-08 / A1-94) Time of the Placement Test: 10.00-11.00 and 13.30-14.30-15:30 Results will be announced by the lecturers on the exam day. Note: Students who are placed in B1 level and above will take the Proficiency Exam / Exemption Exam that will be held face-to-face on September, 9-10, 2023.

Exemption / Proficiency Exam - For all students from the Academic Year 2023-2024 and the students registered for the Academic Year 2024-2025 and placed in B1 level and above.	9 - 10 September 2024	Exam Venue: Gulluk Campus (Address: Üçgen Mah. Tonguç Cd. No:31, Muratpaşa / Antalya) Exam Time: 09:00 a.m. (Students who will take the exam are expected to be at the exam venue with their student ID cards half an hour before the specified time).
Announcement of the Results of the Proficiency Exam	13 September 2024	
Commence of Classes (1st Module)	23 September 2024	
Midterm Exam	17 - 18 October 2024	
Republic Day	29 October 2024	
Final Exam	14 - 15 November 2024	
Announcement of the Results of the Final Exam	19 November 2024	
Module Break	18 November - 22 November 2024	
Commence of Classes (2nd Module)	25 November 2024	
Midterm Exam	19 - 20 December 2024	
New Year's Day	1 January 2025	
Final Exam	16 - 17 January 2025	For all levels.
Announcement of the Results of the Final Exam	21 January 2025	
Proficiency Exam	22 - 23 January 2025	This exam can only be taken by students at B2 level and students who have successfully completed B1 Level.
Announcement of the Results of the Proficiency	27 January 2025	

Exam			
Semester Break	27 January 2025	7 February 2025	
SPRING SEMESTER	DATE		DESCRIPTION
Commence of Classes (3rd Module)	10 February 2025		
Midterm Exam	06 - 07 March 2025		
Ramadan Holiday	30 March-1 April 2025		
Final Exam	7 - 8 April 2025		
Announcement of the Results of the Final Exam	11 Nisan 2025		
Module Break	09 - 14 April 2025		
Commence of Classes (4th Module)	15 April 2025		
National Sovereignty and Children's Day	23 April 2025		
Labor and Solidarity Day	1 May 2025		
Midterm Exam	08 - 09 May 2025		
Commemoration of Atatürk, Youth and Sports Day	19 May 2025		
Feast of Sacrifice	6 June 2025	9 June 2025	
Final Exam	11 - 12 June 2025		For all levels.
Announcement of the Results of the Final Exam	17 June 2025		
Proficiency Exam	19 - 20 June 2025		
Announcement of the Results of the Proficiency	25 June 2025		This exam can only be taken by students at B2 level and students who have successfully completed B1 Level.

SUMMER SCHOOL	DATE		DESCRIPTION
Exam			
Summer School Registration	26 June 2025	2 July 2025	Payments will be made online
Deadline for the Payment of the Tuition Fee	2 July 2025		
Summer School Lessons	7 July 2025	13 August 2025	
15 July Democracy and Martyrs Day	15 July 2025		
Midterm Exam	24 - 25 July 2025		
Final Exam	14 - 15 August 2025		For all levels.
Announcement of the Results of the Final Exam	20 August 2025		
Proficiency Exam	21 - 22 August 2025		This exam can only be taken by students who have registered in the Summer School.
Announcement of the Results of the Prep. Exemption Exam	27 August 2025		
Victory Day	30 August 2025		

4. General Information about the English Language Education Program

4.1. About the English Language Education Program

One academic year of Antalya Bilim University preparatory program is a modular system consisting of four (4) levels. These levels are A1, A2, B1 and B2. Each level is planned to last an average of 8 or 9 weeks in spring and fall semesters.

About students' progression through levels and their transition to faculty throughout the academic year:

- ❖
- ❖
- ❖
- ❖ Students who start at A1 level can only transfer to their faculties the following year when their levels are successfully completed.
- ❖ If students who start at A2 level successfully complete B1 level without repeating any modules or failing due to absenteeism, they are entitled to take the English Proficiency Exam to be held in January and can start their studies in the mid-term, if they wish.
- ❖ If students who start at B1 level successfully complete B2 level without repeating any modules or failing due to absenteeism, they are entitled to attend

A1	A2	B1	B2	the
A2	B1	B2		
B1	B2			
B2				

the faculty without taking the English Proficiency Exam.

- ❖ If students who start at B2 level successfully complete B2 level without missing any attendance, they are entitled to attend the faculty without taking the English Proficiency Exam.

Number of weekly lessons and distribution:

Weekly number of classes and distribution:

	Number of Lessons per Week	Reading	Writing	Speaking and Listening	Project
A1	22	6	6	6	2
A2	22	6	6	6	2
B1	22	8	4	8	2
B2	22	7	5	7	3

As shown in the table, weekly course distributions are similar across levels. The materials and books to be used for each level will be announced to you by your main class teacher in each module.

4.2. Office Hours

Each faculty member offers office hours twice a week. Students can make appointments with their teachers for these office hours on subjects they need help with.

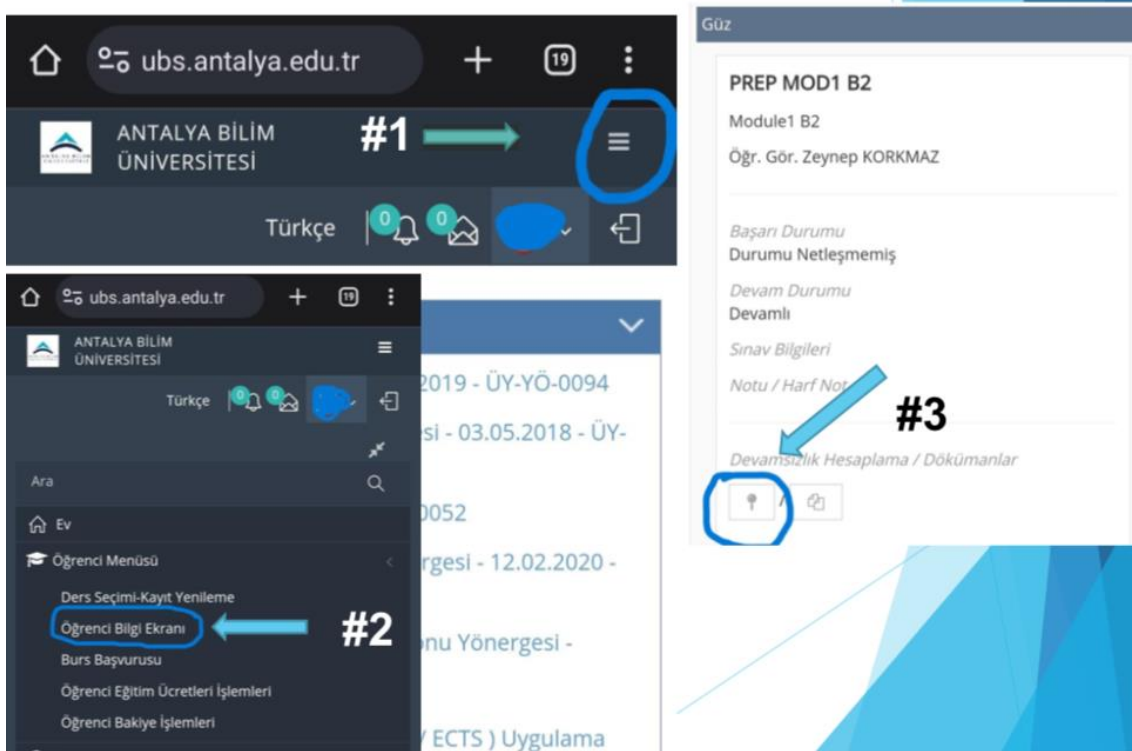
4.3. Summer School

Summer school is generally for B1 and B2 level students. Summer school will be opened for A2 students if adequate number of students apply for it. There is no summer school for A1 students. Summer school usually lasts about 5-6 weeks. A proficiency exam is held after the summer school ends.

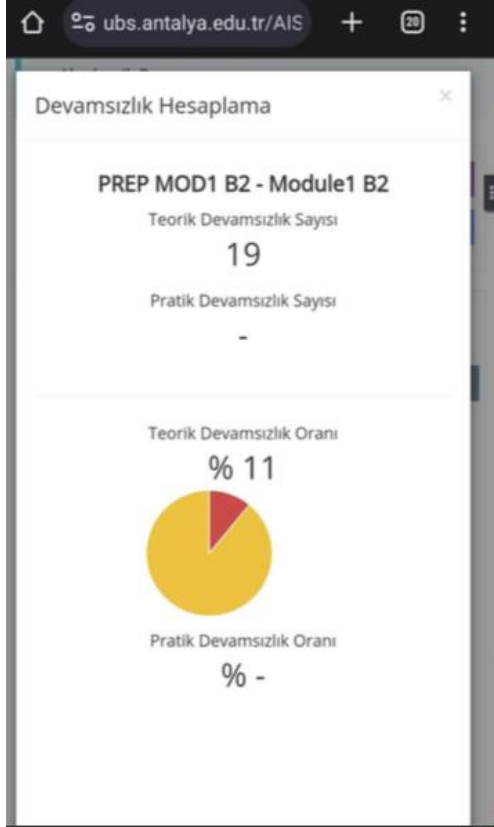
4.4. Attendance and UBS

- ❖ Students must log in to <https://ubs.antalya.edu.tr/> with their e-mail addresses and passwords provided by the school.
- ❖ After logging in, students should select the student information screen from the student menu by clicking on the hamburger menu as shown in the image (Image-1).
- ❖ By clicking on the absenteeism calculation at the bottom of the term and module information on the student information screen, they can see the absenteeism rate and the number of absences (Image - 2).

(Image-1)



(Image -2)



Important Reminder: Due to the way the UBS system works, absences that have not yet been entered are recorded in the students' absences section when they log in to the system each day. This causes a student's absenteeism to appear higher than it is before the end of the day. This number will return to normal at the end of the day once the student attends classes during the day and the teacher enters attendance into the system. Therefore, it is recommended to check absenteeism at the end of the day.

5. Important Rules

- ❖ English Preparatory School is subject to the Disciplinary Regulations of the Council of Higher Education.
- ❖ Using pirated or photocopied books is strictly prohibited within the scope of the "Law on Intellectual and Artistic Works No. 5846". Students are individually responsible for any situation that may arise as a result of using pirated or photocopied books.
- ❖ Students should check their school e-mails regularly. Important announcements are sent by e-mail.
- ❖ Once classes are created, no class changes are possible.
- ❖ It is mandatory to come to classes with books and necessary materials.
- ❖ Technical equipment and fixtures in the classrooms should be used properly.
- ❖ It is mandatory to speak English in classes.
- ❖ If students are late for classes, they will be marked absent. They can attend the class but will be marked absent.
- ❖ In order not to disrupt the course, you can only leave the course due to an emergency by asking permission from the course teacher.
- ❖ During the lesson, phones can only be used when the instructor gives permission.
- ❖ Behaviors that disrupt classroom order, peace and the learning environment should be avoided. Using the phone for purposes outside the objectives of the lesson, talking to other students, answering messages or sleeping during the lesson are among the behaviors that disrupt the classroom order.
- ❖ In any study or assignment, using a part or all of the work or assignment prepared by someone else as if it were your own product, fabricating false information or sources, preparing assignments using translation programs or artificial intelligence applications are among unacceptable behaviors, and these assignments or studies will not be evaluated.
- ❖ 80% attendance in classes is mandatory. The number of hours this corresponds to is announced to the classes at the beginning of each module. Students who exceed the

specified limit cannot take the final exam, cannot move to the next level and must repeat the current module.

- ❖ The absenteeism limit is 20%. The validity of any medical report will be calculated based on this percentage.
- ❖ Smoking (including electronic cigarettes, etc.) is prohibited inside the building.

6. English Preparatory Class Assessment and Evaluation Practices

6.1. Placement Exam

Students accepted to Antalya Bilim University must take the ABU English Proficiency Exam. Students take the exam in the education building on the main campus on the day they register to the university. The placement test consists of two stages:

- a. Online exam consisting of multiple-choice questions assessing grammar, vocabulary, reading and listening skills
- b. A written exam based on the level determined in the online exam

In the English Placement Test, students who are below the intermediate (B1) level are placed in classes appropriate to their level, according to their exam results. Students are not allowed to change the class and level they are placed in based on the Placement Test. Students whose Placement Test results are at B1 level and above can take the English Proficiency Exam in order to be exempt from the English Language Education Program (Preparatory Class).

6.2.English Proficiency Exam (Exemption Exam)

English Proficiency Exam is an exam that measures students' proficiency in English so that they can follow their courses at their faculties. For this reason, students who successfully complete the advanced level (B2) are expected to pass this exam.

English Proficiency Exam periods	Who can take it?
Beginning of the Academic Year (End of August or beginning of September, before Module 1 starts)	<ul style="list-style-type: none"> • Newly registered students at B1 level and above based on the Placement Exam • All students who failed in the previous academic year
Autumn Semester (January, at the end of 2nd Module)	<ul style="list-style-type: none"> • B2 level students who cannot successfully complete the B2 level in the 2nd Module and meet the 80% attendance requirement • Students who successfully complete the B1 level in Module 2 and meet the 80% attendance requirement

Spring Semester (June, after the 4th Module)	<ul style="list-style-type: none"> • B2 level students who cannot successfully complete the B2 level in the 4th Module and meet the 80% attendance requirement • Students who successfully complete the B1 level in Module 4 and meet the 80% attendance requirement
Summer School (August, at the end of Summer School)	<ul style="list-style-type: none"> • B2 level students who cannot successfully complete the B2 level in the Summer School and meet the 80% attendance requirement • Students who successfully complete the B1 level in the Summer School and meet the 80% attendance requirement
<p><i>! Students who do not attend the Summer School cannot take the English Proficiency Exam held at the end of the Summer School.</i></p> <p><i>! Medical reports are not accepted for the English Proficiency exam.</i></p>	

English Proficiency Exam consists of 4 main parts:

Vocabulary and Grammar (10 points):		Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.
Reading (10 points):		Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.
Listening (10 points):		Students are required to listen to one lecture and one dialogue and answer multiple choice and open-ended questions related to the listening texts they listened to.
Writing (20 points):		Students are required to write an essay of a minimum of 350 words.
Speaking (20 points):		In this section, students answer 2 questions and are given 1 minute of thinking time for each question and are required to talk for 2 minutes about each question.

- ❖ Preparatory Exemption Exam (English Proficiency Exam) consists of 70 points, but the result is calculated out of 100 points.
- ❖ Students who get a score of 70 or above from the English Proficiency Exam are entitled to start their courses at the faculty where they are registered.

- ❖ Students who score below 70 from the English Proficiency Exam must continue their English education in the English Preparatory Class.
- ❖ Students who have obtained sufficient results from the internationally recognized exams listed below and who can document the accuracy of their exam results are exempted from the English Language Education Program. Students who cannot prove the accuracy of their exam result documents and have expired exam result documents need to take the English Proficiency Exam.

EXAMS ACCEPTED FOR EXEMPTION

For departments where the medium of instruction is fully English;

ANTALYA BİLİM ÜNİVERSİTESİ (İYS)	YDS / E-YDS / YÖKDİL / E-YÖKDİL	TOEFL IBT	PTE ACADEMIC
70	65 (Validity period is 5 years)	78 (Validity period is 2 years)	67 (Validity period is 2 years)

You can go to the link below to review the sample English Proficiency Exam.

<https://antalya.edu.tr/tr/fakulte-ve-enstituler/yabanci-diller-yuksekokulu/icerik/ingilizce-dil-egitim-programi/ornek-ingilizce-yeterlik-sinavi>

6.3. Level Exams

Level exams are prepared by our testing and evaluation unit and are evaluated according to the criteria they provide. While the reading and writing sections of the final and midterm exams are evaluated according to the answer keys prepared by our unit, certain criteria are used for the writing and speaking sections. There are separate criteria for projects, assignments and course participation, which also play a role in passing the level. All of these criteria are posted on classroom boards at the beginning of each module.

With the help of these criteria, the success of students at all levels is evaluated according to the measurement tools and percentages specified below.

Final exams are graded out of 70 points for all levels. These scores are calculated and entered into the system out of 100. In order for students to successfully complete their levels, their overall score must be 70 and above

Note: *Medical reports will be accepted for the final exam, and no make-up exam will be held. For midterm exams, the student can take the make-up exam if a report of at least three days is submitted.*

The sections, percentages and contents of the final exam are given on the following pages.

6.3.1. A1 Exams, Percentages and Contents

Exam	%	Content
Final	%45	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to 2 listening texts and answer multiple choice and open-ended questions about those texts.</p> <p>Writing (20 points): Students are required to write a paragraph of minimum 120 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 1-2 minutes.</p>
Midterm	%35	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to 2 listening texts and answer multiple choice and open-ended questions about those texts.</p> <p>Writing (20 points): Students are required to write a paragraph of minimum 80 – 100 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 1-2 minutes.</p>
Homework and Participation	%5	<p>The student's performance is evaluated by teachers and graded out 10 based on doing homework, coming to class prepared, attitudes and behaviors during the lesson, participation in the lesson and attendance. This evaluation occurs twice in the module, once in the middle of the module and once at the end of the module. The student's final grade is determined by taking the average of both grades.</p>
Projects	%7.5	<p>Students conduct research on a given topic in the designated weeks as a group study, prepare a presentation on that topic, and submit the data they have prepared on the research topic to their teachers in writing.</p>

		On the last day of the week, each group presents their work to the other groups in turn. In projects, students are given a grade out of 100 by project teachers based on the presentation performance. The student's final grade is determined by taking the average of all grades.
Weekly Writing Exams	%7.5	At A1 level, students are given a two-stage process-based writing exam on the subject of the relevant week every week, on the day and time announced in advance. Students who receive feedback on their paragraphs written in the first stage take the second stage of the writing exam on another day in the same week. The student's final grade is determined by taking the average of the grades given out of 100.

6.3.2. A2 Exams, Percentages and Contents

Exam	%	Content
Final	%45	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to 2 listening texts and answer multiple choice and open-ended questions about those texts.</p> <p>Writing (20 points): Students are required to write a paragraph of minimum 150 words.</p> <p>Speaking(20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 1-2 minutes.</p>
Midterm	%35	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to 2 listening texts and answer multiple choice and open-ended questions about those texts.</p> <p>Writing (20 points): Students are required to write a paragraph of minimum 120 - 150 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 1-2 minutes.</p>

Homework and Participation	%5	The student's performance is evaluated by teachers and graded out of 10 based on doing homework, coming to class prepared, attitudes and behaviors during the lesson, participation in the lesson and attendance. This evaluation occurs twice in the module, once in the middle of the module and once at the end of the module. The student's final grade is determined by taking the average of both grades.
Projects	%5	Students conduct research on a given topic in the designated weeks as a group study, prepare a presentation on that topic, and submit the data they have prepared on the research topic to their teachers in writing. On the last day of the week, each group presents their work to the other groups in turn. In projects, students are given a grade out of 100 by project teachers based on the presentation performance. The student's final grade is determined by taking the average of all grades.
Writing Exams	%10	For A2 level, students have one process-based (two-stage) and one timed writing exam within a module.

6.3.3. B1 Exams, Percentages, and Contents

Exam	%	Content
Final	%45	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to one lecture and one dialogue and answer multiple choice and open-ended questions related to the listening passages they listen to.</p> <p>Writing (20 points): Students are required to write an essay of minimum 300 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 2 minutes.</p>
Midterm	%35	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to one lecture and one dialogue and answer multiple choice and open-ended questions related to the listening passages they listen to.</p>

		<p>Writing (20 points): Students are required to write an essay of minimum 250 - 300 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 2 minutes.</p>
Homework and Participation	%5	The student's performance is evaluated by teachers and graded out 10 based on doing homework, coming to class prepared, attitudes and behaviors during the lesson, participation in the lesson and attendance. This evaluation occurs twice in the module, once in the middle of the module and once at the end of the module. The student's final grade is determined by taking the average of both grades.
Projects	%5	Students conduct research on a given topic in the designated weeks as a group study, prepare a presentation on that topic, and submit the data they have prepared on the research topic to their teachers in writing. On the last day of the week, each group presents their work to the other groups in turn. In projects, students are given a grade out of 100 by project teachers based on the presentation performance. The student's final grade is determined by taking the average of all grades.
Writing Exams	%10	For B1 level, students have one process-writing and one timed writing exam within a module.

6.3.4. B2 Exams, Percentages and Contents

Exam	%	Content
Final	%50	<p>Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to one lecture and one dialogue and answer multiple choice and open-ended questions related to the listening passages they listen to.</p> <p>Writing (20 points): Students are required to write an essay of minimum 350 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 2 minutes.</p> <p>Presentation (10 points): B2 level students prepare a presentation on a topic they choose in the 5th week of the module, gradually until the last week of the module, and they are required to present this presentation to their classmates and teachers on the day and time determined at the end of the module.</p>
Midterm	%30	Vocabulary and Grammar (10 points): Students are required to answer fill-in-the-blank and multiple-choice questions related to

		<p>grammar and vocabulary.</p> <p>Reading (10 points): Students are required to read 2 reading texts and answer multiple choice and open-ended questions about those texts.</p> <p>Listening (10 points): Students are required to listen to one lecture and one dialogue and answer multiple choice and open-ended questions related to the listening passages they listen to.</p> <p>Writing (20 points): Students are required to write an essay of minimum 300 words.</p> <p>Speaking (20 points): In this section, students answer 1 question and are given 1 minute of thinking time for this question and are required to talk about the question for 2 minutes.</p>
Homework and Participation	%5	The student's performance is evaluated by teachers and graded out 10 based on doing homework, coming to class prepared, attitudes and behaviors during the lesson, participation in the lesson and attendance. This evaluation occurs twice in the module, once in the middle of the module and once at the end of the module. The student's final grade is determined by taking the average of both grades.
Projects	%7.5	Students conduct research on a given topic in the designated weeks as a group study, prepare a presentation on that topic, and submit the data they have prepared on the research topic to their teachers in writing. On the last day of the week, each group presents their work to the other groups in turn. In projects, students are given a grade out of 100 by project teachers based on the presentation performance. The student's final grade is determined by taking the average of all grades. In a module, students prepare 4 group projects and deliver 1 individual presentation. They start preparing for the individual presentation step by step from the 2nd week onward. Each group project contributes 1%, and the individual presentation contributes 3.5%, impacting the overall module grade by a total of 7.5%.
Writing Exams	%7.5	Within a module at B2 level, students have two timed writing exams.

6.4. Important Rules Regarding Exams

- ❖ Students are obliged to bring their student ID cards with them on the exam day.
- ❖ They are also responsible for bringing the necessary stationery, as sharing pencils and erasers is prohibited.
- ❖ Students are required to be at school at least 15 minutes before the exam starts.
- ❖ In case of any cheating or attempt, necessary legal proceedings will be initiated.

7. How Can I Be a Successful Preparatory Student?

7.1. Tips for Becoming a Successful and Autonomous Student

Set Clear Goals: Define what you want to achieve in your English studies. Having clear goals will help you stay focused and motivated.

Example: Write down specific goals such as "I want to improve my speaking skills to have a 5-minute conversation in English by the end of the month."

Application: Use a goal-setting app like Trello or a journal to track your progress towards these goals. Update it regularly with your achievements and new targets

(<https://trello.com/tr>).

Create a Study Plan: Plan your study sessions in advance. Allocate specific times for different skills such as reading, writing, speaking, and listening.

Example: Create a weekly schedule (e.g., 30 minutes of reading every Monday, 30 minutes of writing every Wednesday, 30 minutes of speaking practice every Friday, and 30 minutes of listening practice every Sunday).

Application: Use a digital calendar like Google Calendar to schedule your study times and set reminders to stay on track (<https://workspace.google.com/intl/tr/products/calendar/>).

Practice Regularly: Consistency is key. Practice English every day, even if it's just for a short period.

Example: Set a daily reminder to practice vocabulary with a language app for 10 minutes each day.

Application: Download a language learning app like Duolingo or Memrise and set a daily practice goal. Enable notifications to remind you to complete your practice

(<https://tr.duolingo.com/>, <https://www.memrise.com/tr/>)

Use Various Resources: Utilize different learning materials such as books, online courses, videos, and apps to diversify your learning experience.

Example: Use a combination of resources like Duolingo for vocabulary, TED Talks for listening, Grammarly for writing, and speaking clubs or language exchange apps for speaking.

Application: Explore online platforms like Coursera or Udemy for structured courses, YouTube for educational videos, and apps like Tandem for language exchange

(<https://www.ted.com/talks>, <https://www.grammarly.com/>, <https://www.coursera.org/>, <https://www.udemy.com/>, <https://tandem.net/>)

Engage in Active Learning: Participate actively in class, ask questions, and engage in discussions. Active learning helps reinforce your knowledge.

Example: During class, raise your hand to answer questions, join group discussions, and take detailed notes.

Application: Use tools like Google Docs to organize your class notes, participate in online discussion forums, and join study groups through platforms like Meetup (<https://www.google.com/docs/about/>, <https://www.meetup.com/tr-TR/>)

Reflect on Your Learning: Regularly assess your progress and reflect on what you have learned. Identify areas where you need improvement and adjust your study plan accordingly.

Example: Keep a learning journal where you write about what you studied each week, what you found challenging, and what strategies you will use to improve.

Application: Use journaling apps like Day One or a simple notebook to document your learning journey. Set weekly reminders to review and reflect on your progress (<https://dayoneapp.com/>)

Seek Feedback: Don't hesitate to ask for feedback from your teachers and peers. Constructive feedback can help you improve your skills.

Example: After submitting an assignment, ask your teacher for detailed feedback on your strengths and areas for improvement.

Application: Utilize platforms like Grammarly or online peer review groups to get feedback on your writing. Schedule regular check-ins with your teacher for personalized feedback.

Be Resilient: Learning a language can be challenging. Don't get discouraged by mistakes; instead, view them as opportunities to learn and grow.

Example: If you make a mistake while speaking, take note of it, learn the correct form, and practice it until you get it right.

Application: Use language learning apps that include error correction features, like ELSA SPEAK, and participate in speaking clubs where mistakes are seen as learning opportunities (<https://elsaspeak.com/en/>)

Practice Speaking: Find opportunities to speak English, whether it's with classmates,

language exchange partners, or through online platforms. The more you practice speaking, the more confident you will become.

Example: Join a language exchange group where you can practice speaking with native speakers or fellow learners once a week.

Application: Use apps like HelloTalk or Tandem to connect with native speakers and practice speaking. Schedule regular video calls or in-person meetings

(<https://www.hellotalk.com/>).

Stay Motivated: Keep your motivation high by reminding yourself of your goals and the benefits of learning English. Celebrate your achievements, no matter how small.

Example: Set short-term rewards for yourself, like watching your favorite movie in English after completing a week of study.

Application: Create a reward system using apps like Habitica, where you earn rewards for completing study tasks. Join online communities or forums for motivation and support

(<https://habitica.com/static/home>)

7.2. How to Be a Successful Preparatory Student: Tips Based on Different Types of Intelligence

Identify Your Dominant Intelligence: Before you read the tips, take an online test to find out which type of intelligence is dominant in you. Here are some useful links:

Multiple Intelligence

- ❖ Test 1 (English): <https://www.idrlabs.com/multiple-intelligences/test.php> (other languages are also available)
- ❖ Multiple Intelligence Test 2 (Turkish): https://testanket.com/uygulamalar/coklu_zeka_testi.html

1. Linguistic Intelligence

- Read English books, articles, and journals that interest you.
- Join English conversation clubs or language exchange programs.
- Write essays, stories, or blog posts in English to practice.
- Participate in debates or public speaking events in English.

5. Musical Intelligence

- Listen to English songs and try to understand the lyrics.
- Create songs or rhymes to remember vocabulary and grammar rules.
- Join a choir or music group that practices in English.
- Use rhythmic patterns to help memorize new information

2. Logical-Mathematical Intelligence

- Solve English logic puzzles and brainteasers.
- Break down complex grammar rules into logical steps.
- Use apps and websites that teach English through games and challenges.
- Engage in coding or science projects in English.

6. Interpersonal Intelligence

- Form study groups with classmates to practice English together.
- Take on leadership roles in group projects or activities.
- Attend social events or clubs where English is spoken.
- Engage in peer teaching and learn by explaining topics to others.

3. Spatial Intelligence

- Use visual aids like flashcards, mind maps, and diagrams to learn English.
- Watch English-language videos, documentaries, and movies.
- Draw or use graphic organizers to structure your notes.
- Participate in art projects or design activities that incorporate English.

7. Intrapersonal Intelligence

- Set personal goals for your English learning and track your progress.
- Keep a journal in English to reflect on your learning journey.
- Study independently and develop self-discipline.
- Use meditation or mindfulness techniques to manage stress.

4. Bodily-Kinesthetic Intelligence

- Act out scenes from English plays or stories.
- Use hands-on activities to learn, such as building models or crafting.
- Participate in sports or dance classes conducted in English.
- Engage in role-playing games to practice conversational English

8. Naturalistic Intelligence

- Learn English vocabulary related to nature and the environment.
- Spend time outdoors and describe your surroundings in English.
- Participate in environmental projects or clubs that use English.
- Watch nature documentaries in English to expand your vocabulary.

8. Frequently Asked Questions

1. Is it mandatory to attend the English Preparatory Class?

- ✓ Yes, it is mandatory for programs where the medium of instruction is fully English.

2. Are English Preparatory classes held at the Döşemealtı Campus?

- ✓ No, the classes are held at the Güllük City Campus. You can find the address of the Güllük City Campus on the Antalya Bilim University website.

3. What is the duration of the English Preparatory Program?

- ✓ The English Preparatory Program lasts for 1 academic year. The maximum duration is 2 academic years. Students who pass at the end of the first year can start their faculty programs. Those who do not pass can repeat for one more year. Students who fail again after the second year are dismissed from the university.

4.Can I attend the preparatory program even if my program is taught in Turkish?

- ✓ Yes, students who wish to can enroll in the English Preparatory Program.

5.Is attendance mandatory in the English preparatory class?

- ✓ Yes, attendance is mandatory.

6.If I successfully complete the English Preparatory Program in the fall semester, can I take faculty courses in the spring semester?

- ✓ Yes, if you pass the English Proficiency Exam or complete the B2 level, you can start taking faculty courses in the spring semester. Once you pass, you cannot continue in the preparatory class.

7.What exams do I need to take to be exempt from the English Preparatory Program?

- ✓ To be exempt from the English Preparatory Program, you need to take the English Proficiency Exam and score at least 70. You can find a sample of the English Proficiency Exam in the following link:

<https://antalya.edu.tr/tr/fakulte-ve-enstituler/yabanci-diller-yuksekokulu/icerik/ingilizce-dil-egitim-programi/ornek-ingilizce-yeterlik-sinavi>

8.Can I be exempt from the preparatory class without taking the Proficiency Exam (B2 Exam)?

- ✓ Yes, if you score 65 or above in YDS/YÖKDİL (valid for 5 years), 78 or above in TOEFL IBT (valid for 2 years), or 67 or above in PTE ACADEMIC (valid for 2 years), you can be exempt from the English Preparatory Class. Other Language Certificate exam scores will not be accepted for exemption.

9.What score do I need to pass the English Proficiency Exam and be exempt from the preparatory class?

- ✓ You need to score 70 or above to be exempt from the preparatory class.

Education System – Exams – Attendance

10. Where can I find my class schedule and classroom information?

- ✓ Class schedules and classrooms are sent to students via email before the start of classes. They are also posted on the notice board at the entrance of the School of Foreign Languages at the Güllük Campus.

11.Where can I get the course materials for the preparatory class?

- ✓ During the first week of classes, textbooks are sold by the publisher at the School of Foreign Languages. You can also purchase them online from the publisher's website.

12. Is attendance mandatory in the English Preparatory Class?

- ✓ Yes, students must attend at least 80% of the classes, with or without a medical report. Students who exceed this limit must repeat their level.

13. How can I check my attendance record?

- ✓ You can check your attendance at <https://ubs.antalya.edu.tr/>.

14. Can I take the English Proficiency Exam if I exceed the attendance limit?

- ✓ No, students who exceed the attendance limit cannot take the English Proficiency Exam.

15. What happens if I fail or exceed the attendance limit in my first year in the preparatory class?

- ✓ You can continue your studies in the preparatory program for a second year.

16. What are the requirements for taking the English Proficiency Exam at the end of the fall semester?

- ✓ You must successfully complete B1 level or be enrolled in B2 level and meet the 80% attendance requirement.

17. What are the requirements to take the English Proficiency Exam at the end of the spring semester?

- ✓ You must successfully complete B1 level or be enrolled in B2 level and meet the 80% attendance requirement.

18. I want to contest my exam grade. What should I do?

- ✓ You need to submit a signed appeal letter to the Secretariat of the School of Foreign Languages within 3 business days after the grades are announced.

19. I have completed 2 years in the preparatory class and failed. What should I do?

- ✓ Students who fail after 2 years in the preparatory class are dismissed. They can apply to other universities with programs taught in Turkish. For more information, visit <https://www.osym.gov.tr/> under the Exams > Institutional Exams and Others section.

20. What should I do if I miss the midterm/final exam due to health problems or other reasons?

- ✓ You can find the requirements for make-up exams in the Student Information System <https://ubs.antalya.edu.tr/> under Antalya Bilim University Directive on Make-up Exams.

Technical Issues

21. I can't access my university email / UBS / Microsoft Teams. What should I do?

- ✓ Contact the university's IT Support team at bt.destek@antalya.edu.tr.

22. Where can I get a student certificate?

- ✓ Preparatory class students can get their student certificates from the Secretariat of the School of Foreign Languages or through the e-Government system.

23. Where can I get a document stating I have studied in the English Preparatory Class?

- ✓ Students who have successfully completed the preparatory class can request a Preparatory Status Certificate by sending an email to eltp@antalya.edu.tr