



**SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY CLASS
STUDENT HANDBOOK**

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**ANTALYA BİLİM UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY CLASS
STUDENT HANDBOOK**

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Message from The Director



Dear Students,

The English Language School 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 School 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

Mission

At Antalya Bilim University, School of Foreign Languages, our mission is to provide our domestic and international students with a strong academic foundation in language learning, equipping them not only with language skills but also with critical thinking, problem-solving, communication, and collaboration abilities. In addition to providing our students with the language skills they need to achieve their academic and professional goals, we encourage them to learn independently and enable them to actively participate in the learning process.

Our mission is to create an innovative and collaborative learning environment that promotes the use of digital materials, supports autonomous learning, and integrates task-based and communicative learning strategies. We focus on lifelong learning, ensuring that students develop a mindset that will help them succeed both in their academic careers and in the professional world.

Vision

As a School of Foreign Languages, we aim to train individuals who can communicate effectively in a globalized world, interact with different cultures, and adopt an innovative approach to learning. Our vision is to provide an educational approach that not only teaches students grammar but also develops their language skills in a way they can apply in real-life situations, equipping them with the necessary competencies to succeed in their professional lives.

Our vision is to create an environment that encourages continuous development and social responsibility, where students are empowered to be globally competitive and make meaningful contributions to society. We aspire to provide a flexible and dynamic learning experience through student-centered teaching methods and digital learning tools, enabling students to apply their language skills in various settings.

Core Values

- ✓ Student-Centeredness
- ✓ Accessibility and Solution-Oriented Approach
- ✓ Independent Learning
- ✓ Collaborative and Social Learning
- ✓ Experiential Learning
- ✓ Continuous Improvement of Educational Quality
- ✓ Innovation and Continuous Development
- ✓ Global Perspective, Local Values
- ✓ Social Responsibility
- ✓ Critical Thinking and Creativity
- ✓ Lifelong Learning

Educational Philosophy

As Antalya Bilim University's School of Foreign Languages, our primary goal is to ensure that our students build a solid foundation in language learning, enabling them to transform this foundation into academic, professional, and personal development. Our educational philosophy focuses on a student-centered approach, aiming to provide a dynamic and supportive learning environment where students can actively engage in their learning processes.

Our language teaching programs aim to develop the four core language skills—reading, writing, listening, and speaking—through a skill-based and balanced approach. Additionally, they are grounded in task-based and communicative methods, encouraging students to actively use the language in real-life contexts while also equipping them for future professional success. Moreover, the eclectic approach is employed to create a

learning environment tailored to the individual needs and learning styles of students.

The curriculum is enriched with a versatile methodological framework designed to enhance 21st-century skills such as collaboration, digital literacy, critical thinking, and problem-solving, which are essential in today's globalized world. Thus, we aim not only to improve students' language proficiency but also to prepare them as successful individuals on a global scale. In line with these objectives, our instructors effectively guide students in implementing autonomous learning and language learning strategies both inside and outside the classroom. Our faculty members who support students in their language learning journey also continue their education within the scope of lifelong learning and continuous professional development.

Our curriculum incorporates digital materials and is structured to enhance students' independent learning skills. In this context, we aim to strengthen students' autonomous learning abilities while offering a dynamic educational experience tailored to their needs. Our educational programs provide opportunities for active communication not only in the classroom but also on digital platforms, enabling students to express themselves in diverse environments.

The School of Foreign Languages at Antalya Bilim University is committed to not only developing students' language skills but also nurturing confident, critical-thinking, and creative individuals who can contribute to their social and professional lives. Our curriculum is built upon creating a conducive learning environment and offering students opportunities to discover their potential. Through this philosophy, we aim to make students' language learning processes effective, efficient, and lasting.

1. School of Foreign Languages

1.1.English Preparatory School

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 School 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 (see 4.2).

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. You 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 you in ABU Güllük campus, but there is a paid car park next to the school. Since our campus is located in the city center, there are

various facilities nearby where you can easily meet their daily needs. Please click the link to view the school's address:

<https://maps.app.goo.gl/PtUbJJJoJYBBtecPr6>

1.4.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

Office no: 207 murat.kaplan@antalya.edu.tr

Assistant Director: Fatih Bozoğlu

Office no: 209 fatih.bozoglu@antalya.edu.tr

Assistant Director: Ayşe Öncel

Office no: 214 fatih.bozoglu@antalya.edu.tr

SOFL Secretary: Hatice Karaçelik

Office no: 207 hatice.karacelik@antalya.edu.tr

Psychological Counsellor: Büşra Alpaslan

Office no: 103 counselling@antalya.edu.tr

1.5.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 https://antalya.edu.tr/tr/fakulte-ve-enstituler/yabanci-diller-yuksekokulu
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 Döşemealtı Campus Antalya Bilim University
For payment related issues:	Website Directorate of Financial Office Döşemealtı Campus 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

2. General Information

2.1.Modular System

One academic year of Antalya Bilim University School of Foreign Languages English Preparatory School is a module 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.

A1	A2	B1	B2
A2	B1	B2	
B1	B2		
B2			

Weekly number of classes and distribution:

Levels	Number of Lessons per Week	Reading	Listening and Speaking	Writing	Project
A1	22	14		6	2
A2	22	7	7	6	2
B1	22	7	7	6	2
B2	22	7	7	6	2

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.

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 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.

2.2.Office Hours

Each instructor offers office hours twice a week. You can make appointments with your teachers for these office hours on subjects you need help with.

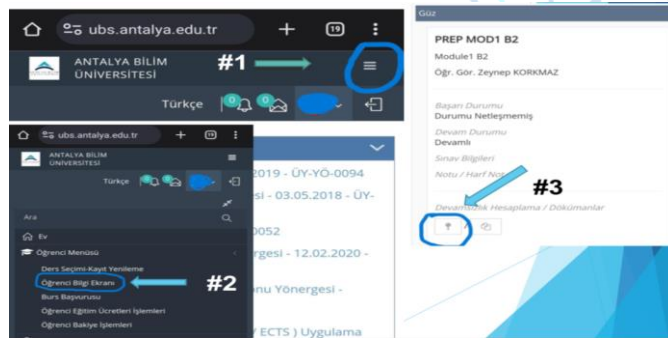
2.3.Summer School

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.

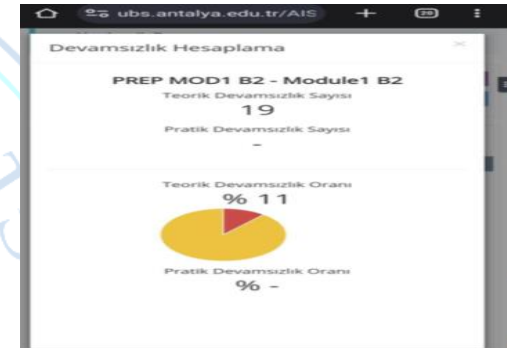
2.4.Attendance

You must log in to <https://ubs.antalya.edu.tr/> with their e-mail addresses and passwords provided by the school.

After logging in, you should select the student information screen from the student menu by clicking on the hamburger menu as shown in the image.



By clicking on the absenteeism calculation at the bottom of the term and module information on the student information screen, you can see the absenteeism rate and the number of absences.



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.**

- ❖ If you are late for classes, you will be marked absent. You can attend the class but will be marked absent.
- ❖ 80% attendance in classes is mandatory. The number of hours this corresponds to is announced to the classes at the beginning of each module. If you 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%.
- ❖ Please note that medical reports are **NOT** considered valid for absenteeism excuses. In the case of a bereavement (death of a close relative), a maximum of three days of excused absence will be granted. You can either submit the reports/documents in person to the SOFL secretary or send them via email to eltp@antalya.edu.tr.

2.5. Classroom Principles

- ❖ Once classes are created, no class changes are possible.
- ❖ It is mandatory to come to classes with books and necessary materials.
- ❖ 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.
- ❖ Technical equipment and fixtures in the classrooms should be used properly.
- ❖ It is mandatory to speak English in classes.

- ❖ Maintain respectful interactions with their peers and instructors.
- ❖ In order not to disrupt the course, you can only leave the course due to an emergency by asking permission from the course instructor.
- ❖ 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.
- ❖ We highly value academic honesty and original work. To support your learning and personal development, all assignments and projects should reflect your own ideas and efforts. Using others' work, fabricated information or sources, or relying on translation tools or artificial intelligence applications is not acceptable, and such submissions will not be evaluated. We encourage you to do your best and seek support whenever needed.

3. English Preparatory Class Assessment and Evaluation Practices

3.1.Placement Exam

Students accepted to Antalya Bilim University must take the ABU English Placement 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).

3.2.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 meet the 80% attendance requirement but cannot successfully complete the B2 level in the 2nd Module and 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 meet the 80% attendance requirement but cannot successfully complete the B2 level in the 4th Module Students who successfully complete the B1 level in Module 2 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 meet the 80% attendance requirement but cannot successfully complete the B2 level in the Summer School 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;

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>

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)

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

Note: *Medical reports will NOT be accepted for the final exam and Proficiency exam, and no make-up exam will be held. For other exams such as midterms, projects, presentations, timed writing and process writing exams, the student can take the make-up exam if a report of at least three days is submitted.*

3.3.1. A1 Level 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	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.
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.

3.3.2. A2 Level 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 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.

3.3.3. B1 Level 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.

3.3.4. B2 Level 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	<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>
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.

3.4.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.
- ❖ Medical reports will **NOT** be accepted for the final exam and Proficiency exam, and no make-up exam will be held. For other exams such as midterms, projects, presentations, timed writing and process writing exams, the student can take the make-up exam if a report of at least three days is submitted.

4. Communication Channels

You can reach out for information and support through various communication channels.

4.1.E-mails

You should check your school e-mails regularly. Important announcements are sent by e-mail.

Upon enrollment, you are provided with a university email address using the username and password during registration.

Since email is the primary means of communication within the university, your checking emails regularly is essential.

Important announcements and updates are shared via email, and it is your responsibility to stay informed. Additionally, during the first week of classes, you are informed about specific email addresses you can use to request information or seek assistance.

4.2.Notice Boards

Classroom Notice Boards

Each classroom has a notice board where instructors regularly update important academic information. You can find details about the Student Academic Calendar, class schedules, exam rules, grading criteria, and office hours on these boards.

Corridor Notice Boards

Notice boards located in the hallways display important announcements from the Administrative Office, including exam dates and times, upcoming events, and other essential notices. Students are encouraged to check these boards regularly to stay informed.

Microsoft Teams Platform

Another key communication channel is the Microsoft Teams platform, which primarily facilitates interaction between you and your instructors throughout the course. This platform is used for sharing course materials, assigning homework, submitting excuses, and exchanging important course-related information. It serves as an effective tool for maintaining academic communication and accessing essential resources.

4.3.UBS (Üniversite Bilgi Sistemi)

UBS is an online platform that students use to track their attendance, view exam results, and evaluate courses and instructors. Students can log into the system using their assigned username and password, which is the same as their university email credentials. **To access UBS, you can visit <https://ubs.antalya.edu.tr/> and log in with your credentials.**

5. Library Resources

You can benefit from various books and technological services in Room 412 at our school. Our library offers magazines from various fields and books that support language development. You are welcome to benefit from the materials available in the library. Please sign the list, indicating the date you borrow and the expected return date. To ensure your classmates can also make use of the resources, you are expected to return the books within one week. The signature list is available in the library. If you have any questions, you can ask your main class instructors for support.

6. Extra-Curricular Activities

Our school organizes a variety of activities. In addition to language development activities, we also come together for fun and engaging games. Extra-curricular activities, their contents, time tables and the process are announced by your main class teachers.

6.1.SoFL Clubs & Writing Center

Speaking clubs and writing centers are planned for each module based on different proficiency levels. Announcements will be sent to you via email. Your main class teacher will inform you about how to enroll in these sessions. A short survey is conducted after each session since your feedback and suggestions are valuable to us.

7. Support Services

7.1.Psychological Counseling and Guidance Center

Our university provides psychological counseling services to support students' well-being and personal development.

A professional counselor is available at our Güllük campus, and students can schedule an appointment via this email address: counselling@antalya.edu.tr.

Additionally, students at the main campus can access free psychological counseling services through the Psychological Counseling and Guidance Application and Research Center. These services aim to help students understand themselves better, gain self-awareness, identify and address their problems, make informed decisions, develop effective communication skills, and enhance their overall well-being. All counseling sessions are conducted by professional experts in a confidential and supportive environment.

7.2. Health Support Services

On the first floor, in room 103, a wheelchair, a first aid kit, a stretcher, and a blood pressure monitor are available. In case of an emergency, please call 112 and inform the nearest staff member.

7.3. Technical Support

For student identity, e-mail, password and UBS issues, you can send an email to bt.destek@antalya.edu.tr.

8. Your Voice Matters

8.1. Via E-mail

You can always contact us at eltp@antalya.edu.tr to express your concerns, complaints, or suggestions. All messages are handled confidentially and forwarded to the relevant units for evaluation.

8.2. Near-Miss Suggestions

A Near-Miss / Suggestion Box is located next to the elevators on the ground floor.

- You will find printed Suggestion Forms just below the box.
- Please fill out the form and drop it into the box.
- Submissions can be made anonymously or with your name, depending on your preference.

8.3. Surveys

At the end of each module, satisfaction surveys are shared with you via UBS. You are welcome to share your thoughts and suggestions

regarding all processes and components of the program. Please note that all survey responses are anonymous.

8.4. How We Handle Feedback

- All feedback is regularly reviewed by the relevant coordination and quality assurance teams.
- Urgent or safety-related issues are prioritized.
- Constructive suggestions are considered during academic and administrative planning meetings.
- Where appropriate, outcomes or actions taken will be shared via general announcements or direct communication.

Your voice truly matters, and your experiences help shape the way we grow and evolve. Whether you have a concern, a suggestion, or an idea that could make things better for everyone, we encourage you to speak up.

Your feedback is not only welcomed — it's essential. Together, through open communication and shared insight, we can build a stronger, more responsive, and more inclusive learning environment.

Don't hesitate to share your thoughts — your input can inspire real change.

9. Disciplinary Procedures

Throughout your time in the Preparatory Program, you are expected to adhere to a set of rules and principles. These guidelines are communicated to students by their instructors at the beginning of each term. Additionally, all procedures are posted on the notice boards in classrooms. English Preparatory School is subject to the Law No. 2547 Disciplinary Regulations of the Council of Higher Education. You can reach the regulation:

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=2547&MevzuatTur=1&MevzuatTertip=5>

Disciplinary Offenses include:

- Cheating or helping others to cheat
- Attending exams with forged documents
- Attending class or exams under the influence of alcohol or illegal substances
- Insulting or threatening instructors, staff, or other students
- Damaging university property
- Smoking, including the use of all types of electronic cigarettes and similar devices, is strictly prohibited in non-smoking areas.
- Fighting on campus
- Distributing flyers or hanging posters without permission
- Engaging in political propaganda within the institution
- Forging or using forged documents
- Behaving in a way that disrupts the order of the institution

These actions may result in disciplinary penalties such as warnings, reprimands, short-term suspension, or suspension for an entire semester depending on the severity of the offense.

9.1. Plagiarism

Plagiarism is the act of presenting someone else's ideas, methods, data, works, or publications—partially or entirely—as one's own without proper citation, acknowledgment, or permission. To ensure students understand what constitutes plagiarism and how to cite sources correctly, our instructors regularly provide informational sessions. Despite these guidelines, students found engaging in plagiarism will be subject to **disciplinary action**.

Disciplinary Action Stages:

Step 1: Initial Warning	- If a disruptive behavior occurs, the instructor gives the student a verbal warning outside of class.
Step 2: Formal Warning	<ul style="list-style-type: none">- If the behavior persists or escalates, the instructor completes an Incident Report Form at the end of the lesson.- Both the instructor and the student sign the document. If the student refuses, the instructor notes this on the form.- The form is submitted to the Vice Director of SoFL, who discusses the issue with the student and warns them about potential consequences if the behavior continues.
Step 3: Disciplinary Referral	<ul style="list-style-type: none">- If the disruptive behavior continues, another Incident Report Form is completed.- The instructor and student sign the form. If the student refuses, the instructor notes this on the document.- The form, along with any previous reports, is submitted to the Vice Director of SoFL- The disciplinary process is initiated.

**Depending on the severity of the behavior, disciplinary actions may be taken immediately, without following prior steps.*

- Disciplinary actions and penalties are assessed in accordance with the Higher Education Institutions Student Disciplinary Regulation.
- Students who fail to comply with these expectations, along with the regulations outlined in the Higher Education Institutions Student Disciplinary Regulation, may be referred to the Disciplinary Committee. Based on the committee's evaluation, students may receive penalties such as a warning, reprimand, or suspension. Additionally, disciplinary decisions are recorded in the student's official file.
- The full text of the Law No. 2547 Higher Education Institutions Student Disciplinary Regulation can be accessed at:
<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=2547&MevzuatTur=1&MevzuatTertip=5>

10. Frequently Asked Questions

1. 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.

2. 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. In accordance with the regulations of the Council of Higher Education (YÖK), students who hold Turkish citizenship are directed to Turkish-medium departments after this process.

3. 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. However, they are required to comply with all institutional rules and regulations.

4. 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.

5. 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>

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. How can I check my attendance record?

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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

