



BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES

ENGLISH PREPARATORY PROGRAMME

STUDENT HANDBOOK

2025 – 2026
ACADEMIC YEAR

TABLE OF CONTENTS

PART 1	8
DIRECTOR'S MESSAGE.....	8
MISSION STATEMENT.....	9
OUR GOALS	9
ENGLISH PREPARATORY PROGRAM.....	10
The English Abroad Program (BESL).....	11
ACADEMIC CALENDAR.....	13
PART 2: OUR CAMPUS	15
SERVICES AND OPPORTUNITIES AT CAMPUS.....	15
Technology Enhanced Learning Unit (TELU)	15
LEAD – Learner Academic Development Program.....	15
Psychological Counseling Center (PDRM)	16
Medico-Social Services Directorate.....	16
PART 3: COURSE DETAILS	18
A1 LEVEL.....	18
1. Course description:.....	18
2. Course goal:.....	18
3. Course length.....	18
4. Course structure	18
5. Course Materials.....	18
6. Student Learning Outcomes.....	18
A2 LEVEL.....	19
1. Course description:.....	19
2. Course goal:.....	19
3. Course length:	19
4. Course structure:	19
5. Level Materials:	20
6. Student learning outcomes.....	20
B1 LEVEL.....	21
1. Course description:.....	21
2. Course goal:.....	21
3. Course length:	21
4. Course structure:.....	21

5. Level materials:.....	21
6. Student learning outcomes:	21
B2 LEVEL.....	22
1. Course description:.....	22
2. Course goal:.....	23
3. Course length:.....	23
5. Level materials:.....	23
6. Student learning outcomes:	23
PROFICIENCY EXAM PREPARATION COURSE (PREP-C)	24
1. Level description:	24
2. Level goal	24
3. Course length.....	24
4. Course structure.....	24
5. Level materials	25
6. Student learning outcomes.....	25
LEVEL PROGRESSION CHARTS	26
A1 Level Progress Flow Chart.....	26
A2 Level Progress Flow Chart.....	27
B1 Level Progress Flow Chart	28
B2 Level Progress Flow Chart	29
PREP C Level Progress Flow Chart	30
PART 4: COURSE MATERIALS.....	31
COURSEBOOK: Mentora English (A1, A2, B1 and B2)	31
WORKBOOK: MENTORA ENGLISH (A1, A2, B1 and B2).....	31
SUPPLEMENTARY MATERIALS (WEEKLY PACKS)	31
WRITING Books	32
WORD LISTS.....	32
BOOST YOUR PROFICIENCY IN ENGLISH.....	32
PART 5: ONLINE LEARNING TOOLS & PLATFORMS	33
LEARNING MANAGEMENT SYSTEM (BAUMYMENTORA).....	33
MS TEAMS	33
ONEXA	34
PART 6: TESTING AND ASSESSMENT.....	35
BAU PREP ENGLISH PLACEMENT EXAM	35

What is the English Placement Exam? Is it compulsory?	35
What is the date, time and place of the English Placement Exam given at the beginning of the academic year?.....	35
What sections are there in the Placement exam?	35
How can I learn the results of my English Placement exam?.....	35
What is the minimum acceptable achievement level in the Placement exam in order to be eligible for the English Proficiency exam?.....	35
Can I change my level after classes start?.....	35
BAU PREP ENGLISH PROFICIENCY EXAM.....	36
What is the English Proficiency Exam? How many times is it held in one academic year?	36
What is the date, time and place of the English Proficiency Exam given at the beginning of the Academic Year?	36
What is the passing grade for the English Proficiency Exam?.....	36
What are the components of the English Proficiency Exam?	36
How can I learn the result of my English Proficiency Exam?.....	36
What books can I use when studying for the English Proficiency Examination?	36
What are the eligibility requirements to take the English Proficiency Exams offered during the academic year?.....	36
Can I be exempt from the English Preparatory Program without sitting the English Proficiency Exam?	37
MODULAR ASSESSMENT TOOLS	37
1. Weekly Tests	37
2. Speaking Task (10%)	37
3. Collaborative Tasks (10%)	37
4. Engagement and Conduct (4%).....	37
5. Daily Tasks (4%).....	38
6. Process Writing / Process Tasks	38
7. Timed Writing (only in B levels, 10%).....	38
8. Avolingo Tasks (2%).....	38
9. Exhibition Day Task (only in A levels, 5%)	38
10. End of Module Exam (40%)	39
ACHIEVEMENT SCALE	40
Pass / Fail Criteria	40
Level Pass Descriptors	40
Merit Pass.....	40
Outstanding Pass.....	40

Borderline Fail	41
LEVEL GRADE DESCRIPTORS.....	41
Level Overall Grade	41
End of Module Test Grade	41
Proficiency Exam Grade	41
Proficiency scales exit objectives	42
SAMPLE GRADE BREAKDOWN	44
PART 7: STUDENT AFFAIRS.....	45
General Information, Rules and Administrative Regulations.....	45
Student Affairs Office	45
Student Affairs Office Contact Information:	45
English Preparatory Program Student Orientation	45
UMIS (University Management Information System) User Guide	45
• Login and Password.....	45
• Tracking Absenteeism records and Scores.....	46
ATTENDANCE POLICY	46
Attendance Rules	46
Medical Reports	46
Make-up Exams	46
CHEATING POLICY	47
COPYRIGHT POLICY	47
STUDENT CLUBS	47
FLOWCHART OF THE STUDENT DISCIPLINARY PROCEDURES AT BAU PREP	49
Student REPRESENTATIVES' Meetings	50
Student Evaluation Surveys.....	50
APPENDICES	51
LIST OF BAU PREP INSTRUCTORS	51
GRADE APPEAL PROCEDURE	51
BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES GRADE APPEAL FORM	52
BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM STUDENT COMPLAINTS PROCEDURE	53
• Who can use the Complaints Procedure?	53
• How do students file complaints?	53
STUDENT COMPLAINT FORM (ÖĞRENCİ ŞİKAYET FORMU)	55

ATTENDANCE POLICY for STUDENTS.....	57
DEFINITIONS:.....	57
INTRODUCTION:.....	57
PURPOSE:	57
THE POLICY:.....	57
PROCEDURE FOR LEVEL CHANGES IN THE FIRST MODULE	58
FREQUENTLY ASKED QUESTIONS.....	59
1. English Preparatory Program and Exams Given at The Beginning of the Academic Year.....	59
1.1 Is the English Preparatory Program compulsory for all students?.....	59
1.2 How long is the English Preparatory Program?	59
1.3 How can I be exempt from the English Preparatory Program?	59
1.4 Which exams do I have to take to be exempt from the English Preparatory Program? ...	60
• What is the English Placement Exam? Is taking the English Placement Exam compulsory?	60
• What is the date, time and place of the English Placement Exam given at the beginning of the Academic Year?.....	60
• What sections are there in the English Placement Exam?	60
• How can I learn the result of my English Placement Exam?	60
• What is the minimum score on the English Placement Exam to be eligible for the English Proficiency Exam?.....	60
1.5 What is the English Proficiency Exam? How many times is it held in 1 (one) academic year?	61
• What is the date, time and place of the English Proficiency Exam given at the beginning of the Academic Year?.....	61
• What is the passing grade for the English Proficiency Exam?	61
• What are the components of the English Proficiency Examination?	61
• How can I learn the result of my English Proficiency Exam?	61
• What books can I use when studying for the English Proficiency Examination?	61
• How am I assigned to a class in the English Preparatory Program?.....	62
• Do I have a chance of being exempt from the English Preparatory Program without sitting the English Proficiency Exam?	62
2. ENGLISH PREPARATORY PROGRAM, EXAMS AND ATTENDANCE	62
2.1 What is the teaching system in the English Preparatory Program?.....	62
2.2 What are the requirements for eligibility to take the English Proficiency Exams offered during the academic year?	62
2.3 If I successfully complete the English Preparatory Program at the end of the 1st Semester,	

can I register for courses in my department in the 2nd Semester?.....	62
2.4 Is attendance compulsory in the English Preparatory Program?.....	63
2.5 Am I entitled to make-ups for the exams that I have missed?	63
2.6 How can I keep track of my grades and my attendance record?.....	63
2.7 What should I do if I encounter technical problems in online courses and exams?	63
2.8 Can I freeze (suspend) a semester at BAU PREP?	63
3. STUDENT ORIENTATION.....	63
3.1 Is participation in the English Preparatory Program Orientation compulsory?	63
4. DEPARTMENTS IN WHICH ENGLISH IS NOT COMPULSORY	64
4.1 What should students registered in departments in which English is voluntary do if they want to attend the English Preparatory Program?	64
4.2 What are the advantages of participating and successfully completing the English Preparatory Program for students registered in departments in which English is optional?.....	64
5. PSYCHOLOGICAL SUPPORT AND COUNSELLING CENTER (PDRM)	65
5.1 Are there Psychological Support and Counselling services at Bahçeşehir University?	65
6. CONTACT	65
WHAT SHOULD I DO?	66
• I need a “Student ID card”.....	66
• I have lost or forgotten my UMIS password, what should I do?	66
• I need to update my information on UMIS.	66
• How can I view my grades and my attendance record?	66
• What happens if I exceed my absenteeism limit?.....	66
• The data on my transcript (grades, attendance) is incorrect/incomplete.	66
• I am not allowed to attend class when I am late.	66
• Medical reports from which health institutions are acceptable?	66
• Where do I submit my medical reports? And how?.....	66
• What is the deadline for submitting medical reports?	66
• Will the class hours that I was marked absent be revised as soon as I submit my medical report?.....	67
• I would like to attend the tutorials. What should I do?	67
• I need technical support for BAUMyMentora and/or online courses.....	67
• What should I do when I (my friend or I) have health problems at school?	67
• Who can I contact for information about Social Activities and Club activities?	67
• I feel that I need individual support on matters like adjustment to university life, exam anxiety, and ways to relieve anxiety.....	67

• I would like to get peer support regarding student life.....	67
• I have trouble passing through the turnstiles to enter the university with my university ID Card.....	67
• I've lost a personal belonging at school, what should I do?.....	67
• I would like access to information about the English Preparatory Program.....	67
REFERRAL POLICY	68
CONTENTS & DETAILS OF THE POLICY	68
1. INTRODUCTION	68
2. GUIDELINES FOR THE REFERRAL POLICY:	68
General Information about Advisory Procedures for BAU PREP Students	69
Contact with Faculty.....	69
Contact with the Associate Director	69
The Student Affairs Office	69
The Dean of Students Office	69
The International Office	70
The Psychological Counseling Center.....	70
The Medico-Social Directorate.....	70

PART 1

DIRECTOR`S MESSAGE

Dear Prospective Students,

The main goal of education in today's world is to help individuals become citizens of the world. Global citizenship implies being **intercultural**, which involves having a tolerant and respectful attitude towards individuals and groups from other cultural backgrounds.

Bahçeşehir University, located in the very heart of Istanbul and at the crossroads between Europe and Asia, has become a global university—hosting **students from 48 different countries and cultures**—and takes pride in being an institution that provides an educational environment uniquely capable of promoting relations between cultures and paving the way for its students to become citizens of the world. Our university offers various programs and services toward achieving this goal. One of our most challenging is the **Language Learning Program**.

In accordance with the needs of a globalizing world, at the Bahçeşehir University English Preparatory School, our students can enhance their skills by studying English in the same classes as learners from other countries and cultures. The primary objective of our English Preparatory School is to **equip our students with the necessary English language tools and those skills required for higher education at international standards**. This is done to prepare them for both study in their departments and the demands of their future careers. Our students may also enjoy the privilege of attending our study abroad program and **gaining a taste of university life in the US**.

BAU Prep is profoundly enthusiastic to equip you with the knowledge and skills required and to guide you in your respective journeys. It would be a pleasure to have you join us.

Mehmet Atasagun

Director, School of Foreign Languages

MISSION STATEMENT

The mission of the Bahçeşehir University English Preparatory Program (BAU PREP) is to equip non-native speakers of English from different parts of the world with the necessary level of language proficiency and study skills for their departments at university.

To achieve its mission, BAU PREP delivers instruction by integrating classroom learning with online technology. A qualified, multi-national academic staff, in addition to the growing number of BAU campuses abroad, facilitates the development of students' language skills and promotes awareness of being part of a globalized world.

OUR GOALS

Our goals are:

- to help students acquire the English language proficiency required for their undergraduate studies.
- to help students gain autonomy in language learning via the use of Information and Communications Technology (ICT) tools both in and outside of classroom study.
- to help students deepen their understanding of world issues via exposure to global themes and topics; and to encourage them to produce relevant English language content.
- to help students acquire study skills through a variety of collaborative tasks, projects and activities as part of in and outside class activities.

ENGLISH PREPARATORY PROGRAM

As Bahçeşehir University is an English medium educational institution, all undergraduate students are required to complete the English Preparatory Program successfully. Participation in the English Preparatory Program is optional for students who intend to study at the Vocational School and the Faculty of Health Sciences.

All students (whether studying in Istanbul, the US or the UK) are required to take an English Placement Exam administered before the academic year commences. Students who achieve a net score of 30 out of 60 in this exam will be eligible to take an English Proficiency Examination, while those who score less than 30 will be placed into an appropriate level in the English Preparatory Program.

In order to be exempt from the English Preparatory Program, the minimum passing grade required is 60 out of 100 for undergraduate and Vocational School (MYO) students who would like to complete 4-year undergraduate programs. For students of the faculties of Pharmacy and Dentistry, the minimum passing grade is 70 out of 100. For undergraduate students in the Department of English Language Teaching, Department of Translation and Interpreting, and Faculty of Medicine, the minimum passing grade required is 80 out of 100.

Additionally, students who have received a satisfactory score from an international exam that is recognized by Bahçeşehir University as being equivalent to the Bahçeşehir University English Proficiency Examination are exempt from the English Preparatory Program.

	For undergraduate students:	For students registered in the Faculty of Dentistry and Faculty of Pharmacy:	For students registered in the Department of English Language Teaching (ELT), Translation and Interpreting and Faculty of Medicine:	Valid for:
BAU English Proficiency Exam	60	70	80	3 years
YDS/e-YDS/YÖKDİL/e-YÖKDİL	60	70	80	5 years
e-TEP	74	82	90	2 years
TOEFL IBT*	72	85	96	2 years
Pearson PTE Academic	55	71	78	2 years
Oxford Test of English Advanced / Oxford Test of English	140	150	160	2 years
Cambridge Linguaskill General**	187	201	214	5 years
Cambridge C1 Advanced (CAE)	C	C	B	5 years
Cambridge C2 Proficiency (CPE)	C	C	B	5 years

The results of the TOEFL, PTE, CAE and YDS / e-YDS / YÖKDİL / e-YÖKDİL examinations have to be submitted to the university prior to the beginning of the academic year. Students who successfully pass these exams at some time during the academic year can only start studying in their departments in the following semester.

** TOEFL® is valid for 2 years after the test date. Bahçeşehir University's institution code for ordering your official TOEFL Test score from ETS is **C471**. There is no department code, this can be left blank. Test taker copies are not accepted, and test scores need to be sent directly by ETS. Applicants can order their score reports through their test taker profile by indicating Bahçeşehir University's institution code. Bahçeşehir University verifies the TOEFL results in the online verification system provided by ETS. Additional information can be found here www.toeflgoanywhere.org*

*** During the application, you must select the "Full Test (All Modules)" option as the exam type.*

*Please note that the internationally accepted exams specified in the table above can be used for exemption if they are taken at **public universities** in Turkey.*

TOEFL IBT scores from exams conducted within Bahçeşehir University are accepted.

*Bahçeşehir University **does not accept** TOEFL Special Home Edition™ scores.*

*Bahçeşehir University **does not accept** Pearson PTE Academic Online Exam.*

Students who submit "English proficiency documents" verifying that they have successfully completed the English Preparatory Program of a university in Turkey within the last two years (one in which the medium of instruction is 100% English), as well as students who have attended high school at least in the last three years in Australia, Canada, Ireland, the United Kingdom (England, Scotland, Wales, Southern Ireland), New Zealand, South Africa, and the United States and have completed their education in an institution attended by citizens of those countries, may be exempt from the English Preparatory Program.

THE ENGLISH ABROAD PROGRAM (BESL)

The English Abroad or Bahçeşehir English as a Second Language (BESL) program was founded by the Bahçeşehir University English Preparatory School to grant students the opportunity to study English in a native environment. Established in 2005, the focus of the program is enabling learner acquisition of the English language items and skills necessary to pursue studies in their respective departments. The idea is to learn English by living it. In addition, the program helps to engender student self-sufficiency and autonomy by providing them with opportunities to discover and experience different cultures firsthand; and to do so while embracing a sense of individual responsibility.

Many of our students have had the opportunity to hone their English at our centers abroad during the Academic Year and Summer School Programs by living it, so to speak. Students of Bahçeşehir University have the chance to learn English at the Washington D.C. (USA) campus in the 2024-2025 Academic Year.

What will the BESL program contribute to our students?

- The opportunity to study at an English Preparatory School abroad,

- The opportunity to learn and practice English in daily life,
- A chance to develop traits useful in their academic and professional skills,
- The chance to interact with people from other cultures and to integrate with the world at large.

For detailed information:

Email: infomena@bau.edu

intoffice@int.bau.edu.tr

Phone: +90 212 381 01 54

Web: int.bau.edu.tr

ACADEMIC CALENDAR

Bahçeşehir University English Preparatory Program (BAU PREP)

2025-2026 Academic Calendar for Students

Fall Term	
Date	Activity
Module 1	
11 September 2025	English Proficiency Exam (for BAU PREP students)
13 September 2025	English Placement Exam
16 September 2025	Announcement of the results of the English Placement Exam
17 September 2025	English Proficiency Exam
20 September 2025	Announcement of the results of the English Proficiency Exam
6 October 2025	Module 1 classes start
6 October 2025	Week 1
13 October 2025	Week 2
20 October 2025	Week 3
27 October 2025	Week 4
28 October 2025	Republic Day Eve: (half-day holiday; classes will be held online)
29 October 2025	Holiday – Republic Day
3 November 2025	Week 5
10 November 2025	Week 6
17 November 2025	Week 7
24-25 November 2025	Week 8 – End of Module Exams
28 November 2025	Announcement of the results of the End of Modules Exams
Module 2	
1 December 2025	Module 2 classes start
1 December 2025	Week 1
8 December 2025	Week 2
15 December 2025	Week 3
22 December 2025	Week 4
29 December 2025	Week 5
1 January 2026	Holiday - New Year's Day
5 January 2026	Week 6
12 January 2026	Week 7
16-17 January 2026	Week 7 – End of Module Exams
19-30 January 2026	Module Break for A1 & A2 Level Students
20 January 2026	Announcement of the results of the End of Modules Exams
21 January 2026	English Proficiency Exam
23 January 2026	Announcement of the results of the English Proficiency Exam
22-30 January 2026	Module Break for B1, B2 & Prep-C Level Students
26-30 January 2026	English Preparatory Program Module Break for the faculty
Spring Term	
Module 3	
2 February 2026	Module 3 classes start
2 February 2026	Week 1
9 February 2026	Week 2
16 February 2026	Week 3

23 February 2026	Week 4
2 March 2026	Week 5
9 March 2026	Week 6
16 March 2026	Week 7
19 March 2026	Eve of Eid al-Fitr (Ramadan) (half-day holiday; classes will be held online)
20-22 March 2026	Holiday – Eid al-Fitr (Ramadan)
25-26 March 2026	End of Modules Exams
30 March 2026	Announcement of the results of the End of Modules Exams
Module 4	
31 March 2026	Module 4 classes start
31 March 2026	Week 1
6 April 2026	Week 2
13 April 2026	Week 3
20 April 2026	Week 4
23 April 2026	Holiday – National Sovereignty and Children's Day
27 April 2026	Week 5
1 May 2026	Holiday - Labor Day
4 May 2026	Week 6
11 May 2026	Week 7
15 May 2026	Week 7 – End of Module Exams
18 May 2026	Announcement of the results of the End of Modules Exams
19 May 2026	Holiday – Commemoration of Atatürk, Youth and Sports Day
20 May 2026	English Proficiency Exam
25 May 2026	Announcement of the results of the English Proficiency Exam
26 May 2026	Eid-al-Adha Eve (half-day holiday)
27-30 May 2026	Holiday - Eid-al-Adha
Summer Term	
Module 5	
1 June 2026	Module 5 classes start
1 June 2026	Week 1
8 June 2026	Week 2
15 June 2026	Week 3
22 June 2026	Week 4
29 June 2026	Week 5
6 July 2026	Week 6
13 July 2026	End of Module Exams
15 July 2026	Holiday – Democracy and National Unity Day
16 July 2026	Announcement of the results of the End of Module Exams
17 July 2026	English Proficiency Exam
21 July 2026	Announcement of the results of the English Proficiency Exam

A typical module consists of eight weeks at BAU PREP. First seven weeks is allocated for teaching, and the final exams are administered in the last (eighth) week. There are 24 lessons in a week, and each lesson lasts 45 minutes. Summer module (module 5) consists of seven weeks.

PART 2: OUR CAMPUS

The Bahçeşehir University English Preparatory Program (BAU PREP) is located at the Kemerburgaz campus. The six blocks of BAU PREP include most of the site's offices, classrooms and related facilities.

SERVICES AND OPPORTUNITIES AT CAMPUS

Technology Enhanced Learning Unit (TELU)

TELU is the unit which assists preparatory school students with issues pertaining to online apps and platforms. It also contributes to online course program development and management at the BAU School of Foreign Languages.

TELU prepares and presents informative materials, documents and videos regarding online apps and platforms exploited at BAU English Preparatory School via:

- our BAU SFL webpage: sfl.bau.edu.tr
- the BAU Prep YouTube channel: [BAU PREP](https://www.youtube.com/user/BAUprep)
- our [@baupreptelu](https://www.instagram.com/baupreptelu) Instagram account

The TELU department also provides technical support for issues Prep School students may have related to the online apps and platforms through:

- telu@sfl.bau.edu.tr (email)
- In-person meetings in the TELU office

The TELU office is located on the ground floor of Block F at the Kemerburgaz Campus.

LEAD – Learner Academic Development Program

LEAD is a student follow-up program designed to monitor, mentor and motivate students for academic purposes.

This unit identifies students afflicted by high absenteeism, poor academic performance and poor motivation to offer guidance and academic support.

The program implements early intervention strategies to promote increased school attendance, generate continued academic success and provide comprehensive individual student support.

Students with high absenteeism are identified and encouraged to attend classes regularly. They are given additional guidance in language acquisition. Similarly, those with health or technical issues are identified and directed to the appropriate departments.

Learners are provided with access to online group tutorials. Tutorial programs are regularly and a list can be found on the BAU web page at the beginning of each module.

For detailed information contact:

E-mail: lead@.sfl.bau.edu.tr

Psychological Counseling Center (PDRM)

- The Psychological Counseling Center offers Bahçeşehir University students professional counseling services.
- The Center aims to help students individually, socially and academically by orienting them toward successful outcomes.
- Psychological Counseling Center offices are located at the Beşiktaş (South) campus. Offices are staffed by counselors who can speak English and services are free of charge. Sessions are via appointment.
- Personal counseling sessions are normally scheduled on a weekly, bi-weekly, or monthly basis depending upon the nature of the problem. These are typically 45-50 minutes long.

This center works with a privacy policy which prohibits the release of any information to an individual or unit without a student's permission. The center follows the ethics code of Turkish Psychological Association.

Below is a sample of issues that individuals bring to counseling:

- Family Problems
- Problems with Communication Skills
- Problems adapting to University Life
- Self-Esteem Issues
- Unhealthy Perfectionism
- Adjustment Issues
- Health-related problems (eating or sleeping)
- Homesickness
- Difficulty coping with emotions (depression, anxiety, anger)
- Interpersonal and relationship difficulties
- Academic performance issues (poor motivation, concentration problems, test anxiety)
- Stressful/Traumatic life experiences (witnessing or experiencing a traumatic event, parental divorce, bereavement, break-ups, financial/legal problems, harassment)

While not all students recognize the connection between psychological well-being and academic performance, many do indicate that their personal problems have at least a moderate impact on their academic life.

For more detailed information please visit:

<https://bau.edu.tr/content/3504-bau-psychological-counseling-center-pdrm>

Medico-Social Services Directorate

The Medico-Social Directorate is a health unit providing consultation to meet the physical and mental health needs of students and the Bahçeşehir University community at large. In addition, it facilitates research and practice to support academic studies.

The duties and responsibilities of the Medico-Social Directorate include:

- Urgent and routine examinations and outpatient treatment of all students, employees, retirees, and their dependents.
- Referring urgent and routine patients to proper health care organizations in need of inpatient examination and treatment; conducting various laboratory tests and radiological investigations or referring persons for these examinations elsewhere.

- Organizing conferences or providing informational literature (e.g., brochures, leaflets) for university students and staff on health protection and giving information about health care.

PART 3: COURSE DETAILS

A1 LEVEL

1. Course description: The A1 Level course is designed for students who score 0-15 points in the Placement Exam given at the start of the academic year. Students who successfully complete this course will be eligible to take the A2 level course. Those who do not will repeat the A1 level.

Prerequisite: Placement into the A1 level.

2. Course goal: The goal of this course is to equip students with the basic grammar and vocabulary tools that will help them to understand short, simple texts both in written and spoken forms and to communicate by writing and speaking in a simple way.

3. Course length: The A1 course consists of seven weeks of intensive hybrid instruction. Students receive 18 hours of face-to-face instruction, 6 hours of online instruction, and 4 hours of asynchronous instruction weekly.

4. Course structure: The course is comprised of 19 class hours (19x45 minutes) of an integrated skills class and 5 class hours (5x45 minutes) of writing class each week. Two instructors share a class; one teaches integrated skills and the other teaches writing. Attendance is compulsory at the A1 level.

5. Course Materials:

- Mentora English A1 Coursebook
- Mentora English A1 Workbook (Digitized)
- Writing Guide for A1
- Weekly supplementary material packs
- Weekly word lists
- BAUMyMentora Self-Study Materials (Online source)

6. Student Learning Outcomes:

Students completing A1 LEVEL will be able to:

Reading In a short simple text of around 300 words:

- identify the main idea(s)
- identify specific information
- identify reference words

Listening In slowly and carefully articulated short monologues and everyday conversations with long pauses

- identify the main idea(s)
- identify specific information

Writing

- describe a place – using given prompts
- describe a person's daily routine – using given prompts

- generate ideas on familiar and theme-related topics

Speaking

- introduce themselves and their families
- describe people and places
- respond briefly to simple personal questions

Language

- use “to be” to describe general actions, states, and repeated events
- use “subject pronouns” to replace nouns
- use “possessive adjectives, possessive ‘s” to talk about something that belongs to someone
- use “imperatives” to tell somebody to do something and to directions & instructions
- use “there is/there are” to express that something or somebody exists
- use “prepositions” to express time and place
- use “plural nouns” to talk about things and persons
- use “present simple tense” to talk about habitual actions & factual truths
- use “adverbs of frequency” to express how often things happen or how often people do things
- use “question words” to make questions
- use “object pronouns” to replace nouns
- use indefinite articles “a-an” for things mentioned for the first time and before jobs and definite article “the” for the second/third mention
- use “can” to express ability, permission and possibility
- use quantifiers to express quantity – some, any, a lot of
- use comparatives and superlatives to compare things, places, people, etc.
- use the “present continuous tense” for actions happening now and around now

Vocabulary

- use words related to introductions, numbers, the alphabet, family members, time, jobs, university majors, places, daily routine, seasons, months, leisure activities, weather, food and transport.

A2 LEVEL

1. Course description: the A2 Level course is designed for students who have successfully completed the A1 level or for those placed into the A2 level by achieving a score of 16-30 out of 60 on the Placement Exam given at the start of the academic year. Students who succeed in this course will be eligible to take the B1 Level course. Those who do not will repeat the A2 level.

Prerequisite: Successful completion of the A1 Level or placement into A2.

2. Course goal: The goal of this course is to enable students to improve their basic language skills to a level at which they can utilize those skills to understand familiar texts both in written and spoken form and to communicate through writing and speaking tasks.

3. Course length: The A2 course consists of seven weeks of intensive hybrid instruction. Each week, students receive 18 hours of face-to-face instruction, 6 hours of synchronous online instruction, and 4 hours of asynchronous online instruction.

4. Course structure: The course is comprised of 18 class hours (18x45 minutes) of an integrated skills class and 6 class hours (6x45 minutes) of a writing class each week. Two instructors share a class; one teaches integrated skills and the other teaches writing. Attendance is compulsory at the

A2 level.

5. Level Materials:

- Mentora English A2 Coursebook
- Mentora English A2 Workbook (Digitalized)
- Writing Guide for A2
- Weekly supplementary material packs
- Weekly word lists
- BAUMyMentora Self- Study Materials (Online source)

6. Student learning outcomes: Students completing A2 LEVEL will be able to:

Reading - In a text of around 450 words:

- identify the main idea(s)
- identify specific information
- identify the reference words
- guess the meaning of unknown words
- identify the purpose
- put events in order

Listening - In slowly and carefully articulated short monologues, everyday conversations and interviews

- identify the main idea(s)
- identify specific information
- make inferences

Writing

- write a story of about 150 words using prompts.
- write a paragraph of 100-120 words in response to a personal question.
- generate ideas on familiar and theme-related topics

Speaking

- describe people, actions and places
- respond to simple personal questions by giving reasons and/or explanations

Language

- use “present continuous tense” to talk about actions happening now & around now
- use “present simple tense” to talk about habitual actions & factual truths
- use “past simple tense” to talk about actions happened in the past
- use “past continuous tense” to talk about actions in progress at a particular time in the past
- use “could” and “be able to” to talk about ability and possibility
- use “modal verbs” to give advice, to express obligation, necessity and prohibition
- use “countable and uncountable nouns” for things that can be and cannot be counted.
- use “quantifiers” *some, any, a lot of, a little, a few, (not) much, and (not) many* to describe quantity
- use the future forms “will, may, might” to make future predictions
- use the future form “will” to talk about spontaneous decisions, predictions, and offers
- use the future form “be going to” to talk about planned events, and predictions based on

evidence

- use as ... as to compare things

Vocabulary

- use words related to the themes of social relations, the media, travel, health, future, money.

B1 LEVEL

1. Course description: the Bahçeşehir University School of Foreign Languages English Preparatory Program (BAU Prep) B1 Level course is designed for students who have successfully completed the A2 level or scored from 31-45 in the placement exam given at the start of the academic year. Students who succeed in this course will be eligible to take the B2 Level course. Those who do not will repeat the B1 level.

Prerequisite: Successful completion of the A2 Level or placement into B1.

2. Course goal: The goal of this course is for students to improve their basic language skills to a level at which they can function independently in a range of contexts, both in spoken and written forms.

3. Course length: The B1 course consists of seven weeks of intensive hybrid instruction. Students receive 18 hours of face-to-face instruction, 6 hours of online instruction, and 4 hours of asynchronous instruction weekly.

4. Course structure: The course is comprised of 16 class hours (16x45 minutes) of integrated skills class and 8 class hours (8x45 minutes) of productive skills class each week. Two instructors share a class; one teaches integrated skills and the other teaches productive skills. Attendance is compulsory at the B1 level.

5. Level materials:

- Mentora English B1 Coursebook
- Mentora English B1 Workbook (Digital)
- Writing Guide for B1
- Weekly supplementary material packs & weekly word lists
- BAUMyMentora Self-Study Materials (Online source)

6. Student learning outcomes:

Students completing B1 LEVEL will be able to:

Reading - In a text of around 650 words:

- identify main idea(s)
- identify specific information
- identify the reference words
- guess the meaning of unknown words
- identify the audience
- identify the purpose
- put events in order
- make inferences by drawing conclusions
- identify the writer's point of view

Listening

(1) In everyday conversations and interviews delivered at a normal pace on reasonably familiar topics

- identify the main idea
- identify specific information
- make inferences

(2) Take notes while listening to a mini-lecture or a short talk delivered at a slow pace and

- identify the structure of a lecture while listening for notetaking.
- listen for phrases that signal paraphrasing while taking notes.
- use general strategies for notetaking before, during and after a lecture.
- note down key words and use abbreviations and symbols while listening to a lecture.
- identify the main idea using their notes
- identify specific information using their notes

Writing

- produce a cohesive paragraph of about 200 words consisting of a topic sentence, supporting sentences with details and a conclusion sentence
- generate ideas on familiar and theme-related topics

Speaking

- give a presentation of around five-seven minutes demonstrating a good understanding of a topic using visuals
- respond to questions on familiar and/or theme-related topics

Language

- use the relative pronouns who, which, that, where, when, why and whose to define a person, thing, place, time, etc.
- use which and where accurately when referring to places in relative clauses
- use the “present perfect tense” to talk about general experiences and to describe an activity that is complete
- use “passives” to focus on the action rather than the agent
- use the “zero conditional” to talk about general truths
- use the “first conditional” to talk about present and future possibilities
- use the “second conditional” to talk about imaginary or impossible situations in the present
- use infinitives & gerunds to add more information to what is expressed in certain verbs, verb + object combinations, adjectives and some expressions
- use reflexive pronouns to refer to a person or a thing

Vocabulary

- use words related to the themes of learning, psychology, engineering, business, social issues, the environment and design

B2 LEVEL

1. Course description: The B2 Level course is designed for students who have either successfully completed the B1 level or scored from 46-60 in the Placement Exam. Students who succeed in this

course will be eligible to take the Proficiency Exam.

Prerequisite: Completion of the B1 level or placement into B2.

2. Course goal: The goal of this course is for students to improve their language skills to a level at which they can utilize those skills to function independently in a range of contexts.

3. Course length: The B2 course consists of seven weeks of intensive hybrid instruction. Students receive 6 class hours of online instruction, 18 hours of face-to-face instruction, and 4 hours of asynchronous instruction each week.

4. Course structure: There are 18 hours (18x45 minutes) of integrated skills and 8 (8x45 minutes) hours of productive skills classes a week. Two instructors share a class; one teaches integrated skills and the other teaches productive skills. Attendance is compulsory at the B2 level.

5. Level materials:

- Mentora English B2 Coursebook
- Mentora English B2 Workbook (Digital)
- Weekly material packs
- Writing Guide for B2
- Weekly word lists
- BAUMyMentora Self-Study Materials (Online source)

6. Student learning outcomes:

Students completing B2 LEVEL will be able to:

Reading - In a text of around 850 words:

- identify the main idea(s)
- identify specific information
- identify the reference words
- guess the meaning of unknown words
- identify the audience
- identify the purpose
- put events in order
- make inferences by drawing conclusions
- identify writer's point of view
- distinguish facts from opinions and inferences
- identify counterarguments in a reading text

Listening

(1) In everyday conversations, interviews and discussions delivered at a normal pace on reasonably familiar topics and some abstract concepts (that are repeated or re-explained)

- identify the main idea
- identify specific information
- make inferences

(ii) take notes while listening to a mini-lecture or a short talk delivered at a normal pace

Writing

- produce a piece of writing of about 300 words with an introduction, body and conclusion

paragraphs

- generate ideas on familiar and theme-related topics

Speaking

- participate in discussions on a range of topics, express and support opinions, give reasons for or against and agree or disagree with basic arguments
- respond to familiar and theme-related questions

Language

- use the relative pronouns *who*, *which*, *that*, *where*, *why*, *when* and *whose* to define or give extra information about a person, thing, place or time, and omission of relative pronoun when it is the object of the relative clause.
- use non-defining relative clauses to give a comment on the whole of the previous clause
- use noun clauses that are introduced by *that*, question words and to-infinitive to replace nouns or noun phrases in a sentence.
- use noun clauses that are introduced by *whether/if* and *Wh-ever* words to replace nouns or noun phrases in a sentence.
- use past perfect to describe an action that happened before another action in the past
- use the “second conditional” to talk about imaginary or impossible situations in the present
- use the “third conditional” to talk about possible events in the past that did not happen
- use the “wish clauses” to talk about desires and regrets
- use “modals” to make present and past deductions

Vocabulary

- use words related to the themes of education, design, business, crime and words from the academic wordlists

PROFICIENCY EXAM PREPARATION COURSE (PREP-C)

1. Level description: The PREP-C course is designed for students who have successfully completed the B2 level and taken the Proficiency Exam but received a score lower than the minimum required by their undergraduate department. Likewise, students who have successfully completed the B2 level but cannot yet take the Proficiency Exam—as, for example, there is normally no proficiency test at the ends of the modules 1 and 3—attend PREP-C classes.

Prerequisite: Completion of the B2 Level and having taken the Proficiency Exam (if available).

2. Level goal: The goal of this course is for students to improve their language skills to a level at which they can utilize those skills to function independently in a range of contexts.

3. Course length: The PREP-C course consists of eight weeks of intensive hybrid instruction. Students receive 24 class hours of instruction a week.

Since there are no proficiency exams at the conclusions of modules 1 and 3, the length of the course is then extended to 16 weeks for those students placed into PREP-C classes in either of those modules.

4. Course structure: In PREP-C Hybrid program, students receive 24 hours of instruction a week. Two teachers share a class. 18 hours for integrated skills and 6 hours for writing skills are allocated each week. Attendance is compulsory in PREP-C.

5. Level materials:

- Writing Guide for B2
- Weekly material packs
- Weekly word lists
- Boost Your Proficiency in English Book

6. Student learning outcomes: Students completing PREP-C will be able to:

Reading

- read a variety of text types such as semi-authentic, factual texts on familiar or general topics and semi-academic texts
- use a range of strategies including accurate decoding of text, to read for meaning
- understand, describe, select or retrieve information, events or ideas from texts
- deduce, infer or interpret information, events or ideas from texts
- identify and comment on the writer's purposes and viewpoints plus the overall effect of the text on the reader

Listening

- listen to and understand the main ideas and significant, relevant details in various listening contexts.
- identify and retrieve facts and details and understand relevant information.
- recognize, understand and make connections between ideas, opinions and attitudes
- listen to mini lectures or talks to take notes and answer questions.

Writing

- brainstorm, draft and outline ideas for essays and free writing paragraphs
- write an opinion essay with introduction, body and conclusion paragraphs in about 300 words
- develop and support ideas by using necessary structures and by exemplification

Speaking

- understand and respond appropriately to questions on general and familiar topics such as Society, Family, Work and Business, Global Affairs, Global Organizations, Environment, Language, Education, Arts, Media, Crime, and Health
- express opinions on familiar topics

Language

Understand, be aware of and use the following appropriately:

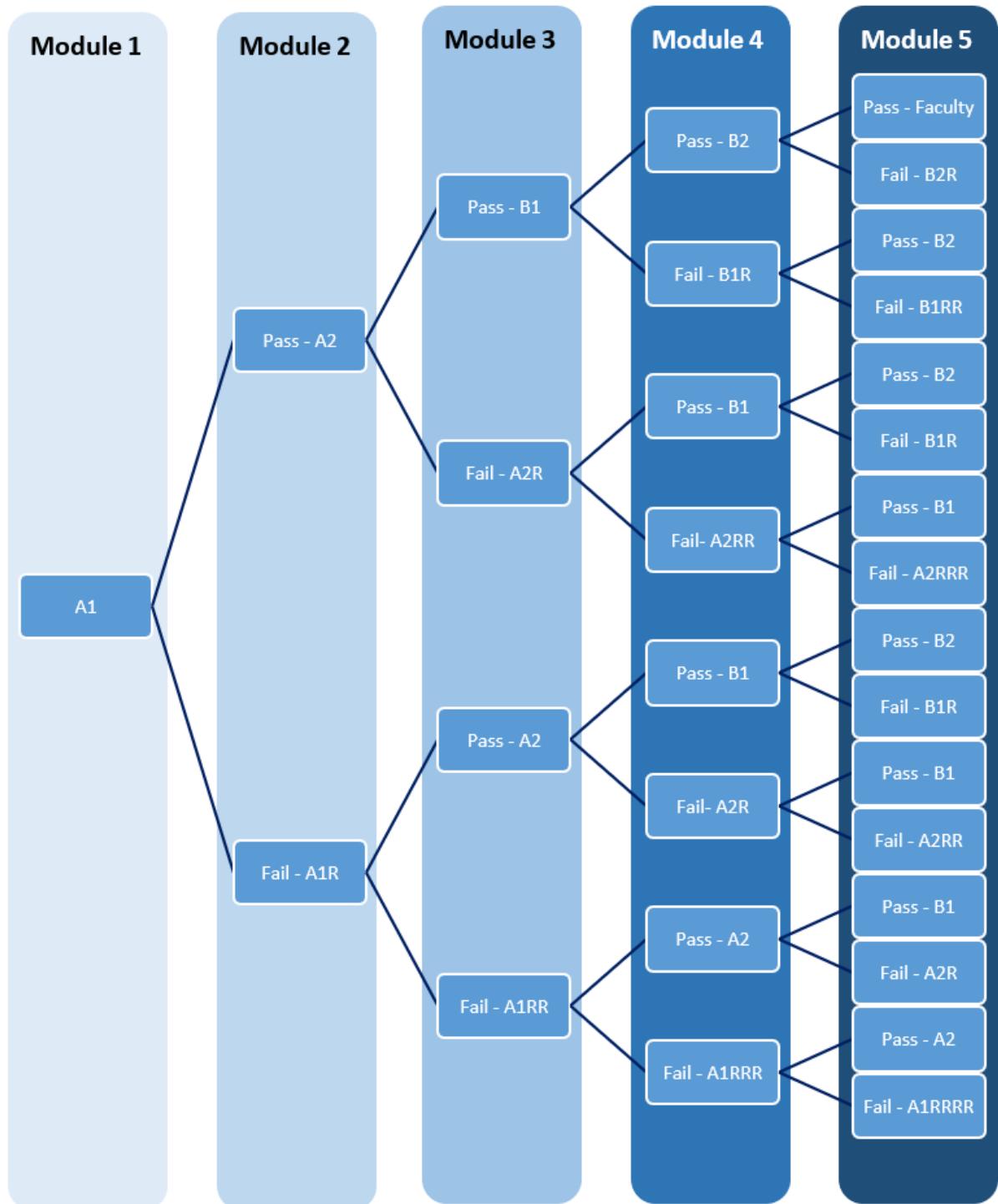
- subject–verb agreement, all tenses, gerund/infinitive, relative clauses, passive voice, noun clauses, adverbial clauses, wishes in the present and past, past
- modals, adjectives, adverbs and nouns, time clauses

Vocabulary

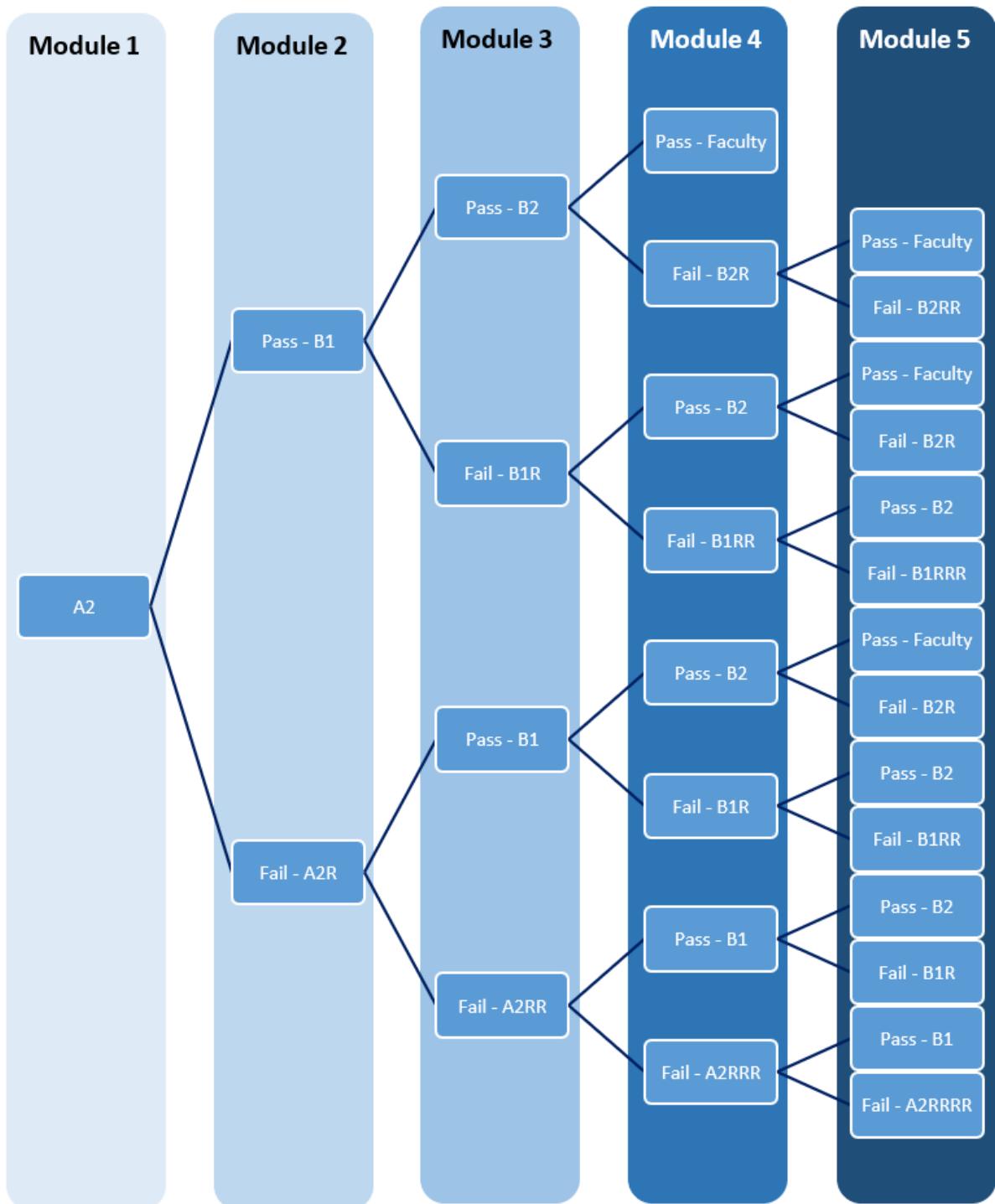
- improve and expand their vocabulary and understand and make use of words related to the themes of learning, psychology, engineering, social issues, business, environment, design, education, business, trends, arts & media, crime and academic word lists

LEVEL PROGRESSION CHARTS

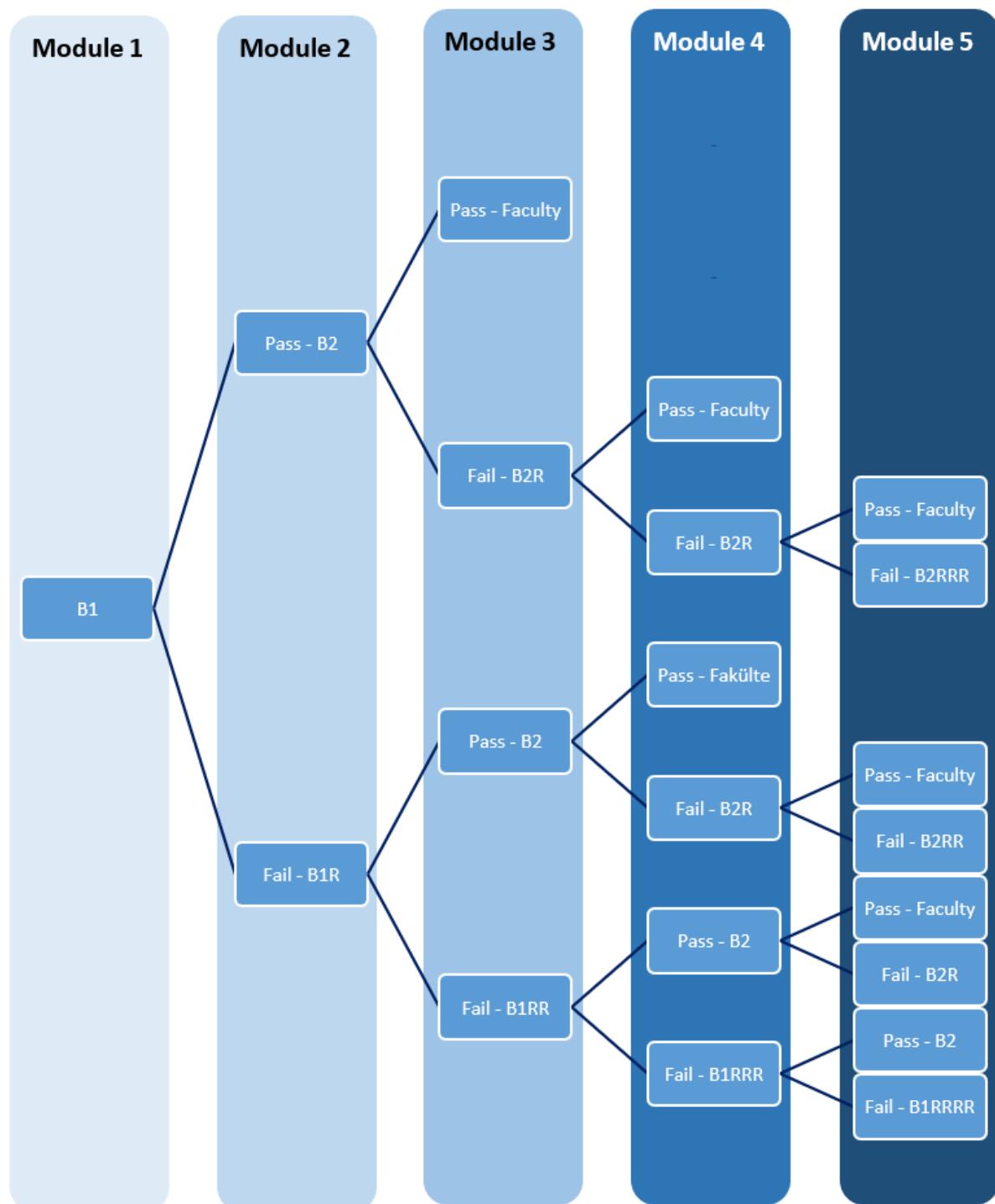
A1 Level Progress Flow Chart



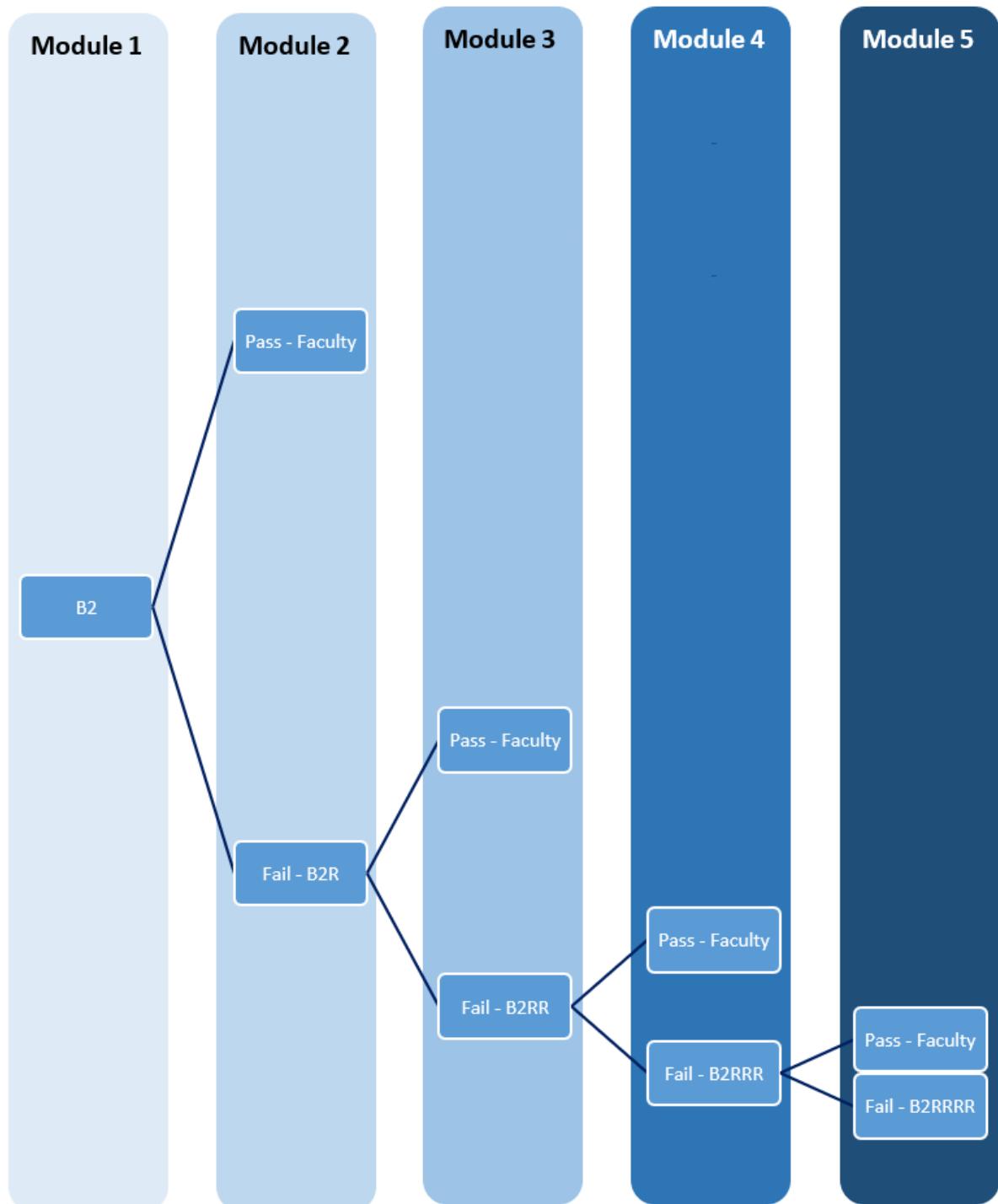
A2 Level Progress Flow Chart



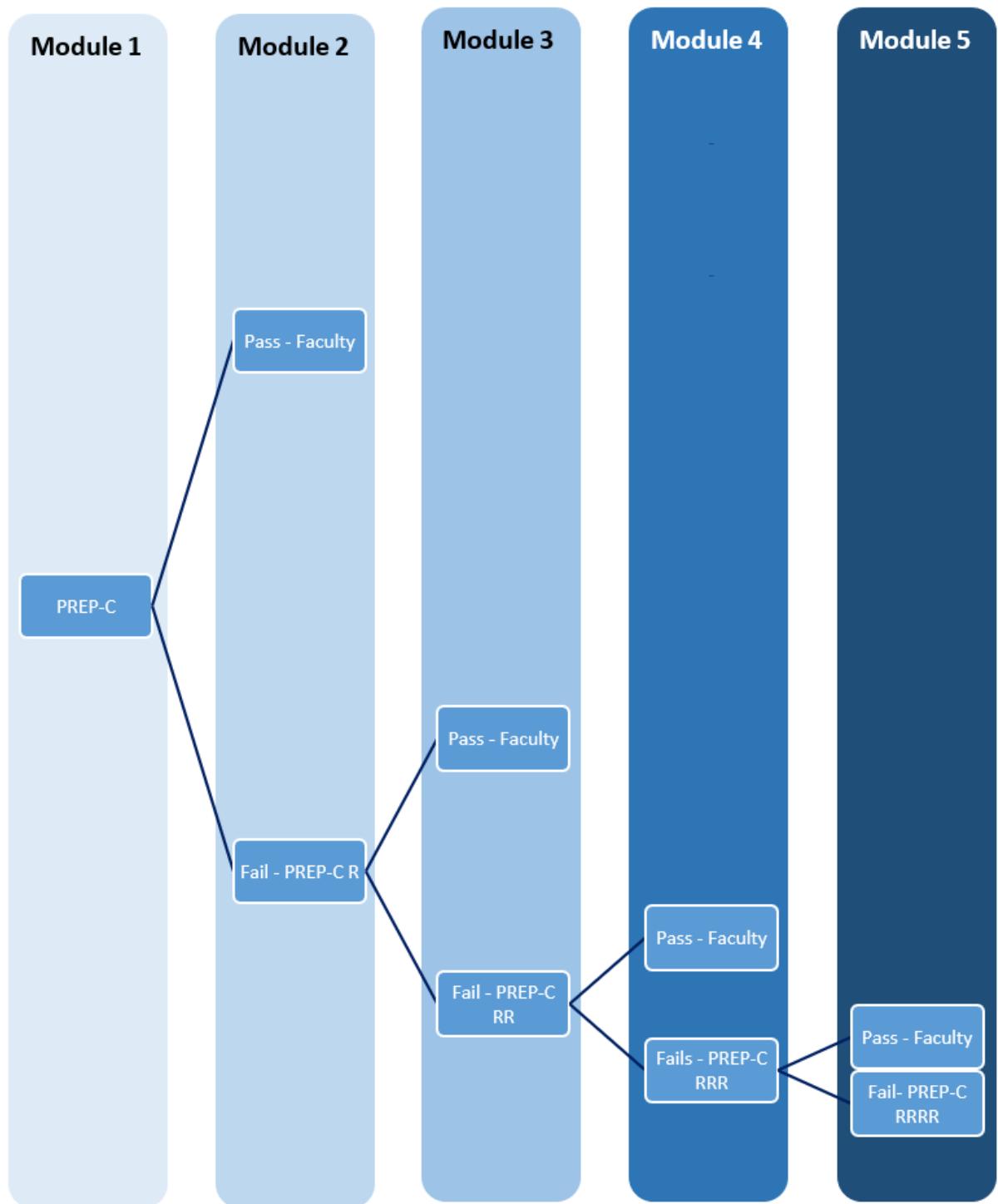
B1 Level Progress Flow Chart



B2 Level Progress Flow Chart



PREP C Level Progress Flow Chart



PART 4: COURSE MATERIALS

COURSEBOOK: MENTORA ENGLISH (A1, A2, B1 and B2)

The BAU PREP program uses Mentora English A1, A2, and B1 textbooks. Mentora English B2 textbook will also be in use in Module 2. Mentora English is a locally developed institutional textbook. It is tailored specifically for BAU PREP learners, targeting their particular needs and emphasizing the language skills required in an academic context. It offers a structured program suited to BAU PREP's modular system. Mentora English utilizes a skills-based approach with an explicit focus on strategy training. Through various types of activities, Mentora English boosts learners' receptive and productive skills, helping them achieve their language goals more quickly. In addition to the four key skills of reading, writing, speaking, and listening, English grammar is also explicitly taught through guided discovery tasks that encourage learners to work out the various grammar rules independently. Mentora English also includes a wide range of vocabulary, presented in context and then practiced and recycled throughout each book. It has a strong focus on communication and collaborative work, and also establishes a platform for developing 21st-century skills involving critical thinking, problem-solving and the like.

WORKBOOK: MENTORA ENGLISH (A1, A2, B1 and B2)

The Mentora English coursebooks are accompanied by workbooks which urge learner efficiency and autonomy in their studies. Each workbook's content reflects those of its corresponding coursebook and is presented at a level that will both motivate and challenge students. At the same time, learners are given further opportunities for practice and solidify the skills and strategies developed in the coursebooks. Workbooks may be used as either in-class supplementary materials or individual study materials by students. Each chapter has reading, listening, grammar and vocabulary sections. The reading and listening sections provide students an opportunity to review themes and stratagems taught previously. Similarly, the grammar and vocabulary sections enable students to rehash and consolidate their target language. Mentora English Workbooks are offered only in digitized form.

SUPPLEMENTARY MATERIALS (WEEKLY PACKS)

In each level's at BAU PREP program, supplementary material packages are used to ensure and enhance instruction while supporting the development of learners' English language proficiency. The supplementary reading and listening materials also promote BAU PREP program goals in that they help students gain a deeper understanding of broader issues via exposure to global themes and topics. We encourage them to produce language about these issues. The supplementary packs include vocabulary and grammar exercises that align with weekly objectives. Most of these supplementary materials have been tried and tested over the years. Student feedback survey responses and student representative feedback indicate that they have a positive effect on learner motivation. Some of the materials (reading and vocabulary exercises) were digitized during the 2020-2021 academic year for online classes. Where Mentora English series is employed, the amount of supplementary material provided is reduced as the Mentora coursebook and workbook offer a wide enough range of options. At other levels, more supplementary materials are on offer.

WRITING BOOKS

Writing Guide series are used as extensions to the content of coursebook chapters on writing at all levels. Writing Guide series, which are locally developed institutional books, are prepared in accordance with the objectives of BAU PREP program. They are also aligned with the teaching methodology and language teaching approach of the BAU PREP program. The structures and writing skills taught in each book are presented within appropriate writing texts. The activities and tasks are carefully graded from easy to difficult. The Language Focus boxes within each unit are prepared in parallel with students' level of English and are designed to assist them in completing the tasks of each unit. At the end of each unit, students are provided with ample tasks to practice writing the targeted tasks effectively. Additionally, in the Appendix section, authentic student examples for each task are provided. In general, Writing Guide series aim to demonstrate that students can write comfortably with proper guidance and support.

WORD LISTS

The word lists available for each level are among the essential instructional tools at the BAU PREP program. At A1, A2, B1 and B2 Levels, the word lists are based on units from the Mentora English Books. The vocabulary lists provide students with target vocabulary items, their definitions, parts of speech, antonyms and synonyms (if any), collocations, and sample sentences. Their purpose is to help students better comprehend reading and listening texts, and to better express themselves in different written and spoken contexts. Weekly vocabulary lists are significant instructional devices to help students acquire the English language proficiency required for their undergraduate studies and to aid their understanding of world issues.

BOOST YOUR PROFICIENCY IN ENGLISH

Our book titled "Boost Your Proficiency in English" is designed for candidates who are preparing for the Proficiency Exam. It offers ample opportunities to practice vocabulary, grammar, reading, and listening. The book includes one sample test with detailed explanations of correct answers, followed by numerous exercises covering the aforementioned skills. Answer keys and audio scripts are included at the end of the book, making it an effective tool for self-reference and self-study.

PART 5: ONLINE LEARNING TOOLS & PLATFORMS

LEARNING MANAGEMENT SYSTEM (BAUMYMENTORA)

BAUMyMentora is a learning management system utilized by students of Bahçeşehir University.

Students in the BAU English Preparatory School have been using BAUMyMentora as a learning management system (LMS) since 2015 and BAU PREP provides each student with a free student account on the platform.

Students can access supplementary self-study materials including tests, electronic vocabulary flash cards, links to grammar videos and assistive PowerPoint presentations, as well as a variety of exercises on reading, listening and grammar pertinent to what is covered in their face-to- face / online classes each week.

The aim of these online items and activities is to provide students with enough contextual materials and content to adequately prepare them for tests and exams at a convenient pace.

Said supplementary materials are prepared by the Technology Enhanced Learning Unit in cooperation with our Level Coordinators, the Testing and Assessment Unit and individual instructors according to the contents of BAU Prep curricula and in line with proper principles of multimedia and design.

We recommended that our students use the BAUMyMentora mobile application for notifications and communication/messaging. Students should use laptops or desktop PCs to do exercises and complete tests on this platform.

MS TEAMS

In our preparatory school, as in other faculties and departments of our university, online and hybrid programs are conducted via Microsoft Teams. We recommend downloading the Microsoft Teams desktop application to your computer and following the classes from a desktop or laptop computer; for communication purposes, you can download the mobile application to your mobile device, such as a smartphone or tablet.

For your online exams and classes, it is necessary to use a camera and microphone on Microsoft Teams and also be present on the BAUMyMentora platform, so participating in classes and exams via a mobile phone will not be suitable. To avoid issues such as loss of grades or being unable to submit exams/assignments, it is important to use the Microsoft Teams application on desktop or laptop computers.

To download the Microsoft Teams application, log in to your Microsoft Outlook 365 student email account and select the Teams application from the menu on the left to download it to your computer. Your Teams account username is your school student email address, and the password is the same as your school student email account password.

Students may view this video for guidance: <https://youtu.be/fe0du31shnY>

We recommend that our students use their laptops and desktop computers during class. The mobile app is best used to follow notifications and for communications/messaging.

ONEXA

ONEXA is the official online examination platform used within the BAU English Preparatory School Program for the secure and standardized administration and evaluation of daily assignments and language proficiency mock exams. The platform is designed to ensure transparency and consistency by delivering formally structured assessment tools and automated submission processes within a digital testing environment.

Students can access ONEXA via <https://bauprep.mentoraexams.com/login> using their UMIS credentials. All assessment and evaluation procedures related to daily assignments and proficiency mock exams are conducted exclusively through this platform. After each attempt, students are able to view their scores; however, access to the answer key is granted only after the official submission deadline has passed.

Daily assignments and proficiency mock exams on ONEXA are made available weekly, opening at 08:30 on Monday and remaining accessible until 23:59 on Sunday. After the submission deadline, assignments and mock exams remain open for additional practice purposes; however, any attempts completed after the deadline are not graded and do not contribute to the student's overall assessment results. For this reason, students are strongly advised to complete all assessments that are subject to grading within the specified time frame and to familiarize themselves thoroughly with the platform's technical features and assessment regulations.

Informational and instructional videos and documents related to ONEXA are shared with students via Microsoft Teams, the BAU Prep YouTube channel, BAU Prep social media channels, digital screens on campus, and announcement boards in classrooms. Students who require support or wish to report technical issues related to ONEXA may contact the Technology-Enhanced Learning Unit (TELU) for online assistance at telu@sfl.bau.edu.tr, or they may visit the TELU office located on the ground floor of Block F to receive face-to-face support.

PART 6: TESTING AND ASSESSMENT

BAU PREP ENGLISH PLACEMENT EXAM

What is the English Placement Exam? Is it compulsory?

The English Placement Exam assesses the English proficiency levels of students—many of whom will be attending university for the first time—and identifies those who are eligible to take the subsequent English Proficiency Exam. The following students are required to take the Placement Exam:

- All new students registered in departments in which the medium of instruction is completely or partly English
- All students who are registered in departments in which English is not the medium of instruction but who still wish to attend the English Preparatory Program—including those who will be studying in one of the BAU Abroad programs or in Turkey)

Students who receive a **minimum score of 30** out of 60 in this exam will be eligible to take the English Proficiency Examination, while those who score below 30 will be placed into an appropriate level in the English Preparatory Program.

What is the date, time and place of the English Placement Exam given at the beginning of the academic year?

Information regarding the date, time and place of the English Placement Exam can be found in the Academic Calendar of the School of Foreign Languages and the Registration Guide for that academic year.

What sections are there in the Placement exam?

The English Placement Exam consists of 60 multiple -choice questions on grammar and reading comprehension. In scoring the multiple-choice questions in the English Placement Exam, for every 4 incorrect answers, 1 correct answer WILL BE DEDUCTED.

You may access sample questions for the English Placement Exam through the following link: <https://bau.edu.tr/content/3984-prep-school-sample-exams>

How can I learn the results of my English Placement exam?

You can learn the result of your English Placement Exam given at the beginning of the academic year, by using the following link on the dates indicated in *the Academic Calendar of the School of Foreign Languages and the Registration Guide*:

<https://bau.edu.tr/blogs/en/15239-exam-results>

What is the minimum acceptable achievement level in the Placement exam in order to be eligible for the English Proficiency exam?

Students who receive a **minimum score of 30** out of 60 in this exam will be eligible to take the English Proficiency Exam.

Can I change my level after classes start?

A student's level may be changed after the initial placement decision only in the first week of the first module. There is a procedure to be followed. Details can be found in the level change procedure in this handbook.

BAU PREP ENGLISH PROFICIENCY EXAM

What is the English Proficiency Exam? How many times is it held in one academic year?

The English Proficiency Examination assesses students' proficiency in English and may exempt some students from taking the English Preparatory Program. Students who pass the English Placement Exam as well as students attending the English Preparatory Program will be considered as having successfully completed the English Preparatory Program if they pass the English Proficiency Exam.

The English Proficiency Exam is held four times during an academic year: prior to module 1 and at the end of modules 2, 4 and 5 (for exact exam dates refer to The School of Foreign Languages Academic Calendar).

What is the date, time and place of the English Proficiency Exam given at the beginning of the Academic Year?

Information regarding the date, time and place of the English Proficiency Exam can be found in the Academic Calendar of the School of Foreign Languages and the Registration Guide.

What is the passing grade for the English Proficiency Exam?

For undergraduate students and Vocational School (MYO) students who would like to complete 4-year undergraduate programs, the minimum passing grade required is 60 out of 100.

For students in the Department of English Language Teaching, Department of Translation and Interpreting, and the Faculty of Medicine, the minimum passing grade required is 80 out of 100. For Faculty of Dentistry and Faculty of Pharmacy students, the minimum passing grade required is 70 out of 100.

What are the components of the English Proficiency Exam?

A Written Exam section assesses a student's reading, listening and writing skills, alongside their knowledge of vocabulary and grammar.

A Speaking Exam assesses student speaking skills.

You can find more detailed information and sample English Proficiency Exams through the following link: <https://bau.edu.tr/content/3984-prep-school-sample-exams>

How can I learn the result of my English Proficiency Exam?

You can learn the result of your English Proficiency Exam via the following link on the dates indicated in *the Academic Calendar of the School of Foreign Languages and the Registration Guide*: <https://bau.edu.tr/blogs/en/15239-exam-results>

What books can I use when studying for the English Proficiency Examination?

“Boost Your Proficiency in English” which is designed for candidates who are preparing for the Proficiency Exam and books directed at TOEFL, YDS and CAE exams—or any English proficiency exam—are appropriate.

What are the eligibility requirements to take the English Proficiency Exams offered during the academic year?

For the English Proficiency Exams held during the academic year at the conclusion of modules 2, 4 and 5, PREP-Clevel students who have fulfilled their attendance requirements and students who have successfully completed the B2 level (B2 level students with an overall grade of **at least 65**) and/or B1

level students who have performed exceptionally (who have achieved an overall minimum grade of 80) are eligible to take the English Proficiency Examination.

For B1 level students registered in the departments of English Language Teaching, Medicine, Dentistry and Pharmacy an overall grade of 80 or more alone will not allow them to sit for the English Proficiency Examination. These learners must first pass the B2 level to be eligible.

All students who have failed previous English Proficiency Examinations have the right to take the English Proficiency Examination given in September. Those students who successfully pass it will then be able to study in their respective departments.

Can I be exempt from the English Preparatory Program without sitting the English Proficiency Exam?

For a student to be exempted from the English Preparatory Program, the student must achieve a satisfactory score in an international exam whose equivalency is recognized by Bahçeşehir University. Foreign language exam results received **in the last two years** are acceptable. Please see page 10 to view the full list of the exams accepted at BAU.

MODULAR ASSESSMENT TOOLS

1. Weekly Tests

These tests are administered weekly to monitor learner progress in grammar, vocabulary, reading comprehension and listening. Questions are based on the materials covered in class and via online programs. Task performance is converted into a grade which constitutes 20% of a student's portfolio in A levels (A1 and A2) and 15% in B levels (B1, B2).

2. Speaking Task (10%)

This assessment tool is used to measure the speaking ability of students at a corresponding level of the Common European Framework (CEF). These include picture description, presentation, group discussions, and students' ability to express their opinions about familiar topics—depending on their level—by giving reasons and details.

There is one Speaking Task conducted in all the levels which constitutes %10 of the students' overall grade. These tasks include brief picture descriptions, short presentations, or short group discussions, depending on the students' level. The Speaking Task requires students to demonstrate their fluency, coherence, and the ability to provide detailed and extended responses.

3. Collaborative Tasks (10%)

The main objective of Collaborative Tasks is to provide students with more opportunities to produce sustained spoken English. Regular participation and effort to speak English at all stages are the key. Tasks are conducted in class and constitute 10 % of a student's overall assessment grade/portfolio. These tasks are completed by student groups in class. Prior to task performance teachers give assignments and allot students two to three hours (depending on the work required) to prepare and then perform their respective tasks.

4. Engagement and Conduct (4%)

Engagement and Conduct Grade is used to encourage students to arrive at class prepared and participate actively in the classroom. According to the rubric, a student who always participates in their lessons, communicates in English and is not disruptive in class may receive %4 from the Engagement

and Conduct band.

5. Daily Tasks (4%)

Daily Tasks include 4 asynchronous tasks on the Onexa platform (2 for integrated skills + 2 for writing). These tasks are assigned 5 days a week from Monday to Friday. They include reading, vocabulary, grammar, and listening exercises in line with our weekly themes, topics, and studies. As the main purpose of asynchronous classes is to allow students to learn at their own pace, plenty of time is given to complete these tasks—from Monday 08:30 until Sunday 23:59 of the assigned week. Students who submit the 4 Daily Tasks by their deadlines and receive a score above 50 from each receive 4% from the Daily Tasks band.

6. Process Writing / Process Tasks

Process Writing constitutes 5 % of a student's overall grade. In B-levels, there is only one Process Writing task, followed by a Timed Writing task. Students need to submit at least two drafts for each Process Writing task and may subsequently keep editing their drafts based on teacher feedback until they receive a final grade. In A-levels there are two Process Writing tasks. For the second task, A-level students are expected to write at least one draft.

In A levels Process Writing constitutes 5 % of a student's overall assessment. Another process task is called Exhibition Day Task in A levels. Students read a story, prepare a poster presentation of it in groups, and present it on the Exhibition Day. Exhibition Day Task constitutes 5 % of a student's overall assessment.

In short, while there is only Process Writing Task in the assessment of B levels, there are Process Tasks, 10%, in A levels (Process Writing 5% + Exhibition Day Task 5%).

7. Timed Writing (only in B levels, 10%)

There is one Timed Writing Task in B-levels and this constitutes 10 % of a student's overall level assessment. It is administered after the Process Writing Task, often in Week 6.

B1 level students are asked to write a well-developed opinion paragraph of around 200 words while B2 level students are asked to produce an opinion essay of about 300 words in length with an introduction, body and conclusion paragraph.

8. AvoLingo Tasks (2%)

AvoLingo is an AI-supported learning platform developed to help students use English actively outside the classroom. At A levels, AvoLingo AI assignments make up 2% of the student's overall grade. Each week, five assignments are assigned to students on the AvoLingo mobile application on Mondays, and students are expected to complete these tasks on different weekdays. These assignments, which students complete through interaction with chatbot systems, mainly aim to develop productive language skills such as speaking and writing, while providing a safe and guided practice environment.

The content of AvoLingo assignments is designed to run in parallel with classroom lessons. In this way, students are expected to apply the language structures and skills they learn in class outside the classroom. When completed regularly, these assignments help reinforce students' language skills while also supporting their individual learning process. AvoLingo is not intended to replace face-to-face instruction; rather, it is used as a supplementary tool that supports classroom learning and strengthens the overall learning experience.

9. Exhibition Day Task (only in A levels, 5%)

Students choose a story/book in pairs which is appropriate for their level and read them outside of classtime. They prepare a poster presentation for this story/book and also choose and enact a scene. This task constitutes 5% of the students' overall grade.

10. End of Module Exam (40%)

At the end of each level learners take an End of Module Exam (EOM) and are assessed on the items covered throughout that module. These are: Vocabulary, Reading, Use of English, Listening, Writing and Speaking.

The End of Module Exam constitutes 40% of the overall grade for both A and B level students..

Number of exams and tasks given at BAU PREP by levels

EXAMS AND TASKS	A1	A2	B1	B2
End of module exam	1	1	1	1
Weekly Tests	4	4	3	3
Speaking Tasks	2	2	2	2
Collaborative Tasks	2	2	2	2
Engagement & Conduct	5	5	5	5
Daily Tasks	20	20	20	20
Avolingo	25	25	25	25
Process Writing	2	2	1	1
Exhibition Day Task	1	1	-	-
Timed Writing	-	-	1	1

ACHIEVEMENT SCALE

Pass / Fail Criteria

In order to successfully complete a level (A1, A2, B1, B2), students must achieve a final average of 65 or more from all the assessment components while keeping their attendance at minimum 80% throughout a module.

To complete and exit the prep program, students must score at least 60 in the Proficiency Exam. Note that learners in departments such as Medicine, Dentistry, Pharmacy, English Language Teaching, and Translation and Interpreting need a higher score in that examination.

Level Pass Descriptors

Passing grade: 65 or more

Borderline Pass

Overall grade: 65 – 69

The student has met the achievement standard and needs some improvement to demonstrate the knowledge and skills needed for likely success in future coursework. Although her/his grades are satisfactory, they still require additional practice and instruction to acquire more of the knowledge and skills specified in the module objectives. She or he needs to show more effort, develop her or his study skills and use all the support provided by the institution.

Merit Pass

Overall grade: 70 – 79

The student has met the achievement standard and demonstrates progress toward mastery of the knowledge and skills needed for likely success in future coursework. Her or his grades indicate that they are highly likely to be successful in the next module upon completion of all the course requirements.

Outstanding Pass

Overall grade: 80 – 100

The student has exceeded the achievement standard and demonstrates advanced progress toward mastery of the knowledge and skills needed for likely success in future coursework. Her or his grades indicate that she or he is extremely likely to be successful in the next module upon completion of all course requirements.

Level Fail Descriptors

Failing grade: Less than 65

The student has not met the achievement standards and needs substantial improvement to demonstrate the knowledge and skills needed for likely success in future coursework. S/he needs to repeat the same level in order to gain the necessary knowledge and skills specified in the module objectives. S/he needs to show more effort, develop their study skills and use all the support provided by the institution.

Borderline Fail

Overall grade: 60 – 64

The student has almost met the achievement standards and needs substantial improvement to demonstrate the knowledge and skills needed for likely success in future coursework. They require additional practice and instruction to acquire more of the knowledge and skills specified in the module objectives. She or he needs to show more effort, develop her or his study skills and use all the support mechanisms provided by the institution.

LEVEL GRADE DESCRIPTORS

Level Overall Grade

Grade	Descriptor
Below 40	Has demonstrated almost no effort to reach the objectives specified by the level
40-49	Has demonstrated almost no effort to reach the objectives specified by the level
50-59	Has demonstrated some effort to reach the objectives specified by the level
65 and above	Has demonstrated adequate effort to reach the objectives specified by the level

End of Module Test Grade

Grade	Descriptor
0-29	indicates almost no acquisition of the level objectives and almost none of the learning goals are fully met
30-39	indicates very weak acquisition of the level objectives and few learning goals are fully met
40-49	indicates weak acquisition of the level objectives and a few learning goals are fully met
50-59	indicates insufficient acquisition of the level objectives and some of the learning goals are fully met
60-69	indicates sufficient acquisition of the level objectives and many of the learning goals are fully met
70-100	indicates a high level of understanding and almost all learning goals are fully met

Proficiency Exam Grade

Grade	Descriptor
0-29	indicates almost no acquisition of the level objectives and almost none of the learning goals are fully met
30-39	indicates very weak acquisition of the level objectives and few learning goals are fully met
40-49	indicates weak acquisition of the level objectives and a few learning goals are fully met
50-59	indicates insufficient acquisition of the level objectives and some of the learning goals are fully met
60-69	indicates sufficient acquisition of the level objectives and many of the learning goals are fully met
70-100	indicates a high level of understanding and almost all learning goals are fully met

PROFICIENCY SCALES EXIT OBJECTIVES

WRITING OBJECTIVES

A1	A2	B1	B2
Can write simple descriptive phrases and sentences about themselves and other people, where they live and what they do and can combine the sentences using "and", "but", "or"	Can write a story of about 150 words using prompts and a paragraph of 100-120 words in response to a personal question.	Can write a paragraph of about 200 words using cohesive devices and pre-taught strategies such as brainstorming, mind-mapping, structuring, questioning, editing, etc.	Can write an essay of about 300 words using cohesive devices and pre-taught strategies such as brainstorming, mind-mapping, structuring, questioning, editing, etc.

READING OBJECTIVES

A1	A2	B1	B2
Can identify main ideas and specific information in a short, simple text, referencing in the text	Can identify the main ideas and specific information in a short, rather simple informative text, what subject pronouns refer to in the text and infer the meaning of unfamiliar words from context	Can identify the main ideas and specific information in various types of semi-academic texts, referencing and guess the meaning of unknown words from the context	Can identify the main ideas and specific information in various types of semi-academic texts, referencing and guess the meaning of unknown words from the context

LISTENING OBJECTIVES

A1	A2	B1	B2
Can identify specific information in short everyday conversations and interviews in a clearly and slowly articulated speech.	Can identify the main idea and specific information accurately in short everyday conversations and interviews that are clearly and slowly articulated	Can identify the main ideas and the details in daily conversations and interviews delivered at a natural pace on familiar topics and answer related questions and take notes while listening	Can identify the main idea and the details in daily conversations and interviews delivered at a natural pace on familiar topics and answer related questions and take notes while listening to a mini-lecture or a talk and answer

		to a mini-lecture or a talk and answer questions	questions
--	--	--	-----------

SPEAKING OBJECTIVES

A1	A2	B1	B2
Can respond to simple questions about themselves respond to simple statements/questions on familiar topics and describe a person, place, or actions (in a picture)	Can use a series of phrases and sentences to describe a picture/ photo, to respond to simple statements / questions on familiar & unfamiliar topics and simple personal questions	Can make a formal presentation using necessary presentation skills and answer open-ended questions and/or talk about topics related to the themes students have studied in class	Can take part in discussions using strategies for expressing opinions on familiar topics and answer open-ended questions and/or talk about topics related to the themes students have studied so far

GRAMMAR OBJECTIVES

A1	A2	B1	B2
Can identify “to be” to describe general actions, states, and repeated events; subject pronouns, possessive adjectives, possessive “s”, imperatives, there is/there are, prepositions, plural nouns, present simple tense, adverbs of frequency, question words, object pronouns, indefinite and definite articles, can, quantifiers “some, any, a lot of”, comparatives and superlatives, present continuous tense	Can identify present continuous tense, present simple tense, past simple tense, past continuous tense, could and be able to; modal verbs to give advice, express obligation, necessity and prohibition; countable and uncountable nouns, quantifiers “some, any, a lot of, a little, a few, (not) much, (not) many; future forms “will, may, might” to make future predictions, future form “will” to talk about spontaneous	Can identify relative pronouns “who, which, that, where, when, why and whose”, present perfect tense, passives, zero conditional, first conditional, second conditional, infinitives and gerunds, reflexive pronouns	Can identify second conditional, third conditional, relative pronouns “who, which, that, where, why, when and whose”, omission of relative pronouns, modals to make present and past deductions, noun clauses, past perfect tense

decisions, predictions and offers; future form “be going to” to talk about planned events and predictions based on evidence, “as...as” to compare things		
--	--	--

SAMPLE GRADE BREAKDOWN

A Levels

Assessment Tool	Weight
Weekly Tests	20 %
Speaking Task	10 %
Collaborative Tasks	10 %
Engagement & Conduct	4%
Daily Tasks (Onexa)	4%
Avolingo AI Tasks	2%
Process Tasks	
Process Writing Task	5%
Exhibition Day Task	5%
End of Module	40 %

B Levels

Assessment Tool	Weight
Weekly Tests	15 %
Speaking Task	10 %
Collaborative Task	10 %
Engagement & Conduct	4%
Daily Tasks (Onexa)	4%
Avolingo AI Tasks	2%
Process Writing	5 %
Timed Writing	10 %
End of Module	40 %

PART 7: STUDENT AFFAIRS

GENERAL INFORMATION, RULES AND ADMINISTRATIVE REGULATIONS

Student Affairs Office

BAU PREP students can visit this office to submit documents such as health reports or ask questions about absenteeism, the online student information system (UMIS), exam or lesson schedules and make-up exams. The Student Affairs staff processes most grade changes and attendance changes and student identification requests. The Associate Director addresses more formal issues in his/her personal office. Most often these issues concern academic and administrative advising, as well as those of a disciplinary nature.

Student Affairs Office Contact Information:

Associate Director Serhat Uzun (0212 381 07 60) serhat.uzun@bau.edu.tr

Student Affairs Office: info@sfl.bau.edu.tr

English Preparatory Program Student Orientation

As the Orientation provides detailed information about the English Preparatory Program, student attendance is compulsory. All information pertaining to the English Preparatory Program will be provided in detail during the orientation period, and any issues that students are curious about can be discussed. If students do not attend the orientation, they can miss important information related to academic issues and student responsibilities in the English Preparatory Program. The dates and times of the Orientation Program will be announced on the Web page of the School of Foreign Languages, along with the English Proficiency Exam results.

SFL Webpage: sfl.bau.edu.tr

Frequently Asked Questions for our international students: <https://int.bau.edu.tr/faq/>

Video guides for our international students: <https://int.bau.edu.tr/everything-you-need-to-know/>

UMIS (University Management Information System) User Guide

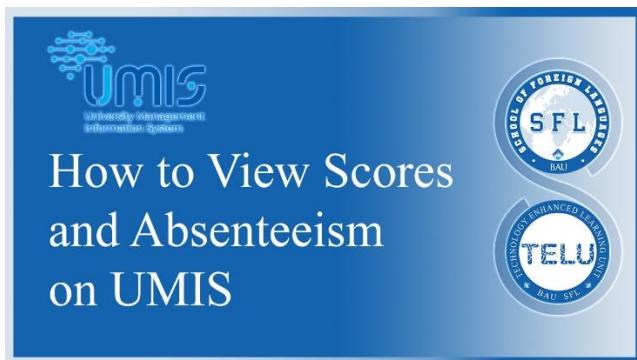
• *Login and Password*

To log in to UMIS, go to umis.bau.edu.tr. Enter your username and password to log in. If you do not know your password, you can use the "Forgot Password" button on the login screen to set a new password. To see the steps for logging in and resetting your password on UMIS, you can watch the video below:



- **Tracking Absenteeism records and Scores**

To see your total attendance and grades, log in to UMIS and select "Prep Report Card" from the "Documents" menu. For more details, you can watch the video below:



ATTENDANCE POLICY

According to Bahçeşehir University (BAU) Regulation on the Education of English Preparatory Program Article 9, approved by the Senate, regular attendance is required in the English Preparatory Program.

Students studying at all levels of the English Preparatory Program must meet the attendance requirements in each module in order to qualify for the End of Module Exam given at the end of said module. Students are responsible for keeping track of their class attendance through the Student Affairs Information System (UMIS).

Attendance Rules

The upper limit for absenteeism is 20 class hours for single modules (the attendance requirement is 90% of the total class hours of that module) or 40 class hours in an extended module, without a doctor's report. Students who exceed the respective absenteeism limits are deemed to have failed that module.

Medical Reports

Reports from Public Hospitals, Group A Private Hospitals or Family Practice Centers (14th article of the Higher Education Law no. 2547 and 47th amendment of the Establishment of Higher Education Institutions Law no. 2809) are acceptable. Medical reports must be submitted to the English Preparatory School Student Affairs Office within 5 workdays after the final date excused by the report.

NOTE: Students are responsible for keeping track of their grades and class attendance through the Student Affairs Information System (UMIS: umis.bau.edu.tr) using a username and password given to them during the registration process.

(For the complete policy, please refer to the appendices section of the BAU PREP Student Handbook.)

Make-up Exams

There are no make-ups for speaking exams (Speaking Tasks), Weekly Tests and Weekly Online Work (WOW). Students can take make-up exams for End of Module Exams and Timed Writing if they submit

a medical report from the following health institutions: Public Hospitals, Group A Private Hospitals or Family Practice Centers. (14th article of the Higher Education Law no. 2547 and 47th amendment of the Establishment of Higher Education Institutions Law no. 2809). Medical reports have to be submitted to the English Preparatory School Student Affairs within 5 (five) workdays following the final date of the report.

English Preparatory Program students are required to complete all portfolio tasks and assignments during a module. Students who have exceeded a module's absenteeism limits for are not eligible to sit the End of Module Exam at the close of that module.

CHEATING POLICY

1. If a student talks to another student, shows his/her exam paper to others or tries to copy from others' papers during an exam, first warn him/her orally about the consequences of their actions.
2. If the action is repeated, call a testing member, who will take the student's exam paper, write "cheated" on it and ask the student to leave the classroom.
3. Fill in the incident report form—in detail—regarding the type of behavior observed and the action taken.
4. If a student is caught cheating using dictionaries, notes, mobile phones etc., claim the student's paper as evidence. Write "cheated" on the student's paper and ask the student to leave the exam room. Describe the incident on the incident report form and inform a testing member.

Below is the relevant legislation from the Higher Education Council's website:

"The acts that lead to one or two semesters suspension from the university:

ARTICLE 9. Acts that lead to a one or two semester suspension from the university are as follows:

m) (R.G.-15/11/1990-20696) "Cheating, helping others to cheat or attempting to cheat."

COPYRIGHT POLICY

This copyright policy aims to provide guidance and information about intellectual property and copyright issues, covered by the 'Law on Intellectual and Artistic Works' (no. 5846) in Turkey, as well as the consequences of not using properly copyrighted works in educational activities at BAU PREP. As an English Preparatory Program within Bahçeşehir University, BAU PREP not only uses copyrighted materials but also guides its faculty and students to conduct their academic studies and research using only properly sourced copyrighted materials. BAU PREP acknowledges that, under copyright law, it uses copyrighted materials, including coursebooks, in its educational activities. The BAU PREP non-negotiable class rules document clearly states the policy on the use of copyrighted materials. BAU PREP instructors share the information (e.g., copyright policy, non-negotiable class rules, disciplinary procedures, etc.) in this policy with their learners whenever appropriate.

STUDENT CLUBS

We are in constant communication and cooperation with the club coordinators at Beşiktaş (South) Campus. All students studying at Future (Kemerburgaz) Campus are entitled to participate in all club activities organized by the Bahçeşehir University Student Clubs by registering to these clubs.

Please visit <https://bau.edu.tr/academic/12572-the-dean-of-student-office> for the website of the

Dean of Students Office

Please visit [https://bau.edu.tr/content/17285-clubs-&communities-list](https://bau.edu.tr/content/17285-clubs-&-communities-list) to see the list of student clubs.

FLOWCHART OF THE STUDENT DISCIPLINARY PROCEDURES AT BAU PREP

(For learners' reference)

STEP 1: Setting up the rules

“Non-Negotiable Class Rules” are shared with the students at the beginning of each course

In case of a misconduct

STEP 2: 1st ORAL Warning

The student is orally warned and a copy of “1st Oral Warning Record” sheet is filled up & signed by the teacher*

Both the teacher & the Student Affairs Coordinator keep copies of the completed form for their records.

In case of a repeated misconduct after 1st Oral Warning

STEP 3: 2nd ORAL Warning

The student is orally warned and a copy of “2nd Oral Warning Record” sheet is filled up & signed by the teacher*

Both the teacher & the Student Affairs Coordinator keep copies of the completed form for their records.

In case of a repeated misconduct after 2nd Oral Warning

STEP 4: 1st WRITTEN Warning

Student is warned in written and a copy of “Action Plan 1” form is filled up. Both the teacher & the student sign the form*

Both the teacher & the Student Affairs Coordinator keep copies of the completed form for their records.

In case of a repeated misconduct after 1st Written Warning

STEP 5: 2nd WRITTEN Warning + Referral to DISCIPLINARY COMMITTEE

Student is warned in written and a copy of “Action Plan 2” form is filled up. Both the teacher & the student sign the form

Copies of 1st & 2nd Oral Warning Record Sheets and 1st & 2nd Action Plan Forms are handed to the Disciplinary Committee to take further disciplinary actions.

PS: Disciplinary Committee consists of: (1) Student Affairs Coordinator, (2) Level Coordinator and (3) Student Council Representative.

In case of extreme cases, the Disciplinary Committee reserves the right to skip to STEP 5 (see the YÖK's list of misconduct for extreme cases at:

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>

*Please note that the list is in Turkish)

STUDENT REPRESENTATIVES' MEETINGS

BAU PREP students are encouraged to provide oral feedback at Student Representative Meetings held in the fall semester for each level. The program values the representation of students at all levels to ensure that BAU PREP works in the best interest of its students. In accordance with its mission statement, our program aims at equipping our students with the required English language proficiency and their feedback is of utmost importance in reaching this goal. Student volunteers may indicate their interest in the position of class representative and their instructors support and oversee the selection process. Representatives gather feedback from students in their own classes and report their findings in these meetings. Either one or two representatives from each class attends a level-wide meeting with the Director, Associate Director, Administrative Coordinator, LEAD Coordinator, TELU Coordinator, Level Coordinators and relevant Testing and Assessment Unit Members. During these meetings, the results of student evaluation surveys are conferred by representatives and further comments are solicited regarding their needs in terms of the curriculum and all other components of the program. The minutes of these meetings and the actions taken as a result are announced to all students via bulletin boards.

STUDENT EVALUATION SURVEYS

During our modules, students provide online survey feedback, the results of which are shared both with the BAU PREP Board and their respective instructors. As students do not submit their names in these survey documents, they are encouraged to provide frank feedback about all elements of the program and their instructors. Learners evaluate themselves, their integrated-skills and productive-skills instructors, course activities, materials, themes, assessment tools and the Student Affairs Office using a Likert scale. Students are also encouraged to comment on each of these constituents to elicit more high-resolution feedback. The results of these surveys are analyzed carefully, and actions taken as necessary.

APPENDICES

LIST OF BAU PREP INSTRUCTORS

For a full list of BAU PREP Instructors, please visit: <https://bau.edu.tr/staff/7109-english-preparatory-school-academic-staff>

GRADE APPEAL PROCEDURE

1. A student who wishes to appeal a grade must file a written notice of intention to appeal with the Student Affairs Office. This must be done within five calendar days after the announcement of exam results. The written notice must include the level, date, class code and section(s) of the exam, and a statement as to why the grade given is considered incorrect. A copy of this written notice must be forwarded by the Student Affairs Office to the Testing and Assessment Unit on the day when the appeal is submitted.

2. After receiving the appeal form from the Student Affairs Office, the Testing and Assessment Unit will again grade the paper, then arrange a meeting with the student in which the she or he will be informed about their final grade.

The Testing and Assessment Unit's decision shall be based on the following:

1. Evidence exists that the grade assigned to the student is inconsistent with those of other students in the class performing at the same level.
2. Evidence exists that there has been mechanical error in the determination of the final grade.
3. Evidence exists that the grade assigned is contrary to formally stated initial criteria.

A copy of the official document, the Grade Appeal Form, is available in the Student Affairs Office. In order to avoid undue hardship or unfairness, the appeal process shall conform to the following timeline:

Notice of Intention	Student- TAU Meeting	Notice of Decision	Report
Within 5 working days of grade announcement	Within 2 working days after submission of appeal	Within 2 working days	Within 7 working days

BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES
GRADE APPEAL FORM

Student Information : _____

Last name : _____

First name : _____

Student no : _____

E-mail address : _____

This Appeal of Grade is requested for:

Level	Class Code	Extension	Section

Please refer to the following grounds for a grade appeal:

miscalculation of marks

mis-grading of exam

unfair process in determining the grade

other (please specify)

Student Signature:

Date:

BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM STUDENT COMPLAINTS PROCEDURE

At Bahçeşehir University English Preparatory Program we are committed to the provision of high-quality instruction and student services. If however, a student feels dissatisfied with any issue, our program has a “Student Complaints Procedure” to guide them through our practices for resolving problems. BAU Prep has both informal and formal processes for resolving complaints.

Any student who wishes to complain but is uncertain of the appropriate procedure should seek advice from the Office of Student Affairs.

- ***Who can use the Complaints Procedure?***

The procedure applies to all PREP program students. A complaint must be submitted by the student in person: the program will not investigate complaints which are submitted anonymously.

- ***How do students file complaints?***

Phase One: Informal Resolution

Students are expected to attempt to resolve a complaint informally and personally with the person(s) concerned in the first instance, and to do so in accordance with the Student Disciplinary Regulations of the Council of Higher Education. For more detailed information please refer to:

<https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5>

Once it is clear that an issue cannot be resolved by informal means, a formal complaint should be lodged within 3 days of the circumstances that have led to dissatisfaction.

Phase Two: Formal complaint

If proposed remedies are unsatisfactory to the complainant, or if the complaint cannot be resolved through informal means, students can proceed to the formal stage.

A formal complaint is initiated by submitting a completed, signed complaint form to the Office of Student Affairs. To facilitate the processing of complaints, forms should be filled out a legible manner. Students should submit the form IN PERSON. A “Student Complaint Form” can be obtained by any of the methods below:

- online at <https://bau.edu.tr/content/10417-student-complaint-form>
- in person at the Office of Student Affairs

Phase Three: Investigation and Resolution

Formal complaints will be reviewed and investigated by the English Preparatory Program Associate Director. As part of the investigation process, any members of staff mentioned are made aware of the complaint and the Associate Director will meet with the student and relevant staff and any other parties necessary.

Once the formal complaint has been accepted and investigated thoroughly, a decision will be made and appropriate action taken if needed. If a complaint is not upheld, the reasons for the decision will be communicated to the student. In most cases, a decision will be made within 2 weeks of the initial complaint being submitted. If the investigation takes more than 2 weeks, the student will be informed of the reason and given an expected date of decision.

The outcome of all formal complaints will be provided to student petitioners in writing within two weeks of the formal submission date (using a copy of the complaint form the student signed and

submitted to the Office of Student Affairs).

The decisions taken following completion of this process will be considered as final and the English Preparatory Program does not facilitate any further internal appeal mechanisms.

Confidentiality and Storage of Complaints Information

Every effort will be made during the investigation to protect the privacy and confidentiality of students lodging a complaint and those against whom complaints are made. Details may be disclosed to those members of the program whose contributions are required by the investigation.

The Office of Student Affairs is required to keep a record of all formal student complaints and their resolution. These confidential records are kept in separate folders located in the office of the Associate Director.

Reviewing the Complaints Procedure

Student complaints will be reviewed, investigated and the significance of any actions to be taken as a result carefully considered. Considerations that arise from their receipt and results will be fed into the planning process as appropriate. This procedure will be reviewed annually and will next be reviewed in July of 2025 by the Board of the Bahçeşehir University English Preparatory Program.

**BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM
BAHÇEŞEHİR ÜNİVERSİTESİ YABANCI DİLLER YÜKSEKOKULU İNGİLİZCE HAZIRLIK PROGRAMI**

STUDENT COMPLAINT FORM (ÖĞRENCİ ŞİKAYET FORMU)

If attempts to resolve the matter informally have not been successful, you may submit a formal complaint. When you have completed this form, please sign and return it to the Office of Student Affairs. (Konu resmi olmayan yollardan çözülememişse resmi bir şikayette bulunabilirsiniz. Formu doldurduktan sonra imzalayıp Öğrenci İşleri Ofisine teslim ediniz.)

Student contact information (Öğrenci iletişim bilgileri)

First name : _____
(Adı)
Family name : _____
(Soyadı)
Student number – Class Code : _____
(Öğrenci no – Sınıf no)
Telephone number : _____
(Telefon)
University email address : _____
(Üniversite e-postası)

Please provide details of the cause for your complaint. Please attach additional sheets if necessary. (Lütfen şikayeteye neden olan konunun detaylarını açıklayınız. İhtiyaç halinde ek sayfa kullanabilirsiniz.)

Please explain here what steps you have taken to resolve your complaint, together with dates, and who you have already discussed your complaint with (as per the Informal Procedure): (Lütfen şikayetinize çözüm bulabilmek için (resmî olmayan prosedür kapsamında) attığınız adımları ve şikayetinizi kiminle paylaştığınız hakkındaki bilgileri tarihleriyle birlikte belirtiniz.)

Please describe the action you would like to see taken in order to resolve the complaint. (Lütfen şikayetinizin çözümü için önerilerinizi belirtiniz.)

I declare that the information given in this form is true, details of this complaint can be shared with relevant staff and I would be willing to answer further questions relating to it if necessary. (Bu formdaki bilgilerin doğru olduğunu, şikayetimin detaylarının ilgili personelle paylaşılabileceğini ve gerekirse şikayetime ilişkin soruları yanıtlamaya hazır olduğumu beyan ederim.)

Signature (İmza):

Date (Tarih): ____ / ____ / ____

You will be contacted within two weeks of the form being received by the Office of the Student Affairs and a formal meeting with relevant officials will be held if necessary. (Formunuzun Öğrenci İşleri'ne ulaşmasından itibaren iki hafta içinde sizinle temasla geçilecek ve ihtiyaç halinde ilgili okul yetkilileriyle resmi bir toplantı yapılacaktır.)

FOR OFFICE USE ONLY (Öğrenci İşleri tarafından doldurulacak bölüm)

Name(s) of school official(s)
(Yetkililerin adı-soyadı)

Date formal complaint received
(Resmi şikayetin alındığı tarih) ____ / ____ / ____

Date of meeting with student
(Öğrenciyle toplantı tarihi) ____ / ____ / ____

Action taken / Remedy provided (if any)
(Çözüm için atılan adım)

Signature (İmza):

Date (Tarih): ____ / ____ / ____

ATTENDANCE POLICY FOR STUDENTS

CONTENTS OF THE DOCUMENT

1. Definitions
2. Introduction
3. Purpose
4. The Attendance Policy for Students

DEFINITIONS:

In the context of this document:

University means Bahçeşehir University, **Senate** means the Senate of Bahçeşehir University **Institution/Program** means English Preparatory Program, **Faculty** includes instructors and post owners such as Teaching & Training Operations Coordinator, Testing Unit Coordinator & members, Level Coordinators, Technology Enhanced Learning Coordinator, Projects Coordinator etc., **Directorate** refers to the Office of Director.

INTRODUCTION:

Bahçeşehir University English Preparatory Program (BAU PREP) has a modular program. There are either short or extended modules. Short modules are 8-weeks long and extended modules are 16-weeks long.

PURPOSE:

This policy contains information about student attendance of classes in the Bahçeşehir University English Preparatory Program (BAU PREP).

THE POLICY:

According to *Bahçeşehir University (BAU) Regulation on the Education of English Preparatory Program Article 9*, approved by the Senate, regular attendance is required in the English Preparatory Program. Students studying at all levels of the English Preparatory Program must meet the attendance requirements in each module in order to qualify for the End of Module Exam given at the end of said module. Students are responsible for keeping track of their class attendance through the Student Affairs Information System (UMIS).

The upper limit for absenteeism is 20 class hours for single modules (the attendance requirement is 90% of the total class hours of that module) or 40 class hours in an extended module, without a doctor's report. Students who exceed the respective absenteeism limits are deemed to have failed that module.

Medical Reports: Reports from Public Hospitals, Group A Private Hospitals or Family Practice Centers (14th article of the Higher Education Law no. 2547 and 47th amendment of the Establishment of Higher Education Institutions Law no. 2809), as well as from the school doctor are acceptable. Medical reports must be submitted to the English Preparatory School Student Affairs Office within 5 workdays after the final date excused by the report.

NOTE: Students are expected to track their grades and attendance records via our online Student Affairs Information System (webpage: st.bau.edu.tr), using a username and password given to them during the registration process.

PROCEDURE FOR LEVEL CHANGES IN THE FIRST MODULE

To accurately and reliably place new students into an appropriate level, BAU PREP follows the procedure described here after the implementation of the BAU PREP Placement Exam. All level changes are to be finalized by the end of the first week of the new module.

Monday-Tuesday: Instructors observe students closely to identify those who may have been placed incorrectly. Alternatively, a student may approach an instructor to appeal against a placement decision.

Wednesday: Instructors have students perform a diagnostic writing task during the last lesson(s) of the day. Instructors should be provided with a topic by their respective Level Coordinators (LCs). Instructors evaluate the papers and share the names of those students who they believe should be moved to another level with their LCs that afternoon.

Thursday: LCs and Testing Unit members evaluate the papers and decide whether students should change classes. LCs forward the results of their evaluation to the relevant instructors and direct them to share the info with the student(s) in question. In cases where learners do not want to change classes instructors should attempt to negotiate with them toward the goal of making the best possible decision for the student.

Instructors then submit the final list of students to their LCs. LCs transmit this information to the Student Affairs Office.

Friday: The Student Affairs Office makes the necessary changes and informs instructors via email. They also contact the students to inform them about the changes. Students attend their new classes from the following Monday.

FREQUENTLY ASKED QUESTIONS

CONTENTS

1. English Preparatory Program and exams given at the beginning of the academic year
2. Preparatory program, exams, and attendance
3. Student Orientation
4. Departments in which English is not compulsory
5. Psychological Support and Counselling Center (PDRM)
6. Contact

1. English Preparatory Program and Exams Given at The Beginning of the Academic Year

1.1 Is the English Preparatory Program compulsory for all students?

The English Preparatory Program is “compulsory” for students who are registered in departments in which the medium of instruction is completely or partly English. Students registered in departments in which attending the English Preparatory Program is “voluntary” are required to inform the Directorate of the School of Foreign Languages during their registration if they wish to attend the English Preparatory Program.

1.2 How long is the English Preparatory Program?

The normal period of study for the English Preparatory Program is 1 (one) academic year, and the maximum duration is 2 (two) academic years. Students who successfully complete the program at the end of the first academic year start attending their respective programs at the university at the beginning of the second academic year while those who are not successful continue to attend the English Preparatory Program. Students who fail to complete the English Preparatory Program until the end of the second academic year are (academically) dismissed from the university.

Students attending the English Preparatory Program but who are registered in departments in which English is voluntary start attending their respective programs at the beginning of the second academic year, whether they successfully complete the English Preparatory Program or not. These students are required to apply to the Directorate of the School of Foreign Languages if they wish to continue attending the English Preparatory Program in the second academic year.

1.3 How can I be exempt from the English Preparatory Program?

New students who want to be exempt from the English Preparatory Program are required to take and pass the exams given by the School of Foreign Languages English Preparatory Program at the beginning of the academic year. In addition, students who hold a document verifying that they have achieved an acceptable score in an international English proficiency exam [e.g., TOEFL, Pearson PTE Academic or Cambridge C1 Advanced (formerly known as Cambridge English: Advanced – CAE)] recognized by the Senate at Bahçeşehir University, may be exempt from the English Preparatory Program. Also, undergraduate students who have attended a program instructed 100% in English at their previous university without freezing a semester or those students who are able to submit a

document verifying their proficiency in English from another higher education institution's English Preparatory Program in Turkey within the last three years can be exempt from the English Preparatory Program at Bahçeşehir University. Please visit the following link for more information about the other exams you can take to be exempt from BAU English exams: <https://bau.edu.tr/content/11506-english-preparatory-program-bau-prep>

1.4 Which exams do I have to take to be exempt from the English Preparatory Program?

1. English Placement Exam
2. English Proficiency Exam

- **What is the English Placement Exam? Is taking the English Placement Exam compulsory?**

The English Placement Exam is an exam for evaluating the English proficiency levels of the students who will be attending university for the first time, and for determining the students who are eligible to take the English Proficiency Exam (that will be administered subsequently). All new undergraduate students registered in departments in which the medium of instruction is completely or partly English (English is compulsory) and students registered in departments in which English is voluntary but wish to attend the English Proficiency Program (including those who will be studying in the US as well as the students who will be studying in İstanbul) are required to take the English Placement Exam. Students who achieve a **net score of 30** out of 60 on this exam are eligible to take the English Proficiency Examination, while those who score less than the above-mentioned rates and fail, are placed in an appropriate level in the English Preparatory Program based on the results of their English Placement Exam.

- **What is the date, time and place of the English Placement Exam given at the beginning of the Academic Year?**

The date, time, and place of the English Placement Exam at the beginning of the Academic Year can be found on the website of School of Foreign Languages (sfl.bau.edu.tr). To access this information, please visit the website of School of Foreign Languages (sfl.bau.edu.tr). There, you will find the most up-to-date details regarding the English Placement Exam schedule and location. We recommend checking this section regularly for any updates or changes related to the exam.

Please note that the exam schedule may vary from year to year, so it is essential to refer to the official website for the latest information regarding the English Placement Exam.

- **What sections are there in the English Placement Exam?**

The English Placement Exam consists of 60 multiple choice questions on grammar and reading comprehension. In scoring the multiple-choice questions on the English Placement Exam, **for every 4 (four) incorrect answers, one correct answer will be deducted**.

You can access English Placement Exam Sample Questions on the website of the Bahçeşehir University School of Foreign Languages (sfl.bau.edu.tr).

- **How can I learn the result of my English Placement Exam?**

To find out the result of your English Placement Exam given at the beginning of the academic year, please visit the website of the School of Foreign Languages (sfl.bau.edu.tr) on the date indicated in the Academic Calendar and the Registration Guide.

- **What is the minimum score on the English Placement Exam to be eligible for the English Proficiency Exam?**

Students who achieve a net score of **at least 30** out of 60 in this exam become eligible to take the English Proficiency Exam.

1.5 What is the English Proficiency Exam? How many times is it held in 1 (one) academic year?

The English Proficiency Examination is an exam that assesses the students' proficiency in English and that may exempt the students from the English Preparatory Program. Students who are successful in the English Placement Exam administered at the beginning of the academic year and students who pass B2 level with a minimum score of 65 or B1 level with a minimum score of 80 (only in module 2, 4 & 5) are eligible for the English Proficiency Exam. Students who pass the proficiency exam are matriculated into their departments.

The English Proficiency Exam is held four times during an academic year: in September, January, May, and July. (For exam dates please refer to the Academic Calendar of the School of Foreign Languages).

- **What is the date, time and place of the English Proficiency Exam given at the beginning of the Academic Year?**

The date, time, and place of the English Proficiency Exam at the beginning of the Academic Year can be found on the website of School of Foreign Languages. To access this information, please visit the website of School of Foreign Languages (sfl.bau.edu.tr). There, you will find the most up-to-date details regarding the English Proficiency Exam schedule and location. We recommend checking this section regularly for any updates or changes related to the exam.

- **What is the passing grade for the English Proficiency Exam?**

For undergraduate students and Vocational School students who would like to transfer to the 4-year undergraduate programs, the minimum passing grade required is **60** (sixty) out of 100 (one hundred).

For undergraduate students of the **Faculty of Pharmacy** and **Faculty of Dentistry**, the minimum passing grade is **70** (seventy) out of 100 (one hundred).

For undergraduate students in the **Department of English Language Teaching**, **Department of Translation and Interpreting**, and **Faculty of Medicine**, the minimum passing grade required is **80** (eighty) out of 100 (one hundred).

- **What are the components of the English Proficiency Examination?**

Written Exam: assesses the listening, reading and writing skills of the students, and their knowledge of vocabulary and grammar.

Speaking Exam: assesses the students' speaking skills.

You can find the "English Proficiency Sample Exams" on the website of the Bahçeşehir University School of Foreign Languages (sfl.bau.edu.tr).

- **How can I learn the result of my English Proficiency Exam?**

To find out the result of your English Proficiency Exam, please visit the website of the School of Foreign Languages (sfl.bau.edu.tr) on the date indicated in the Academic Calendar of the School of Foreign Languages and the Registration Guide.

- **What books can I use when studying for the English Proficiency Examination?**

Books aimed at KPDS, TOEFL, YDS / e- YDS / YÖKDİL, CAE exams or any other English Proficiency Exam would be appropriate.

- ***How am I assigned to a class in the English Preparatory Program?***

Students who score below net 30 out of 60 points in the English Placement Exam and students who fail in the English Proficiency Exam are assigned to classes appropriate to their levels. For information about the start date of classes in the academic year, please refer to the academic calendar on the website of School of Foreign Languages (<https://bau.edu.tr/content/16109-school-of-foreign-language-academic-calendar>).

- ***Do I have a chance of being exempt from the English Preparatory Program without sitting the English Proficiency Exam?***

For a student to be exempt from the English Preparatory Program, the student must achieve a satisfactory score in an international exam whose equivalency is recognized by Bahçeşehir University. Foreign language exam results received in the last two years are acceptable. Please see page 10 to view the full list of the exams accepted at BAU.

2. ENGLISH PREPARATORY PROGRAM, EXAMS AND ATTENDANCE

2.1 What is the teaching system in the English Preparatory Program?

A modular system (course system) is in effect for students attending the English Preparatory Program. The Academic Year is comprised of a total of 5 eight-week modules in length and the program offers 4 levels (A1, A2, B1, B2) and a Proficiency Exam Preparation Course (PREP-C). Students are required to successfully complete each level before they can advance to the next level.

A student is required to complete each level successfully with an overall grade of at least 65 to advance to a higher level.

A student is required to comply with the school's attendance requirements for that module in order to be eligible to take the End of Module Exam.

2.2 What are the requirements for eligibility to take the English Proficiency Exams offered during the academic year?

For the English Proficiency Exams held during the academic year in January, May, and July, PREP-C level students who have fulfilled their attendance requirements and students who have successfully completed the B2 level and/or B1 level students (except for English Language Teaching, Translation and Interpreting, and Faculty of Medicine students) who have performed exceptionally well and achieved an overall minimum grade of 80 (eighty) in modules 2, 4 and 5 are eligible to take the English Proficiency Examination.

English Language Teaching (ELT) students, Translation and Interpreting students, and students from the **Faculty of Medicine** are required to **pass B2 level** to be eligible for the proficiency exam. They cannot take the exam even if their B1 average is 80 or more.

All students who have failed in the English Proficiency Examinations given in the previous academic year reserve the right to take the English Proficiency Examination given at the beginning of the following academic year, and those students who successfully pass the English Proficiency Examination become eligible to study in their respective departments.

2.3 If I successfully complete the English Preparatory Program at the end of the 1st Semester,

can I register for courses in my department in the 2nd Semester?

(Undergraduate) students who successfully complete the English Preparatory Program at the end of the 1st semester (those who pass the English Proficiency Exam) start attending classes in the respective departments of their faculties in the 2nd semester. All students who successfully complete the program at the end of the 1st semester are required to register for courses offered by their faculties.

2.4 Is attendance compulsory in the English Preparatory Program?

Yes, regular attendance is required in the English Preparatory Program. Students studying at all levels of the English Preparatory Program must meet the attendance requirements of each module to qualify for the End of Module Exam given at the end of that module. Students are responsible for keeping track of their class attendance through the Student Information System (UMIS: <https://umis.bau.edu.tr>). Please follow the instructions shown in the following video to view your scores and attendance record: <https://youtube.com/shorts/oDdMLyK9NOY>

The upper limit for absenteeism is 20 (twenty) class hours for 8-week modules (attendance requirement is approximately 90% of the total class hours of that module) or 40 (forty) class hours for the extended module, with or without a doctor's report. Students who exceed this absenteeism limit cannot take the end of module exam.

2.5 Am I entitled to make-ups for the exams that I have missed?

Make-up exams are given for some tasks and exams if students submit a medical report from the following health institutions: Public Hospitals, Group A Private Hospitals or Family Practice Centers. (14th article of the Higher Education Law no. 2547 and 47th amendment of the Establishment of Higher Education Institutions Law no. 2809). Medical reports must be submitted to the English Preparatory School Student Affairs Office within 5 (five) working days following the final date of the report. Students are informed about the exams for which they can make up at the beginning of the academic year.

2.6 How can I keep track of my grades and my attendance record?

You can check your grades and your attendance record by logging into our Student Information System (UMIS: <https://umis.bau.edu.tr>) using the username and password that have been given to you during your registration (process). Please follow the instructions shown in the following video to view your scores and attendance record: <https://youtube.com/shorts/oDdMLyK9NOY>

2.7 What should I do if I encounter technical problems in online courses and exams?

Students can email Technology Enhanced Language Learning Unit (telu@sfl.bau.edu.tr) for help when they encounter technical problems on any online work or class. Additionally, student may find the instructional videos on our YouTube channel: <https://www.youtube.com/@BAUPREP>

2.8 Can I freeze (suspend) a semester at BAU PREP?

Yes. You have a right to freeze maximum two semesters at English Preparatory Program. Students need to fill out a form at BAU Student Affairs Office (not at BAU PREP Student Affairs Office). Those students who freeze a semester or two are required to take the BAU English Placement Exam when they return to study at BAU PREP.

3. STUDENT ORIENTATION

3.1 Is participation in the English Preparatory Program Orientation compulsory?

As the orientation meetings provide detailed information about the English Preparatory Program, attendance is compulsory. All information pertaining to the English Preparatory Program will be provided in detail during the orientation period, and all issues that the students are curious about will be answered. If you do not attend the orientation, you could miss out important information on academic subjects and about your responsibilities in the English Preparatory Program. The dates and times of the orientation program will be announced on the webpage of the School of Foreign Languages (sfl.bau.edu.tr) along with the English Proficiency Exam results.

4. DEPARTMENTS IN WHICH ENGLISH IS NOT COMPULSORY

4.1 What should students registered in departments in which English is voluntary do if they want to attend the English Preparatory Program?

Students registered in departments in which English is optional but who wish to attend the English Preparatory Program, are required to fill in the “Application Form for Participation in the English Preparatory Program” **during their registration**, indicating their wish to attend the program. Students who have filled in this form are deemed to have accepted all terms and conditions regarding the English Preparatory Program. Students who fail to fill in this form, or who do not state their wish to do so to the registrar during registration will not be accepted to the English Preparatory Program and will be assigned to their respective departments.

4.2 What are the advantages of participating and successfully completing the English Preparatory Program for students registered in departments in which English is optional?

In some departments at Bahçeşehir University, attending and completing the English Preparatory Program is voluntary. However, attending and completing the English Preparatory Program offered in Turkey or abroad will provide these students several opportunities, such as the following:

- Students who attend and successfully complete the English Preparatory Program will be in great demand in their sectors when they combine the English they have learned with their academic and vocational education,
- They will get the chance to attend the English Preparatory Program at our Washington DC campus in the USA,
- Students registered in the Faculty of Health Sciences and who have successfully completed the English Preparatory Program may apply for a double major or minor program where the medium of instruction is English, without having to attend the English Preparatory Program once again,
- Students who have successfully completed the English Preparatory Program and a 2-year associate degree program will be exempt from the English Preparatory Program when they apply to Bahçeşehir University with an acceptable score on the Vertical Transfer Exam (DGS) in the same year and may start studying in their new departments,
- Students interested in studying abroad through student exchange programs like (the Erasmus and World Exchange will be one step closer to passing the English Proficiency

Exam and will be one step ahead of others in their academic and social life in the countries they go to, due to their foreign language skills.

- When these students apply to a company for internship, they are more likely to be preferred due to their knowledge of English.

5. PSYCHOLOGICAL SUPPORT AND COUNSELLING CENTER (PDRM)

5.1 Are there Psychological Support and Counselling services at Bahçeşehir University?

Yes, there are. The goal of the Psychological Support and Counselling Center (PDRM) at Bahçeşehir University is to support the personal development of the students, and to equip them with the necessary skills required to adjust to university life to achieve this goal. The Psychological Support and Counselling Center (PDRM) at Bahçeşehir University works as a unit of the Office of the Dean of Students and offers service at all the BAU Campuses. All services at the Center are provided by specialized psychologists, free of charge. Services at all the offices are scheduled by setting appointments.

You can get more information about the services offered, functioning, the staff and how to apply to the Psychological Support and Counselling Center (PDRM) by clicking on the sub link units on the website of the Dean of the Student Office.

6. CONTACT

You can get information about education, campus life, and examinations at Bahçeşehir University School of Foreign Languages English Preparatory Program (BAU PREP) through the channels listed below.

E-mail: info@sfl.bau.edu.tr

Web page: sfl.bau.edu.tr

Phone: 4442864 (Call Center)

Instagram: [bau_prep](https://www.instagram.com/bau_prep)

Twitter: [bau_prep](https://twitter.com/bau_prep)

YouTube: [BAU PREP](https://www.youtube.com/BAU_PREP)

WHAT SHOULD I DO?

- ***I need a “Student ID card”.***

Make your application by clicking on the “Documents” tab after you log into UMIS. Choose the campus where you would like to collect your card (select Beşiktaş Campus if you are at Galata). Delivery estimates: 1 workday for the Beşiktaş (south) campus; 3 workdays for other campuses.

- ***I have lost or forgotten my UMIS password, what should I do?***

Students can obtain a new password online by clicking on the “Forgot Password” link on the Student Information System (UMIS) homepage, then following the online instructions. Alternatively, students may seek help in person at the Prep Program Student Affairs Office.

- ***I need to update my information on UMIS.***

Students must contact the Main (Beşiktaş) Student Affairs Office to update their information.

- ***How can I view my grades and my attendance record?***

Learners can check their grades and attendance by logging into our Student Affairs Information System (UMIS) on the Bahçeşehir University website using the username and password given to them during registration.

- ***What happens if I exceed my absenteeism limit?***

If students are absent for more than 40 class hours in extended modules or more than 20 class hours in a regular module without a valid excuse (e.g. an acceptable medical report), they will not be able to take the End of Module Exam.

Students are responsible for keeping track of their attendance, notifying the Student Affairs Office in writing about excused absences and submitting any required documents on time.

- ***The data on my transcript (grades, attendance) is incorrect/incomplete.***

Students should contact their class instructor(s).

- ***I am not allowed to attend class when I am late.***

Students who do not arrive on time for a lesson are not allowed to attend that lesson and are recorded “Absent” for it.

- ***Medical reports from which health institutions are acceptable?***

ACCEPTABLE: Medical Reports from Public Hospitals, Group-A Private Hospitals, Family Practice Centers.

UNACCEPTABLE: Medical Reports from private doctors, polyclinics or medical centers

- ***Where do I submit my medical reports? And how?***

Students can submit medical reports to the Prep Program Student Affairs Office. They should attach their student number, class, level (and the name of the make-up exam, if any) to the report when submitting it.

- ***What is the deadline for submitting medical reports?***

Medical reports must be submitted to the Prep Program Student Affairs Office within 5 workdays

following the final date excused by the report. If a report covers the date of an exam for which they are eligible to take a make-up test, depending on the date of the make-up exam, the report may be needed earlier than the end of the 5 work-period. In cases where time is short, such reports should be submitted as soon as possible.

- ***Will the class hours that I was marked absent be revised as soon as I submit my medical report?***

No. These can only be revised after the validity of an excuse for being absent is discussed and approved by the BAU Prep Board at the end of the module.

- ***I would like to attend the tutorials. What should I do?***

Instructions for making online tutorial appointments are made available online via students' BAUMyMentora class homepages. Otherwise, learners may consult their instructors for further guidance.

- ***I need technical support for BAUMyMentora and/or online courses.***

If a problem cannot be solved with help from an instructor, technical support is available from the Technology Enhanced Learning Unit (TELU) Office (telu@sfl.bau.edu.tr) when students encounter difficulties with BAUMyMentora or their online work/classes.

- ***What should I do when I (my friend or I) have health problems at school?***

Students should contact the infirmary nurses at their campus.

- ***Who can I contact for information about Social Activities and Club activities?***

Students may contact the Dean of Students Office.

- ***I feel that I need individual support on matters like adjustment to university life, exam anxiety, and ways to relieve anxiety...***

Students can request assistance from the Psychological Counselling Center. Further information on how to reach our specialists can be accessed by clicking on the "Psychological Counselling Center" option on the Dean of Students Office webpage.

- ***I would like to get peer support regarding student life.***

Students can speak with BAU Dean of Students Office representatives.

- ***I have trouble passing through the turnstiles to enter the university with my university ID Card.***

ID cards can be updated at the Student Affairs Office (opposite the 'A Block' building front door) at Beşiktaş (south) Campus.

- ***I've lost a personal belonging at school, what should I do?***

The school is not responsible for any lost items. Staff at the security desk (near the entrance) can refer students to the unit in charge of lost property.

- ***I would like access to information about the English Preparatory Program.***

Interested persons/students can contact the Prep Program Student Affairs Department (Tel: 212 381 0706). The website of the School of Foreign Languages can be accessed after selecting the "Academic" option on the Bahçeşehir University homepage.

REFERRAL POLICY

Title: Student Referral Guide at BAU PREP

Effective Date: September 2017

Last Reviewed: August 2021

Approved by: Director of the School of Foreign Languages

Next Review: August 2023

Contact: Assistant Director of the School of Foreign Languages

CONTENTS & DETAILS OF THE POLICY

1. **Introduction:** The primary aim of the policy is stated in this section.
2. **Guidelines for the Referral Policy:** Information and procedures regarding the referral policy are explained in this section, to better guide students and teachers.
 - General Information about Advisory Procedures for BAU PREP Students
 - Contact with Faculty
 - Contact with the Associate Director
 - Student Affairs Office
 - The Dean of Students Office
 - The International Office
 - The Psychological Counseling Center (PDRM)
 - The Medico-Social Directorate
 - “What should I Do?” (For BAU PREP Students)

1. INTRODUCTION

This referral policy aims to provide guidance and information about the referral procedures in place at our institution. These ensure that students are referred to other qualified professionals, services or programs when their needs exceed the resources and expertise available within BAU Prep.

2. GUIDELINES FOR THE REFERRAL POLICY:

All units within the university and at BAU PREP work co-operatively to ensure that students are offered the necessary personal, academic and immigration advice based on their particular needs.

The Student Affairs Unit, Dean of Students Office, BAU Psychological Counseling Center (PDRM), International Office and all other units providing services for BAU PREP students consist of experienced and trained staff who ensure that assistance is offered in a timely and competent manner.

BAU PREP students may be referred to institutions such as these in instances when a student's needs exceed the immediate resources and expertise of the prep program:

- the Turkish Ministry of Foreign Affairs,
- the Directorate General of Migration Management,
- the Istanbul Provincial Directorate of National Education,

- the Directorate of Security & the Foreign Affairs Police Department,
- Public / Private Hospitals and Polyclinics (in Istanbul),
- Turkish Tax Offices, etc.

General Information about Advisory Procedures for BAU PREP Students

The Directorate, the Student Affairs Office, the Dean of Students Office, the Psychological Counseling Center and the International Office are responsible for providing sufficient academic, personal and immigration advisors for BAU PREP students.

The advisors in these units have the expertise and knowledge to assist students accordingly depending on their academic, personal and resettlement needs. The Student Affairs Office, the Dean of Students Office, the Psychological Counseling Center and the International Office provide students with guidance throughout their education at BAU PREP.

Contact with Faculty

BAU PREP instructors are expected to share the information in this policy with students whenever appropriate. An instructor who has concerns regarding either the professional conduct of a student, or deficiencies in a learner's knowledge, skills, disposition, or abilities may refer the pupil to the Student Affairs Office, the Office of the Dean of Students or the Psychological Counseling Center (PDRM).

All BAU PREP students are encouraged to maintain close contact with their instructors, who stand ready to assist them with their studies throughout the various modules. Instructors may be contacted during office hours for any academic concern that students have.

Contact with the Associate Director

The Associate Director—who is also the head of the Student Affairs Unit—handles all student-related issues. In addition to the Associate Director, four full-time employees assist in providing information to students and addressing their concerns.

In addition to day-to-day office tasks regarding student-related data, the Associate Director also has regular meetings with learners regarding disciplinary issues, complaints and any other problems.

The Student Affairs Office

BAU PREP students can visit this office to ask questions or submit documents and documentation related to health reports, absenteeism, UMIS (Student Affairs Information System), exam dates, lesson schedules and test results.

The Student Affairs Unit, under the Associate Director, handles all student-related administrative issues. In addition to the Associate Director, the unit's full-time employees provide information to students, maintain the student record keeping system and deal with health reports, etc. Much of the work done by the unit can be characterized as creating bridges between students and the operations-related offices at the program.

The Dean of Students Office

BAU PREP students may be referred to the Dean of Students Office at any time during the academic year for the following reasons:

- Student problems concerning university life; and issues arising when seeking solutions for these problems in cooperation with related administrative and academic units

- Enquiries related to cultural, art-related and sporting activities, as well as student clubs and associations
- Concerns regarding the quality of student life at the university and possible remedies or enhancements
- Applications for scholarships and part-time employment at Bahçeşehir University

The International Office

The International Office welcomes and assists international students, both during the application and admissions process and throughout their enrollment at BAU.

The experienced staff of advisors in the International Office is responsible for providing personal, academic and immigration advice for international students. Counseling on immigration, visas and student residency permits is provided prior to and throughout the academic year.

The International Office, the Dean of Students Office and the BAU PREP Student Affairs Office cooperate to ensure that international students are provided with accurate information about immigration regulations and procedures.

All laws and regulations related to immigration are outlined by the Ministry of Foreign Affairs, the Directorate General of Migration Management, and the Council of Higher Education (CoHE). An experienced, full-time staff at BAU's International Office on the Besiktas (south) campus is dedicated to ensuring compliance with all immigration-related requirements. Again, these services are available prior to, at the beginning of, and throughout the academic year.

The Psychological Counseling Center

The Psychological Counseling Center offers Bahçeşehir University students professional counseling services for personal and academic issues related to psychological well-being. The center aims to help students in the individual, social and academic domains by offering guidance and counsel.

The center employs a privacy policy which prohibits the release of any information to another individual or unit without a student's permission. This unit subscribes to the ethics code of the Turkish Psychological Association.

The Medico-Social Directorate

The Medico-Social Directorate is a health unit providing consulting services to address the physical and mental health needs of students and the Bahçeşehir University community at large.

The Duties and Responsibilities of this directorate include:

- Urgent and routine examinations and outpatient treatment of all students, employees, retirees, and their dependents.
- Referring urgent and routine patients in need of inpatient examination and treatment to proper health care organizations; conducting laboratory tests and radiological investigations—or providing referrals for such examinations elsewhere.

Organizing conferences, providing literature (brochures, leaflets) to university students and staff on health protection and dispensing information about health care.