



# **BAHCESEHIR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES**

## **ENGLISH PREPARATORY PROGRAMME**

### **STUDENT HANDBOOK**

ACADEMIC YEAR

2021 – 2022

## TABLE OF CONTENTS

<b>PART 1 .....</b>	<b>1</b>
DIRECTOR`S MESSAGE.....	1
MISSION STATEMENT.....	2
OUR GOALS .....	2
ENGLISH PREPARATORY PROGRAM.....	3
The English Abroad Program (BESL).....	4
ACADEMIC CALENDAR.....	5
<b>PART 2: OUR CAMPUS .....</b>	<b>8</b>
SERVICES AND OPPORTUNITIES AT CAMPUS.....	8
Technology Enhanced Learning Unit (TELU) .....	8
LEAD – Learner Academic Development Program.....	8
The Psychological Counseling Center (PDRM) .....	9
The Medico-Social Services Directorate.....	9
<b>PART 3: COURSE DETAILS .....</b>	<b>11</b>
A1 LEVEL.....	11
A2 LEVEL.....	12
B1 LEVEL.....	14
B2 LEVEL.....	16
PROFICIENCY EXAM PREPARATION COURSE (PREP-C) .....	17
LEVEL PROGRESSION CHARTS .....	20
A1 Level Progress Flow Chart.....	20
A2 Level Progress Flow Chart.....	21
B1 Level Progress Flow Chart.....	22
B2 Level Progress Flow Chart.....	23
PREP C Level Progress Flow Chart.....	24
<b>PART 4: COURSE MATERIALS.....</b>	<b>25</b>
COURSEBOOK: Mentora English A1 & A2 – New Language Leader Intermediate.....	25
MENTORA ENGLISH A1 AND A2 WORKBOOKS .....	25
SUPPLEMENTARY MATERIALS (WEEKLY PACKS) .....	25
WRITING BOOKLETS.....	26
SPEAKING BOOKLETS / MATERIALS.....	26
WORD LISTS.....	26
<b>PART 5: ONLINE LEARNING TOOLS &amp; PLATFORMS .....</b>	<b>27</b>

MY ENGLISH LAB .....	27
HOW TO ACCESS NEW LANGUAGE LEADER WORKBOOK .....	27
ENGLISH CENTRAL .....	27
English Central - Frequently Asked Questions .....	28
LEARNING MANAGEMENT SYSTEM (ItsLearning) .....	29
MICROSOFT TEAMS.....	31
<b>PART 6: TESTING AND ASSESSMENT .....</b>	<b>32</b>
BAU PREP ENGLISH PLACEMENT EXAM .....	32
BAU PREP ENGLISH PROFICIENCY EXAM.....	33
ASSESSMENT TOOLS IN A MODULE .....	35
1. Weekly Tests .....	35
2. Speaking Task .....	35
3. English Central.....	35
4. Collaborative Tasks.....	35
5. Performance Grade (total 10%) .....	35
6. Process Writing .....	36
7. Timed Writing (only in B levels) 10%.....	36
8. End of Module Exam A 40% B 35% .....	36
ACHIEVEMENT SCALE .....	37
Pass / Fail Criteria.....	37
Level Pass / Fail Descriptors .....	37
Merit Pass.....	37
Outstanding Pass.....	37
Overall grade: Below 65 .....	37
Borderline Fail .....	37
LEVEL GRADE DESCRIPTORS.....	38
Level Overall Grade .....	38
End of Module Test Grade .....	38
Proficiency Exam Grade .....	38
Proficiency scales exit objectives .....	39
SAMPLE GRADE BREAKDOWN .....	40
<b>PART 7: STUDENT AFFAIRS.....</b>	<b>41</b>
General Information, Rules and Administrative Regulations.....	41
Student Affairs Office .....	41

Student Affairs Office Contact Information: .....	41
English Preparatory Program Student Orientation .....	41
SAP - FIORI USER GUIDE (st.bau.edu.tr) .....	41
ATTENDANCE POLICY .....	50
Attendance Rules .....	50
Medical Reports .....	50
Make-up Exams .....	50
CHEATING POLICY .....	50
COPYRIGHT POLICY .....	51
THE STUDENT CLUBS .....	51
Students' Representatives Meetings .....	53
Online Student Evaluation Surveys .....	53
<b>APPENDICES .....</b>	<b>54</b>
LIST OF BAU PREP INSTRUCTORS .....	54
GRADE APPEAL PROCEDURE .....	54
BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES GRADE APPEAL FORM .....	55
BAHÇEŞEHİR UNIVERSITY SCHOOL OF FOREIGN LANGUAGES ENGLISH PREPARATORY PROGRAM STUDENT COMPLAINTS PROCEDURE .....	56
Student Complaint Form .....	58
ATTENDANCE POLICY for STUDENTS.....	60
Definitions: .....	60
Introduction: .....	60
Purpose: .....	60
The Policy: .....	60
PROCEDURE FOR LEVEL CHANGES IN THE FIRST MODULE .....	61
<b>BAU PREP FREQUENTLY ASKED QUESTIONS.....</b>	<b>62</b>
<b>REFERRAL POLICY .....</b>	<b>69</b>
CONTENTS & DETAILS OF THE POLICY .....	69
INTRODUCTION .....	69
GUIDELINES FOR THE REFERRAL POLICY:.....	69
General Information about Advising Procedures for BAU PREP Students.....	70
Contact with Faculty.....	70
Contact with the Associate Director .....	70
Student Affairs Office .....	70
The Dean of Students Office .....	71

The International Office .....	71
The Psychological Counseling Center .....	71
The Medico-Social Directorate.....	71
WHAT SHOULD I DO? .....	73

## TABLE OF FIGURES

Figure 1 Forgot Password.....	42
Figure 2 Document Request.....	42
Figure 3 New Request .....	43
Figure 4 My Request List .....	43
Figure 5 Announcement.....	44
Figure 6 Announcement Details.....	44
Figure 7 My Timetable .....	44
Figure 8 My Timetable Details .....	44
Figure 9 Registered Courses.....	45
Figure 10 Registered Courses Details.....	45
Figure 11 My Info .....	46
Figure 12 Other IDs .....	46
Figure 13 Documents .....	47
Figure 14 Change Password .....	47
Figure 15 Attendance Tracking .....	48
Figure 16 Absenteeism Details.....	48
Figure 17 My Results .....	49
Figure 18 My Results Details .....	49

## 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. World citizenship implies being **intercultural**, which involves having a tolerant and respectful attitude towards individuals and groups from other cultural backgrounds.

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

In accordance with the needs of the globalizing world, at Bahçeşehir University English Preparatory School, our students get the opportunity to enhance their intercultural skills by studying English in the same classes with students from other countries and cultures. The primary objective of our English Preparatory School is to **equip our students with the necessary English language and skills required for higher education at international standards**, so as to prepare them for their studies in their departments, as well as their future careers. Our students can also enjoy the privilege of attending our Study Abroad Program (BESL) and **saying hello to university In the USA and Canada**.

We are profoundly enthusiastic equip you with all the knowledge and skills required in this ever-globalizing world and to guide you in your journey in this new world order. We would be pleased to have you on board.

**Mehmet Atasagun**

Director, School of Foreign Languages

## **MISSION STATEMENT**

The mission of 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 the students' language skills and raises their 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 through the use of Information and Communications Technology (ICT) tools both in and outside class studies.
- to help students deepen their understanding of global issues via exposure to global themes and topics, and to encourage them to produce language about these issues.
- to help students acquire study skills through a variety of collaborative tasks, projects and activities as part of in class and outside class studies.



## ENGLISH PREPARATORY PROGRAM

Since 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 (including those who will be studying in the US, UK & Canada as well as the students who will be studying in İstanbul) are required to take the English Placement Exam that will be given during the registration period. Students who achieve a net score of 30 out of 60 in this exam will be eligible to take the English Proficiency Examination, while those who score less than the above-mentioned rates and fail, will be placed in an appropriate level in the English Preparatory Program, according to the results of their English Placement Exam.

In order to be exempt from the English Preparatory Program, the minimum passing grade required is 60 (sixty) out of 100 (one hundred) for undergraduate students and Vocational School (MYO) students who would like to transfer to the 4-year undergraduate programs. For Students of the Department of English Language Teaching, the minimum passing grade required is 80 (eighty) out of 100 (one hundred).

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

For Undergraduate Students and Vocational School (MYO) Students who would like vertical transfer to the 4-year undergraduate programs:	For the students registered in the Department of English Language Teaching (ELT) and Faculty of Medicine:	Valid for
<ul style="list-style-type: none"><li>• TOEFL (IBT 72) *</li><li>• YDS / E-YDS / YÖKDİL / e-YÖKDİL 60</li><li>• Pearson PTE Academic 55</li><li>• CAE C</li></ul>	<ul style="list-style-type: none"><li>• TOEFL (IBT 79) *</li><li>• YDS / E-YDS / YÖKDİL / e-YÖKDİL 80</li><li>• Pearson PTE Academic 78</li><li>• CAE A</li></ul>	<ul style="list-style-type: none"><li>2 years</li><li>5 years</li><li>2 years</li><li>2 years</li></ul>

The results of the TOEFL, PTE, CAE (Cambridge Advanced: C1 Level Exam) and YDS 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. Bahcesehir 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 Bahcesehir University's institution code. Bahcesehir University verifies the TOEFL results in the online verification system provided by ETS. Additional information can be found here [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)*

*Bahcesehir University **accepts** TOEFL MyBest™ scores.*

*Bahcesehir University **will not accept** TOEFL Special Home Edition™ scores as of May 1, 2022.*

Also 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 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 which the citizens of those countries attend, may be exempt from the English Preparatory Program.

## **THE ENGLISH ABROAD PROGRAM (BESL)**

The English Abroad Program (BESL) is a program established by the Bahçeşehir University English Preparatory School with the aim of granting a group of students the opportunity to study English abroad. Established in 2005, the goal of the program is to enable the students to acquire the English language and skills necessary to pursue their studies in their respective departments with a view to “Learning English by Living It”. In addition, the program renders students self-sufficient, autonomous individuals by providing them with the opportunity to discover and experience different cultures and embrace a sense of responsibility before embarking upon their undergraduate studies at Bahçeşehir University.

Many of our students have had the opportunity “to learn English” at our centres abroad during the Academic Year and Summer School Programs “by Living It”. Students of Bahçeşehir University will have the chance to learn English at the Washington D.C. (USA), Toronto (Canada) and Plymouth (UK) campuses in the 2020-2021 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 practise English in daily life,
- Make a difference in their academic and professional lives,
- The chance to interact with people from other cultures and integrate with the world.

For detailed information, please contact: Umit Araz

e-mail: [umit.araz@int.bau.edu.tr](mailto:umit.araz@int.bau.edu.tr)

## ACADEMIC CALENDAR

### Bahçeşehir University English Preparatory Program (BAU PREP)

#### 2021-2022 Academic Year Calendar (for students)

Fall Term	
Date	Activity
16 September 2021	English Placement Exam
20 September 2021	Announcement of the Placement Exam results
22 September 2021	English Proficiency Exam
25 September 2021	Announcement of the English Proficiency Exam results
<b>4 October 2021</b>	<b>Module 1 classes start</b>
4 October 2021	Week 1
11 October 2021	Week 2
18 October 2021	Week 3
25 October 2021	Week 4
29 October 2021	Holiday – Republic Day
1 November 2021	Week 5
8 November 2021	Week 6
15 November 2021	Week 7
22-23 Nov. 2021	End of Module exams (Module 1)
26 November 2021	Announcement of the End of Module Exam results
<b>29 November 2021</b>	<b>Module 2 classes start</b>
29 November 2021	Week 1
6 December 2021	Week 2
13 December 2021	Week 3
20 December 2021	Week 4
27 December 2021	Week 5
3 January 2022	Week 6

10 January 2022	Week 7
17-18 January 2022	End of Module exams (Module2)
19 Jan.-4 February 2022	Module break for A1 and A2 students
21 January 2022	Announcement of the End of Module Exam results
24 January 2022	English Proficiency Exam – Speaking Exam
25 January 2022	English Proficiency Exam – Written Exam
26 Jan.-4 February 2022	Module break for B1, B2 and PREP-C students
28 January 2022	Announcement of the English Proficiency Exam results
31 Jan.-4 February 2022	English Preparatory Program Module Break for the faculty
<b>Spring Term</b>	
<b>7 February 2022</b>	<b>Module 3 classes start</b>
7 February 2022	Week 1
14 February 2022	Week 2
21 February 2022	Week 3
28 February 2022	Week 4
7 March 2022	Week 5
14 March 2022	Week 6
21 March 2022	Week 7
28-29 March 2022	End of Module exams (Module 3)
1 April 2022	Announcement of the End of Module Exam results
<b>4 April 2022</b>	<b>Module 4 classes start</b>
4 April 2022	Week 1
11 April 2022	Week 2
18 April 2022	Week 3
23 April 2022	Holiday – National Sovereignty and Children’s Day
25 April 2022	Week 4
2 May 2022	Week 5

2-4 May 2022	Holiday – Religious Holiday
9 May 2022	Week 6
16 May 2022	Week 7
19 May 2022	Holiday – Commemoration of Atatürk, Youth and Sports Day
23 May 2022	Week 8
30-31 May 2022	End of Module Exams (Module 4)
3 June 2022	Announcement of the End of Module Exam results
6 June 2022	English Proficiency Exam – Speaking Exam
7 June 2022	English Proficiency Exam – Written Exam
10 June 2022	Announcement of the English Proficiency Exam results
<b>Summer Term</b>	
<b>13 June 2022</b>	<b>Module 5 classes start</b>
13 June 2022	Week 1
20 June 2022	Week 2
27 June 2022	Week 3
4 July 2022	Week 4
9-12 July 2022	Holiday – Religious Holiday
11 July 2022	Week 5
15 July 2022	Holiday – Democracy and National Unity Day
18 July 2022	Week 6
25 July 2022	End of Module Exams (Module 5)
27 July 2022	Announcement of the End of Module Exam results
29 July 2022	English Proficiency Exam
3 August 2022	Announcement of the English Proficiency Exam results

## PART 2: OUR CAMPUS

Bahçeşehir University English Preparatory Program (BAU PREP) is located on Kemerburgaz campus. The six blocks of BAU PREP include majority of the offices, classrooms and related facilities.

### SERVICES AND OPPORTUNITIES AT CAMPUS

#### *Technology Enhanced Learning Unit (TELU)*

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

TELU prepares and presents informative materials, documents and videos with regard to the online apps and platforms exploited in BAU English Preparatory School through:

- BAU SFL webpage,
- BAU Prep YouTube channel,
- @BauPrepTELU Twitter account,
- @baupreptelu instagram account, and
- BAU SFL PREP SCHOOL LEARNER TRAINING CENTRE on itslearning.

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

- telu@sfl.bau.edu.tr mail address and
- face-to-face meetings in TELU office.

#### *LEAD – Learner Academic Development Program*

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

LEAD identifies students with high absenteeism, poor academic performance and poor motivation and offers guidance and academic support.

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

Students with high absenteeism are identified and encouraged to attend the classes regularly in order to be successful. They are guided about the techniques of learning a foreign language. The ones who have health issues and technical problems are spotted and directed to the related departments.

Students are provided with online group tutorials. Tutorial programs are updated each module and these updated programs can be seen on BAU web page at the beginning of each module.

Wish you success.

For detailed information contact:

Pervin MERDAN

e-mail:pervin.merdan@sfl.bau.edu.tr

Telephone: +90 212 381 0795

### ***The Psychological Counseling Center (PDRM)***

- Psychological Counseling Center offers Bahçeşehir University students professional counseling services for personal and academic concerns.
- The Center aims to help students in individual, social and academic fields through guiding them for attaining necessary skills throughout their university life.
- Psychological Counseling Center offices are located in Beşiktaş campus. Both offices are staffed by specialized psychologists who can speak English and its services are free of charge. Counseling sessions are scheduled via appointments.
- Personal counseling sessions are normally scheduled on a weekly, bi-weekly, or monthly basis depending upon the nature of the problem. Sessions are typically 45-50 minutes long.

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

Here are some issues that individuals bring to counseling:

- Relationship / Family Problems
- Problems with Communication Skills
- Adaptation Problems to University Life
- Self-Esteem Problems
- Perfectionism
- Adjustment Issues
- Health-related problems (problems with eating or sleeping)
- Homesickness
- Difficulty coping with emotions (e.g., depressed mood, anxiety, anger)
- Interpersonal and relationship difficulties
- Concerns about academic issues (e.g., poor motivation, concentration problems, test anxiety)
- Stressful/traumatic or difficult life experiences (e.g. Witnessing or experiencing a traumatic event, parental divorce, death of a loved one, relationship break up, financial/legal problems, harassment)

While not all students recognize the connection between personal/psychological concerns and academic performance, most of the students we see indicate that their personal problems have at least a moderate impact on their academic life.

For more detailed information please visit:

<http://bahcesehir.edu.tr/icerik/3504-bau-counseling-center-pdrm>

### ***The Medico-Social Services Directorate***

Medico-Social Directorate is a health unit providing consulting services for physical and mental health needs of students as well as the rest of the university community. In addition, it is a unit where research and practice can be conducted in order to support academic studies.

Here are the duties and responsibilities of the Medico-Social Directorate:

- 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 all kinds of laboratory tests and radiological investigations or referring people for such examinations elsewhere.
- Organizing conferences or providing brochures for university students and staff on health protection and giving information about health care.



## PART 3: COURSE DETAILS

### A1 LEVEL

**Course description:** The A1 Level course is designed for students who score 0-15 in the placement exam that is given at the start of an academic year. Students who succeed in this course will be eligible to take the A2 level course and those who can't achieve the required grade will repeat A1 level.

**Prerequisite:** Placement into the A1 level.

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

**Course length:** The A1 course consists of seven weeks of intensive hybrid instruction. Students receive 12 hours of face-to-face instruction and 10 hours of online instruction, and 4 hours of asynchronous instruction on 4 days of a week.

**Course structure:** In A1 Hybrid program, students receive 12 hours of face-to-face instruction and 10 hours of online instruction (3 days f2f & 2 days online), and 4 hours (4 x 45) of asynchronous instruction on 4 days of a week. It is comprised of 17 class hours (17x45) of an integrated skills class and 5 class hours of (5x45) a writing class each week. Two instructors share a class; one teaches integrated skills and the other teaches writing. Attendance is compulsory in A1 level.

Course Materials:

- Mentora English A1 Coursebook
- Mentora English A1 Workbook
- A1 Writing Booklet
- Grammar Practice for Elementary Students (3<sup>rd</sup> Edition)
- Weekly supplementary material packs
- Weekly word lists
- Its Learning Self- Study Materials (Online source)
- English Central (Online source)

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 the 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.
  - present continuous 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:** A2 Level course is designed for the students who have successfully completed the A1 level or for those placed in to the A2 level at the beginning of an academic year by answering up to 15 questions correctly 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 and those who cannot succeed will repeat A2 level.

Prerequisite: Successful completion of the A 1 Level or placement into the 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 these 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. Students receive 12 hours of face-to-face instruction and 10 hours of online instruction, and 4 hours of

asynchronous instruction on 4 days of a week.

**4. Course structure:** In A2 Hybrid program, students receive 12 hours of face-to-face instruction and 10 hours of online instruction (3 days f2f & 2 days online), and 4 hours of asynchronous instruction (4x45) on 4 days of a week. It is comprised of 16 class hours (16x45) of an integrated skills class and 6 class hours (6x45) of a writing class each week. Two instructors share a class; one teaches integrated skills and the other teaches writing. Attendance is compulsory in A2 level.

**5. Level Materials:**

- Mentora English A2 Coursebook
- Mentora English A2 Workbook
- A2 Writing Materials
- Grammar Practice for Pre-intermediate Students (3<sup>rd</sup> Edition)
- Weekly supplementary material packs
- Weekly word lists
- Its Learning Self- Study Materials
- English Central (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 audience
  - 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 150-200 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 interrupted actions 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:** Bahçeşehir University School of Foreign Languages English Preparatory Program (BAU Prep) B1 Level course is designed for the students who have successfully completed the A2 level, or for those who score 31-45 in the placement exam and are in need of improving the skills they have learned previously. Students who succeed in this course will be eligible to take the B2 Level course and those who cannot succeed will repeat B1 level.

Prerequisite: Completion of A2 Level; or placement into B1 Level.

**2. Course goal:** The goal of this course is for students to improve their basic language skills to a level at which they are able to 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 14 class hours of synchronous instruction, 8 hours of face-to-face instruction, and 4 hours of asynchronous instruction on 4 days of a week. Students also attend 1 class hour of synchronous online feedback sessions a week.

**4. Course structure:** In B1 Hybrid program, students receive 14 hours of online instruction, 8 hours of face-to-face instruction (2 days f2f & 3 days online), and 4 hours of asynchronous instruction (4x45) on 4 days of a week. The 22 hours of online instruction a week is shared among two instructors. 14 hours (14x45) to integrated skills and 8 hours (8x45) to productive skills are allocated each week. One of the integrated skills classes (1x45) is assigned for synchronous online feedback session a week. Attendance is compulsory in B1 level.

### 5. Level materials:

- New Language Leader Intermediate Coursebook
- B1 Writing Booklet
- Grammar Practice for Intermediate Students (3<sup>rd</sup> Edition)
- Weekly supplementary material packs and Weekly word lists
- English Lab New Language Leader Intermediate (Online source)

- Its Learning Self- Study Materials (Online source)
- English Central (Online source)

**6. Student learning outcomes:** Students completing B1 LEVEL will be able to:

---

**Reading** - In a text of around 650 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
- 

**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

---

**Writing**

---

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

**Speaking**

---

- make a presentation of around five-seven minutes demonstrating a good understanding of the 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 or time
  - use which and where accurately when referring to places in relative clauses
  - use "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 "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 back to a person or a thing
- 

### Vocabulary

---

- use words related to the themes of personality, travel, language and advertising words from the academic word list.
- 

## B2 LEVEL

**1. Course description:** The B2 Level course is designed for the students who have successfully completed the B1 level or for those who score 46-60 in the placement exam and are in need of improving the skills they have learned previously. Students who succeed in this course will be eligible to take the Proficiency Exam.

Prerequisite: Completion of the B1 Level; or placement into the B2 Level.

**2. Course goal:** The goal of this course is for students to improve their language skills to a level at which they can utilize these 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 14 class hours of synchronous instruction, 8 hours of face-to-face instruction, and 4 hours of asynchronous instruction on 4 days of a week. Students also attend 1 class hour of synchronous online feedback sessions a week.

**4. Course structure:** In B2 Hybrid program, students receive 14 hours of online instruction, 8 hours of face-to-face instruction (2 days f2f & 3 days online), and 4 hours of asynchronous instruction (4x45) on 4 days of a week. The 22 hours of online instruction a week is shared among two instructors. 14 hours (14x45) to integrated skills and 8 hours (8x45) to productive skills are allocated each week. One of the integrated skills classes (1x45) is assigned for synchronous online feedback session a week. Attendance is compulsory in B2 level.

### 5. Level materials:

- New Language Leader Intermediate Coursebook
- B2 Writing Booklet
- Grammar Practice for Intermediate Students (3rd Edition)
- Weekly supplementary material packs
- Weekly word lists
- My English Lab New Language Leader Intermediate (Online source)
- Its Learning Self- Study Materials (Online source)
- English Central (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

---

### 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

2. 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 and disagree with basic arguments
- respond to familiar and theme-related questions

---

### Language

- 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 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
- use "modals" to make present and past deductions
- use "noun clauses" to replace nouns or noun phrases in a sentence
- use "past perfect" to show the order of two past events

---

### Vocabulary

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

---

## PROFICIENCY EXAM PREPARATION COURSE (PREP-C)

**1. Level description:** The PREP-C is designed for students who have successfully completed the B2 level, took the Proficiency exam but failed to get 60 out of 100. Or this course is designed for those who have successfully completed B2 level but cannot take the Proficiency exam since there is no one by the end of the module (after Module 1 and 3).

**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 these 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 is no proficiency exam after Module1, Module 1 PREP-C students study in an extended PREP-C program combining Module 1 and 2. Also, if Module2 B2 students cannot pass the proficiency exam given by the end of Module 2, they study in an extended PREP-C program combining Module 3 and 4 as there is no proficiency exam after Module 3. In these cases, the length of the course is 16-18 weeks.

**4. Course structure:** In PREP-C Hybrid program, students receive 24 hours of instruction a week. Two teachers share a class. 18 hours to integrated skills (18 x 45) and 6 hours to writing skills (6 x45) are allocated each week. In one of the integrated skills classes, students attend 1 class hour (1x45) of synchronous online feedback session a week. Attendance is compulsory in PREP-C.

**5. Level materials:**

- B2 Writing Booklet
- Weekly supplementary material packs
- Grammar Practice for Intermediate Students (3<sup>rd</sup> Edition)
- Weekly word lists

**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 and 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 understands relevant information.
  - recognise, 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, Sports, Travel, Language, Advertising, 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, mixed conditionals, adverbial clauses, wishes in the present and past, past
  - modals, adjectives, adverbs and nouns, time clauses.
- 

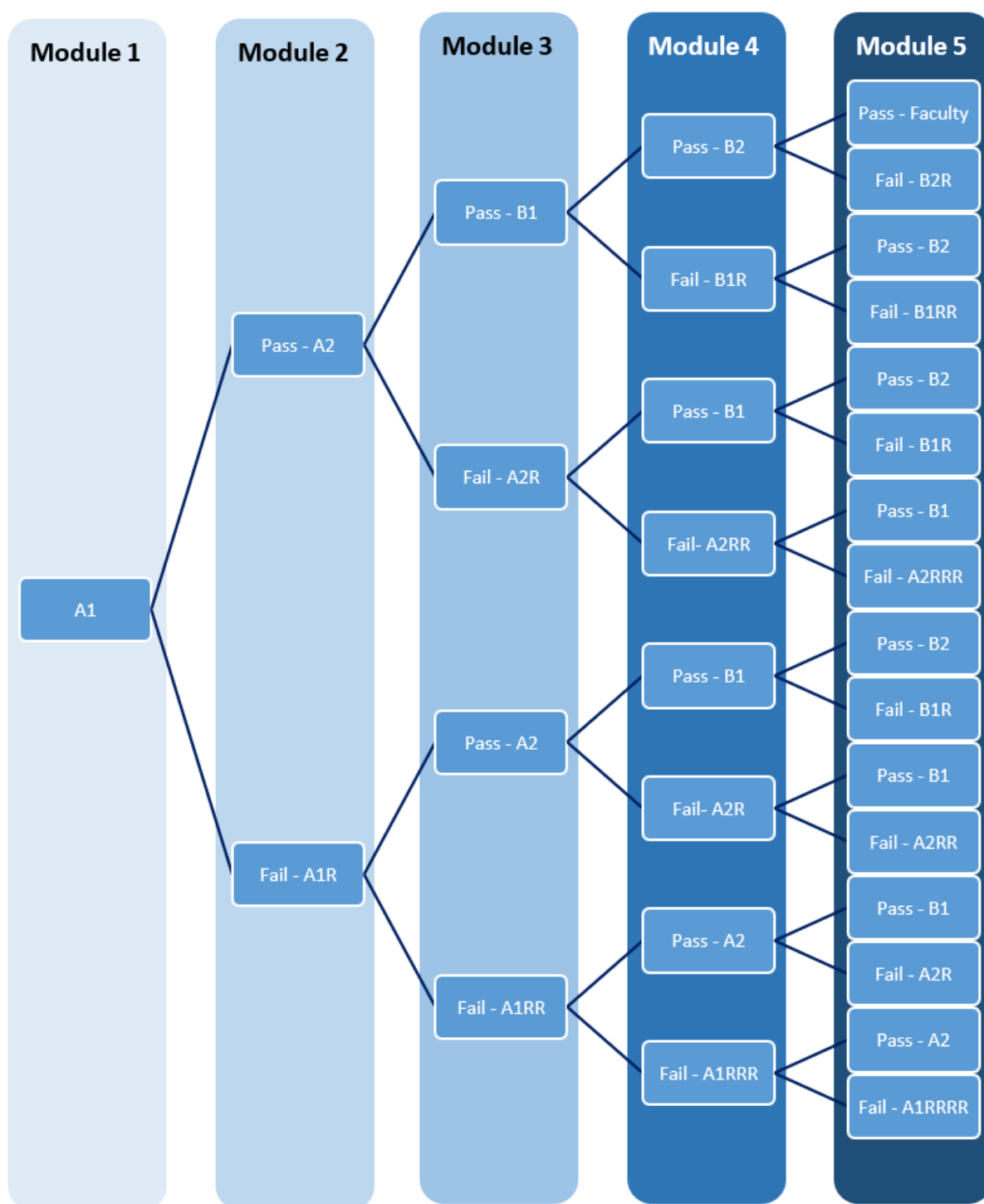
### **Vocabulary**

---

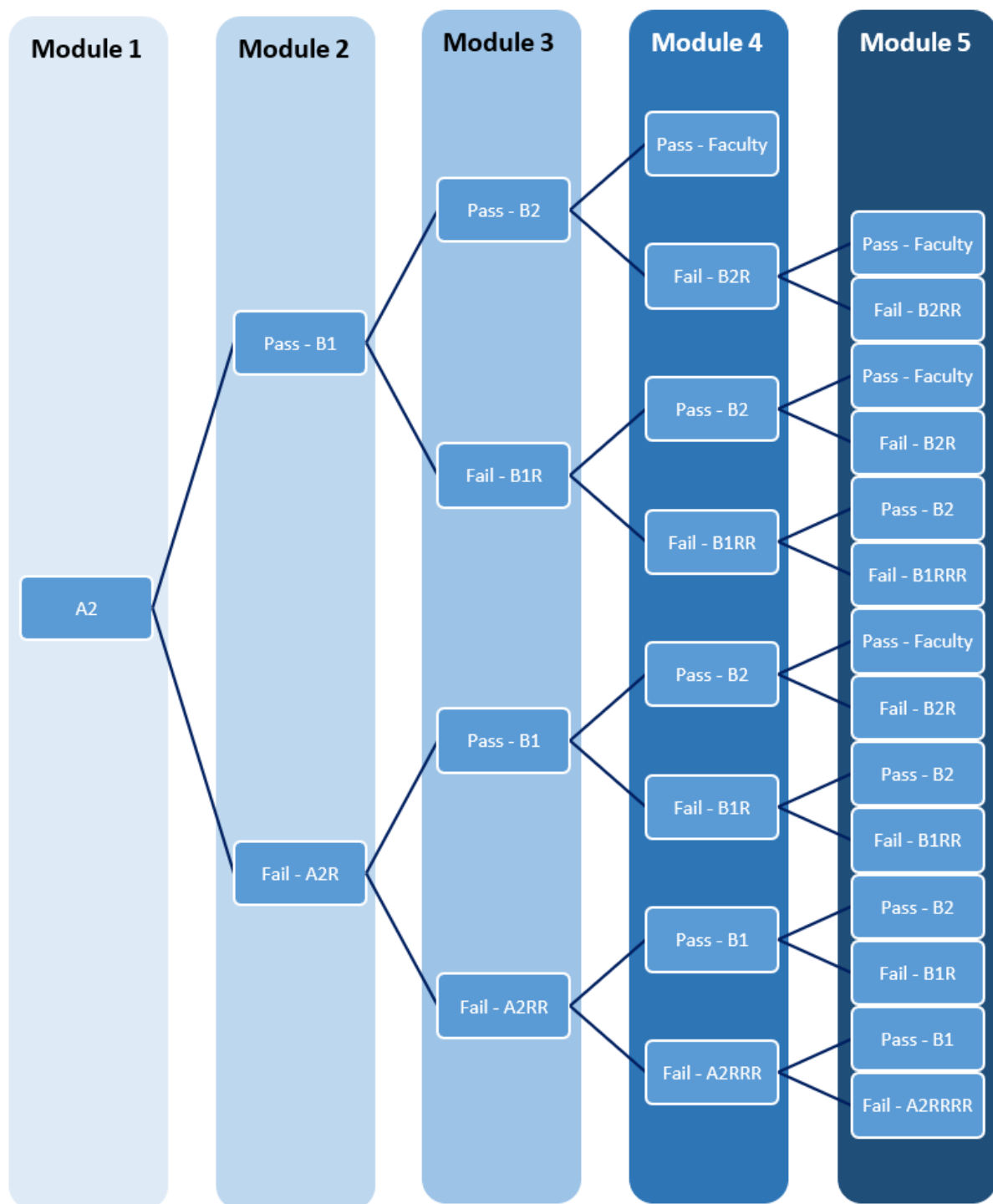
- improve and expand their vocabulary and understand and make use of words related to the themes of travel, engineering, trends, history of education, globalization, health, personality, business, life, technology, nature, advertising and language.
-

## LEVEL PROGRESSION CHARTS

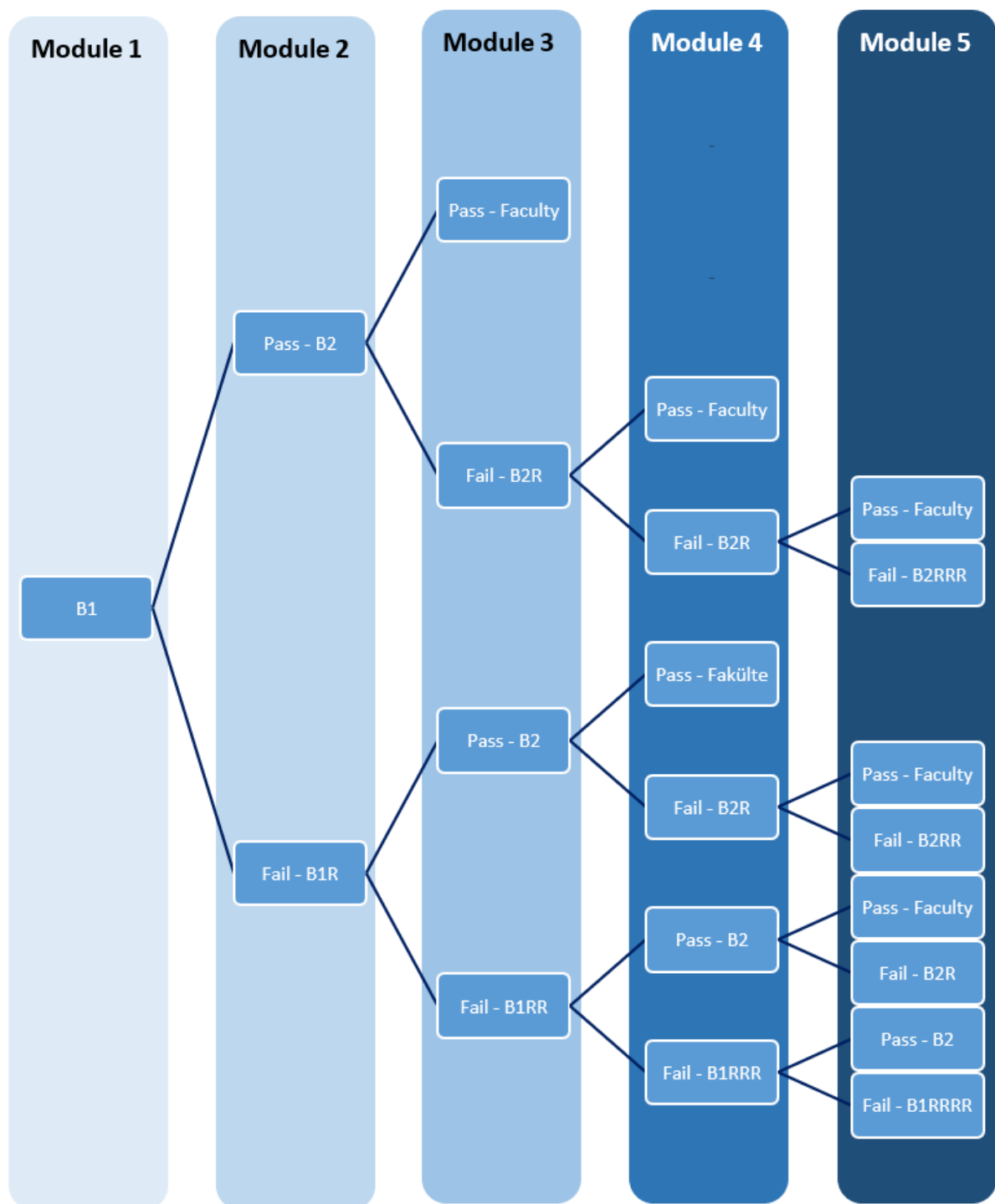
### A1 Level Progress Flow Chart



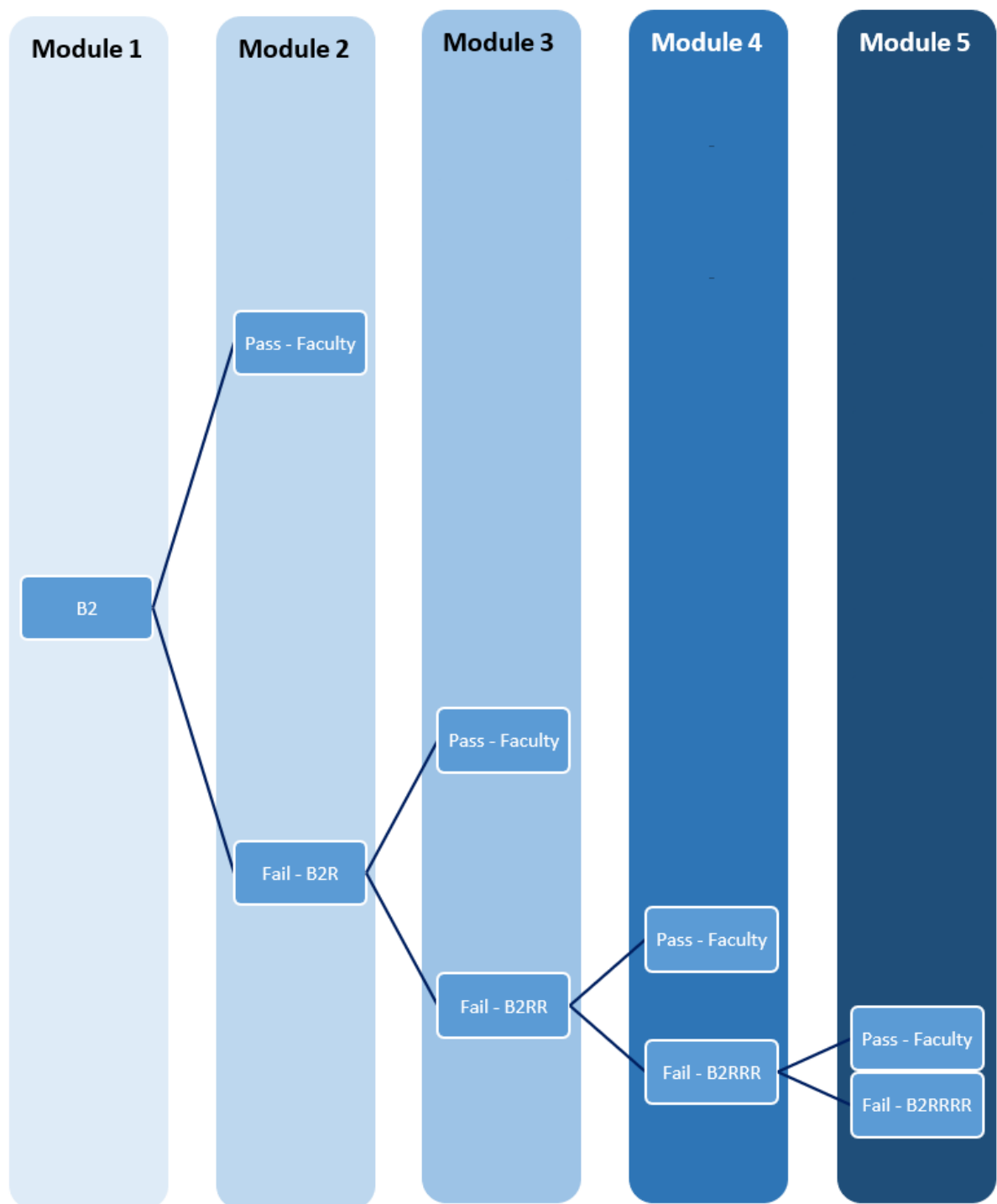
### A2 Level Progress Flow Chart



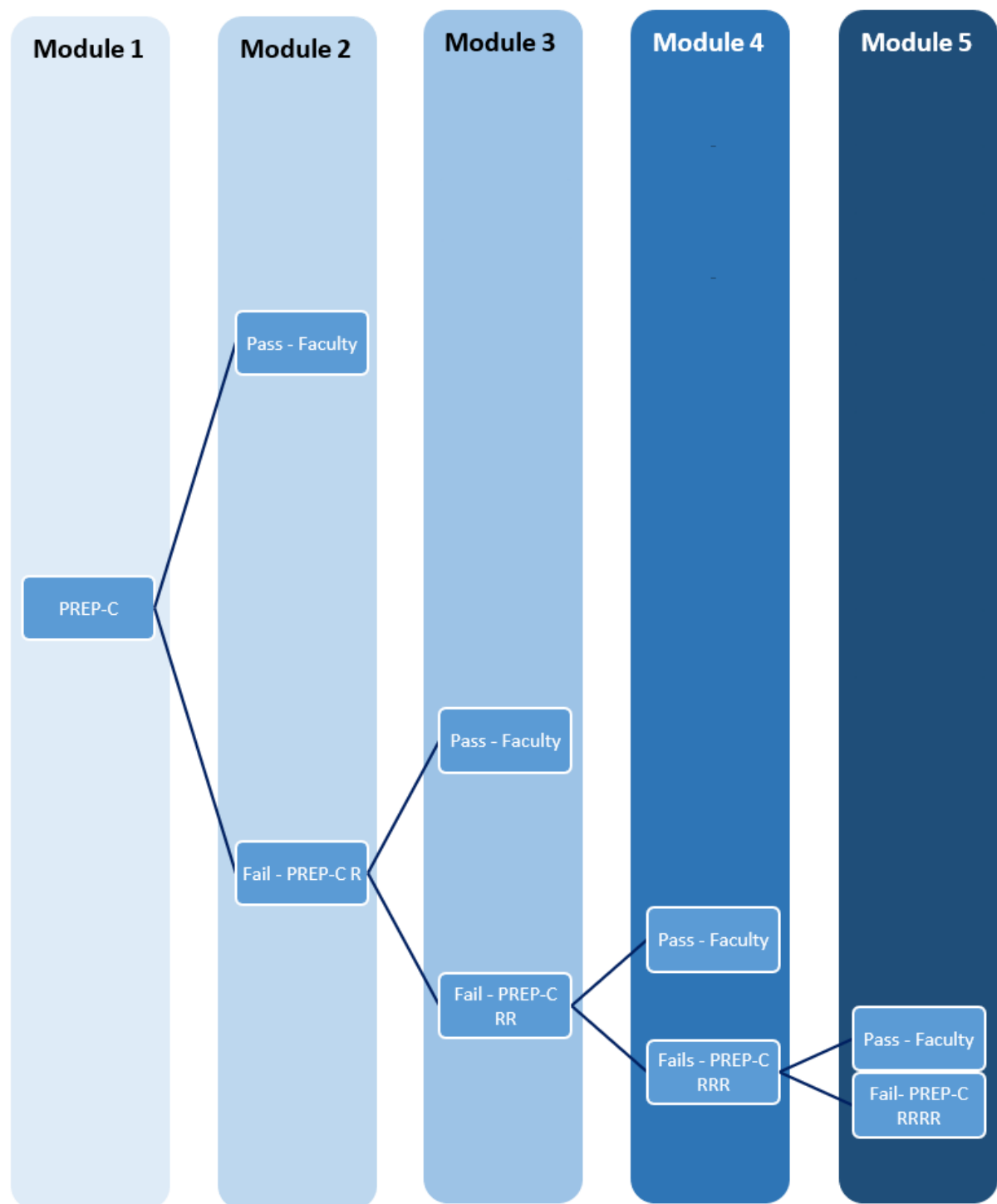
### B1 Level Progress Flow Chart



### ***B2 Level Progress Flow Chart***



### ***PREP C Level Progress Flow Chart***



## **PART 4: COURSE MATERIALS**

### **COURSEBOOK: MENTORA ENGLISH A1 & A2 – NEW LANGUAGE LEADER INTERMEDIATE**

BAU PREP program uses Mentora English A1, A2, and New Language Leader Intermediate course book as they match with its mission statement that aims 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. In this sense, the books used in BAU PREP program support students to develop 21st century skills such as critical thinking, text analysis, and digital literacies because each lesson of New Language Leader has activities focused on reinforcing these competencies. Moreover, Mentora English and New Language Leader books are parallel with BAU PREP program goals. One of the program goals of BAU PREP program is to help students deepen their understanding of global issues via exposure to global themes and topics and to encourage them to produce language about these issues. With the same purpose, these books provide a range of contemporary topics including business and global affairs, design, the media, crime, travel, education, the environment, health, society values, science and engineering, sports, communication and globalization. They stimulate discussion and develop critical thinking that enables them to better engage in class discussions and learn how to construct logical arguments in English both at BAU PREP program and in their undergraduate studies.

### **MENTORA ENGLISH A1 AND A2 WORKBOOKS**

The Mentora English coursebooks are accompanied by Mentora English workbooks, which support learners in becoming efficient and autonomous in their studies. Their content reflect that of the coursebook and is presented at a level that will both motivate and challenge students, while at the same time helping to solidify and practice the skills and strategies developed by the coursebooks. The workbooks are designed in a way that allows them to be used as both in-class supplementary materials and as individual study materials for students. Each workbook chapter has reading, listening, grammar and vocabulary sections. The reading and listening sections aim to give the students the opportunity to revise the themes and practice the strategies taught in the corresponding chapters of the coursebooks. Similarly, the grammar and vocabulary sections enable students to revise and consolidate the target language.

### **SUPPLEMENTARY MATERIALS (WEEKLY PACKS)**

In each level's curriculum at BAU PREP program, supplementary materials are used to ensure or enhance instruction and support the development of learners' English language proficiency. The supplementary reading and listening materials also support BAU PREP program goals because they help students gain a deeper understanding of global issues via exposure to global themes and topics and to encourage them to produce language about these issues. The supplementary packs also include vocabulary and grammar exercises which aim to achieve weekly objectives. Most of the supplementary materials are tried, tested over the years and the results of student feedback forms and student representatives' meetings indicated that they have a positive effect on learner motivation. Some of the supplementary materials such as reading, vocabulary exercises have been digitalized since the delivery of was online since March 2020. In 2021-2022 Academic Year, these digitalized materials may also be used on online classes.

## **WRITING BOOKLETS**

As the writing sections of the course books do not fully meet the program goals and respond to the needs of the students, in-house produced writing booklets are used in writing lessons. In Module 4, 2019-2020 Academic year, due to Covid-19 outbreak, the delivery of the course switched to online teaching, so writing booklets have been also digitalized to make them more interactive and engaging in online teaching. However, in 2021-2022 Academic year, the hard copies of the booklets will be used since a hybrid program will be offered and the writing lessons will be conducted face to face.

## **SPEAKING BOOKLETS / MATERIALS**

Speaking booklets also constitute an important component of BAU PREP program curriculum and in house-produced speaking materials are available for each level.

In Module 4, 2019-2020 Academic year, due to Covid- 19 outbreak, the delivery of the course switched to online teaching, so the speaking booklets have been also digitalized to make them more interactive and engaging in online teaching. The speaking lessons will be done on face-to-face days in 2021-2022 Academic Year, so the hard copies of the speaking booklets or materials will be used. However, if needed, the digital copies of them may also be utilized.

## **WORD LISTS**

The word lists prepared for each level are among the essential instructional tools at BAU PREP program. In A1 and A2 where Mentora English series are used, the word list has only one section; however, in B1 and B2 each week's word list has two sections: in the first part, students are given the key vocabulary items of the Language Leader unit and in the second one; students are given approximately 20 academic words. The vocabulary lists provide the students with the target vocabulary items, their definitions, parts of speech, antonyms and synonyms (if any), collocations, and sample sentences. The idea of having word lists is to help students better comprehend reading and listening texts and better express themselves both in written and spoken contexts. Therefore, weekly vocabulary lists are also significant instructional tools that help BAU PREP program to attain its program goals because word lists and vocabulary exercises in the supplementary weekly packs help students acquire the English language proficiency required for their undergraduate studies and help them deepen their understanding of global issues.



## **PART 5: ONLINE LEARNING TOOLS & PLATFORMS**

### **MY ENGLISH LAB**

MyEnglishLab is the online component for New Language Leader course books that are used in B1 and B2 levels in our program. It both offers the digital workbook of the course book and provides access to the e-book.

MyEnglishLab (MEL) offers a wide range of interactive activities, tasks as well as tests, and students can have access to My English Lab through our learning management system, itslearning whenever and wherever they have access to the internet. They can do the tasks parallel to the units in the curriculum. In this sense, MyEnglishLab offers a great resource for self-study. While doing the exercises online, students are provided with tips through hint boxes, which present some clues to help them do the task and are given automatic feedback on their performance. Students can also keep track of their performance through the student gradebook.

### **HOW TO ACCESS NEW LANGUAGE LEADER WORKBOOK**

**IMPORTANT:** Depending on your web browser, you may have to allow the page open by clicking on the box which may appear either on the top right corner or the bottom right corner of the page that opens after you see the opening page.

### **ENGLISH CENTRAL**

English Central is the platform where our students are provided with up to seven videos whose themes are parallel to the themes of the units studied in the course books and with some activities based on these videos. In return for their activities, students earn a weekly grade which constitutes 5 % of their overall module passing grade.

Every week, students are expected to watch 6-7 videos whose themes match the theme of the course book unit they cover in their face-to-face / online classes.

The videos on English Central vary in difficulty level from A1 (beginner) to C2 (advanced), but English Central prepares a specially designed video package program for BAU English Preparatory School. The weekly or overall content of the English Central videos in this program is specially designed for English Preparatory School according to the general and academic vocabulary in line with the content of the course books studied on each level.

Students watch the videos, learn and practise the target vocabulary, speak the new vocabulary in context. English Central gives feedback to students on their pronunciation and fluency. In addition, students are also provided with a vocabulary quiz on the target vocabulary of the week.

Students are expected to complete their video tasks on EC within a week (from Monday to Sunday) in order to earn points for their weekly online work grades (WOW).

The EC performance grades of students are announced weekly, and depending on the level students are in, the average of these grades constitute 5 % of the overall passing grade.

Students can keep track of their WOW grades in the Student Information System (SAP).

The number of the grades may vary from module to module. In the first module of 2020-2021

Academic Year, for example, students will have two WOW grades. They are expected to complete the video tasks of the first three weeks to earn the first WOW grade and the video tasks of the next three weeks are to be completed for the second WOW grade.

## ***English Central - Frequently Asked Questions***

### ***1. Why should I buy English Central Premium Card?***

English Central opens a basic visitor account for every student in BAU PREP upon their registration. You can watch only a limited number of videos through this basic visitor account. You CANNOT receive any points in return for the videos you have watched or the exercises you have done if you have a basic account because you cannot view all the videos in the video package program designed for BAU English Preparatory School.

When you buy an English Central Premium Card, you can be registered to your class, and you can have access to the videos assigned for each specific week.

### ***2. Why should I use school email for English Central (EC)?***

Your English Central accounts are formed on your BAU emails with **@bahcesehir.edu.tr** ending. You should not create a new account.

Your username should be your BAU student email in full and your password should be your student ID number.

DO NOT create a new English Central account. If you create a new account or use Facebook login, you will not be able to see your class and you will not be able to earn any grades. Your teacher will not be able to see your grade in the grade list.

### ***3. Where can I find the quizzes and videos?***

You can find the assigned videos, their related tasks and vocabulary quizzes in your exclusive BAU courses curated with the matching topic / theme on your curriculum.

### ***4. What should I do on English Central every week? / Where can I find my weekly goals and how can I track it? Is there a deadline for the video tasks?***

You can find your weekly goals and track them on the top of your class page. The round icons there will be darkened, and the completion percentage will go up as you progress by watching the videos assigned for each week and completing the Watch, Learn, Speak and Quiz tasks related to each video in the weekly folder. When your weekly homework is completely done, you reach 100%.

The weekly task folder opens every Monday at 00:00, and the deadline to complete the tasks is Sunday, 23:59.

### ***5. How can I get full points and complete my homework?***

You need to complete all the tasks related to each of the videos assigned every week. Each video has Watch, Learn, and Speak tasks for you to complete, and then you need to take the Vocabulary quiz on the video. You should complete all these tasks for all of the videos set every week.

### ***6. How is my EC grade calculated?***

Every week you receive a grade over 100 points based on your performance and the completion of the video tasks.

**7. Can I earn points by completing the tasks in previous weeks?**

**8. How can I track my previous progress?**

When you click on the calendar icon on the top of your class page, and select the week start as Monday, you can see your performance for that specific week, and find out that week's completion performance on the top right corner.

**9. Can I get additional points for over %100 completion?**

No, you cannot get more than the maximum point of that week if you perform higher than %100.

**10. What is the percentage on the left of screen? Is it related with the score that I get?**

It is the completion rate of the course, and it is not related with your score.

You need to follow the percentage on the right top of the class page to find out about your score.

**11. What do the icons and symbols on the video thumbnails refer to?**

**The Green points** below the video thumbnail represent the easy videos, **the blue points** indicate the intermediate videos, and **the black points** are for the advanced videos.

**The Orange arrow** represents videos in progress and **the letter** represents your speaking grade.

**12. Can I study grammar and pronunciation on English Central?**

You may click on grammar and pronunciation skills tabs and do the exercises.

**13. What is a one-on-one session?**

**14. What should I do to have a One-on-One Online Session?**

One-on-One Online Sessions are sessions with an online teacher. You have an online session with a teacher, and you talk to your teacher about the videos you have watched. Complete 10 video tasks. (These videos may include the weekly videos in your class' course)

Register for an online session.

You can register as many online sessions as you like on condition that you complete 10 video tasks for each session before hand.

**15. How can I download the mobile app?**

You can search for English Central on App Store and Google Play and download it for free.

**16. How can I find my class content in the mobile app?**

**17. Can I get points for my progress on the app?**

Yes, your progress on the app is synchronizing with web progress.

## **LEARNING MANAGEMENT SYSTEM (ITSLEARNING)**

Itslearning is a learning management system which students in Bahçeşehir University use.


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

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


The aim of the materials and the tests is to provide students with the context and content to better get ready for the tests and exams at their own convenience and pace reviewing the available materials in the related weekly folders on itslearning.

The supplementary materials are prepared by Technology Enhanced Learning Unit in cooperation with the Level Coordinators, Testing and Assessment Unit and instructors according to the curriculum and taking the multimedia and design principles into account.

It is recommended that students use the mobile app for notifications and communication since it does not allow interactive exercises. You should use your laptop or desktop to do the exercises and tests on itslearning.



# ACCESS TO ITSLEARNING



Log in with itslearning

BAU GO

Bahcesehir Ugur Educational Institutions

Not a member? [Click here to register](#)

Go to itslearning

Sign In

[Forgot password?](#)

1

Go to [buei.itslearning.com](http://buei.itslearning.com). Write your student email address in full as your username and your password.

Forgotten password?

Have you forgotten the password?

Enter your e-mail address

Send request

Cancel

2

If you forget your password or if this is the first time you log in, click "Forgotten password?" and type your student email address. You will receive an email from itslearning where you can see the link to reset your password.

Accessing your student email

Microsoft

Sign in

name.surname@bahcesehir.edu.tr


No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Next

3

Go to office.com and log in using your student email address (name.surname@bahcesehir.edu.tr) and password (the same as your SAP password). Then, select Outlook  icon on the left to view your inbox.

Changing your itslearning password

Hello

You requested a new password for your itslearning account.  
 Please visit this link to change the password (you must do this within 24 hours and you may only do so once): <https://buei.itslearning.com/pec.aspx?ID=2003&ID3=BAC-BAU-TEL-BAU-4-83d8e19e06c3>

4

Find the email from itslearning in your inbox and click the link inside. Then, create your itslearning password.

## MICROSOFT TEAMS

Microsoft Teams is the platform where we have our online classes. You need to have an active school email account to download and use Microsoft Teams on your laptop or desktop.

To join your classes, you need to have the Teams app downloaded on your desktop or laptop. We recommend you use your laptop or desktop app to join your classes and the mobile app to follow the notifications.

You need to go to the Teams app on your computer and click on the "Teams" icon on the left dark blue menu bar.

Finally, you need to click on the "Join" button on the post under the general posts tab.

## PART 6: TESTING AND ASSESSMENT

### BAU PREP ENGLISH PLACEMENT EXAM

#### ***What is the English Placement Exam? Is it compulsory?***

The English Placement Exam assesses English proficiency levels of the students who will be attending university for the first time, and identifies the students who are eligible to take the English Proficiency Exam (that will be administered subsequently). 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 and İstanbul)

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 in an appropriate level in the English Preparatory Program, according to 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?***

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 Registration Guide of 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 four incorrect answers, one correct answer WILL BE DEDUCTED.

You can 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 result of my English Placement exam?***

You can learn the result of your English Placement Exam given at the beginning of the academic year, through 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 the classes start?***

A student's level might be changed after the initial placement decision only in the first week of the first module, and there is a procedure to be followed. Details can be found on page 98 below

## **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 the students' proficiency in English and that may exempt the students from 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: in September, January, June and July. (For the 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 transfer to the 4-year undergraduate programs, the minimum passing grade required is 60 (sixty) out of 100 (one hundred).

For students in the Department of English Language Teaching 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 Exam?***

Written Exam assesses the Reading and Writing skills of the students, and their knowledge of vocabulary and grammar.

Speaking Exam assesses the students' 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 through 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?***

Books aimed at TOEFL, YDS, CAE exams or any English Proficiency Exam would be appropriate.

### ***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, June and July, PREP-C level 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 (sixty-five) in the respective module) and/or B1 level students who have performed exceptionally (who have achieved an overall minimum grade of 80 (eighty)) will be eligible to take the English Proficiency Examination.

For B1 level students registered in the Department of English Language Teaching, an overall grade

of 80 will not be sufficient criteria to take the English Proficiency Examination; only B2 level students who have completed the module with an overall grade of at least 65 (sixty-five) will be eligible to take the English Proficiency Examination at the end of the module.

All students who have failed in the previous English Proficiency Examinations have the right to take the English Proficiency Examination given in September and those students who successfully pass the English Proficiency Examination 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 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.

<b>For undergraduate students</b>	<b>For students registered in the Department of English Language Teaching (ELT) and Faculty of Medicine:</b>	<b>Valid for</b>
TOEFL IBT 72*	TOEFL IBT 79*	2 years
Pearson PTE Academic 55	Pearson PTE Academic 78	2 years
CAE C	CAE A	2 years
YDS / e- YDS / YÖKDİL / e-YÖKDİL 60	YDS / e- YDS / YÖKDİL / e-YÖKDİL 80	5 years

\* TOEFL® is valid for 2 years after the test date. Bahcesehir 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 Bahcesehir University's institution code. Bahcesehir University verifies the TOEFL results in the online verification system provided by ETS. Additional information can be found here [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)

Bahcesehir University **accepts** TOEFL MyBest™ scores.

Bahcesehir University **will not accept** TOEFL Special Home Edition™ scores as of May 1, 2022.

Also 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 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 which the citizens of those countries attend, may be exempt from the English Preparatory Program.



## **ASSESSMENT TOOLS IN A MODULE**

### **1. Weekly Tests**

These tests are administered weekly to monitor the learners' progress on grammar, vocabulary, reading comprehension and listening. The questions are based on the materials covered in class and online programs. Task performance is transformed into a grade that constitutes 15% of the student portfolio in A levels and 10% in B levels.

### **2. Speaking Task**

This assessment tool is used to measure the speaking ability of the students at the corresponding level of the Common European Framework (CEF). These include a variety of tasks from city descriptions to students' ability to express their opinions about familiar topics depending on their levels by giving reasons and details. Task performance is transformed into a grade that constitutes 15% of the student portfolio in all levels.

### **3. English Central**

Students are asked to do 6 English Central video tasks and one vocabulary quiz every week. Task performance is transformed into a grade that constitutes 5% of the student portfolio in all levels.

### **4. Collaborative Tasks**

The main objective of the collaborative tasks is to give students enough opportunity to speak English. Participation and the effort to speak English in all stages are the key objectives of collaborative tasks. They are conducted semi-synchronously and constitute 10 % of the student overall assessment. These tasks are either set on Mondays or Tuesdays and students meet their partners or group members outside class wherever they want (Teams, Zoom, WhatsApp video-call, etc.) to get prepared for the tasks. Students perform their tasks on Fridays in class.

### **5. Performance Grade (total 10%)**

Participation grade is used to encourage students to come to class prepared, to do daily (asynchronous) tasks, and to participate actively in classroom activities. Half of the performance grade comes from the performance of the students in daily tasks and the other half from the performance of the students in class.

According to the performance grade rubric, the student who always participates in the lesson, communicates in English and the student who is never disruptive in class receives 50 points from the *engagement* and *conduct* band. Also, the student who submits the 6 Daily Tasks within their deadlines and receives a score above 40 from each gets another 50 points from the *daily tasks* band. These grades (Daily Task Grade out of 50 and Engagement & Conduct Grade out of 50) constitute the student's weekly performance grade. If a student never completes any daily (asynchronous) tasks in a week, s/he cannot be awarded more than 50 points. If a student misses more than half of the lessons in a week, s/he cannot be awarded more than 60 points.

#### **Daily Tasks**

Daily Tasks constitute 50% of the Performance Grades. These are 6 asynchronous tasks on

Itslearning platform (4 for integrated skills + 2 for writing). These tasks are assigned 4 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 until 23:59 every day. The tasks submitted after the deadline are never accepted.

## 6. Process Writing

Process writing constitutes 5 % of the 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 and keep editing their drafts based on the teacher's feedback until getting a complete. In A levels there are two process writing tasks and for the second task, students are expected to write at least one draft.

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

There is one timed writing task in B levels and it constitutes 10 % of the students' overall 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 and B2 level students are asked to produce a piece of writing of about 300 words with an introduction, body, and conclusion paragraphs.

## 8. End of Module Exam A 40% B 35%

At the end of each level learners take the EOM Exam and are assessed on the items covered throughout the module specifically; Vocabulary, Reading, Use of English, Writing and Speaking.

**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	4	4
Speaking Task	1	1	1	1
Collaborative Tasks	3	3	3	3
Performance Grade (Daily Tasks)	30	30	30	30
Process Writing	2	2	1	1
Timed Writing	0	0	1	1
ENGLISH CENTRAL	36 videos + 6 Vocab Quizzes + 6 Speaking Practice	36 videos + 6 Vocab Quizzes + 6 Speaking Practice	36 videos + 6 Vocab Quizzes + 6 Speaking Practice	36 videos + 6 Vocab Quizzes + 6 Speaking Practice

## **ACHIEVEMENT SCALE**

### ***Pass / Fail Criteria***

In order to successfully complete a level, students have to get a 65 average from all the assessment components throughout the module. To complete the program, students have to score 60 in the Proficiency Exam.

### ***Level Pass / Fail Descriptors***

Pass grade: 65

Borderline Pass

Overall grade: 65 – 69

The student has met the achievement standards and needs some improvement to demonstrate the knowledge and skills needed for likely success in future coursework. Although her/his grades are satisfactory, s/he still requires additional practice and instructional experiences to acquire more knowledge and skills specified in the module objectives. S/he needs to show more effort, develop her/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/his grades indicate that s/he is 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/his grades indicate that s/he is extremely likely to be successful in the next module upon completion of all the course requirement

### ***Overall grade: Below 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 her/his study skills and use all the support provided by the institution.

### ***Borderline Fail***

Overall grade: 60 – 64

The student has nearly met the achievement standards and needs substantial improvement to

demonstrate the knowledge and skills needed for likely success in future coursework. S/he requires additional practice and instructional experiences to acquire more knowledge and skills specified in the module objectives. S/he needs to show more effort, develop her/his study skills and use all the support provided by the institution.

## **LEVEL GRADE DESCRIPTORS**

### ***Level Overall Grade***

<b>Grade</b>	<b>Descriptor</b>
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***

<b>Grade</b>	<b>Descriptor</b>
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***

<b>Grade</b>	<b>Descriptor</b>
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

LEVELS	A1	A2	B1	B2
<b>Writing Objectives</b>	Can describe a city/a person/a person's daily routine by using prompts and narrate a personal experience/a past event in a short and unified paragraph of about 150 words	Can write a story of 150-200 words using prompts /write 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.
<b>Reading Objectives</b>	Can identify main ideas and specific information in a short, simple text, referencing in the text and guess the meaning of unknown words from context	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 and evaluate (and synthesize) information given in the text	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
<b>Listening Objectives</b>	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 to a mini-lecture or a talk and answer questions	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 questions

<b>Speaking Objectives</b>	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 communicate in simple and routine language, to respond to simple statements / questions on familiar & unfamiliar topics and simple personal questions	Can make a formal presentation using necessary presentation skills including using relevant visuals and materials appropriately, showing a good understanding of the topic, organization (open, develop, end) the topic, having an appropriate delivery and awareness of the audience, using a variety of level appropriate grammar structures and vocabulary correctly 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 the strategies for expressing opinions on familiar topics, taking turns, giving reasons, asking questions, agreeing and disagreeing, taking time to think before speaking and expressing their ideas on a range of topics and answer open-ended questions and/or talk about topics related to the themes students have studied so far
----------------------------	--	--	---	--

## **SAMPLE GRADE BREAKDOWN**

### **8 week (Single) module**

- 4 Weekly Tests: 15 %
- 1 Speaking Task: 15%
- WOW (Weekly Online Work): 5 %
- 3 Collaborative Tasks: 10%
- 2 Online Tasks: 10%
- Performance: 10%
- 1 End of Module Exam: 35

## 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, SAP, exam/lesson schedules, and make-up exams. The Student Affairs staff processes the majority of the grade change/attendance change and student identification requests; the Associate Director, however, addresses the 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@sfl.bau.edu.tr](mailto:serhat.uzun@sfl.bau.edu.tr)

Student Affairs Office: [info@sfl.bau.edu.tr](mailto:info@sfl.bau.edu.tr)

#### *English Preparatory Program Student Orientation*

As the Orientation provides detailed information about the English Preparatory Program, it is absolutely compulsory to attend it. 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 Web page of the School of Foreign Languages, along with the English Proficiency Exam results: <https://bau.edu.tr/academic/12573-school-of-foreign-languages>

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

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

#### *SAP - FIORI USER GUIDE (st.bau.edu.tr)*

##### *1. Login Information*

After login in with **st.bau.edu.tr** address, “**Student**” button should be selected. The username and password are the same as your **OIS account information**.

##### *2. Forgot Password*

If you forget your password, click the "Forgot Password" button at the top of the "Login" button on the homepage of [st.bau.edu.tr](http://st.bau.edu.tr) page.

**User Group**  
Student

**User Name**  
[Empty field]

**Student ID**  
[Empty field]

**Birth Date**  
gg / aa / yy Ör: 28/04/1985

**Send Password**

Figure 1 Forgot Password

In the screen shown in Figure 1, the user group should be selected as **“Student”**. After entering the user name, student ID and birth date, the **“Send Password”** button is clicked. SMS is sent to the registered mobile phone after the process. If the phone number is not available on the system or is incorrect, contact the **Department of Student Affairs** for the update process.

### 3. Document Request

You can request the following documents: Student Document, Transcript, Language Proficiency Document, Prep School Grade Document, and Disciplinary Record. You can also see the list of documents which you have previously requested.

Student

<b>Document Request</b> [Icon]	Announcement [Icon]	My Timetable [Icon] 2 Today's Courses	Registered Courses [Icon] 1	My Info [Icon]	Attendance Tracking [Icon]	English Prep Program - My Results [Icon]
-----------------------------------	------------------------	---	--------------------------------	-------------------	-------------------------------	---

Figure 2 Document Request

Using the **“New Request”** menu, you can specify the type, the number and the language of the document which you request. You can also specify what you will use this document for.



**Document Request**

My Request List **New Request**

**New Document Request**

**Document Details**

\*Document Type: Seçiniz

\*Document Language: Seçiniz

\*Number of Document: Seçiniz

Reason:

**Document List**

Document	Number	Language	Amount
No Data Found			
Total			0.00 TL

**Request Options**

\*Program: İNGİLİZCE HAZIRLIK PROGRAMI

\*Sign Type: Seçiniz

\*Delivery Type: Seçiniz

**Add Document**

**Save Request**

Figure 3 New Request

You can request your document in wet or electronic signature. You can download your electronic signature document from the link when it is ready. You can reach the link from the request screen.

**Document Request**

My Request List **New Request**

**My Request List**

Request No/Status	Create Date/Time	Responsible Person	Total Amount	Payment Status	Payment
0000000113 On hold	04.10.2017 11:49:18	XSAKDEMİR	0.00 TL	Free	>

Figure 4 My Request List

#### 4. Announcement

This is the platform where you can follow the announcements that will be made throughout the term.

**Student**

Document Request

**Announcement**

My Timetable

Registered Courses

My Info

Attendance Tracking

English Prep Program - My Results

Today's Courses

Figure 5 Announcement

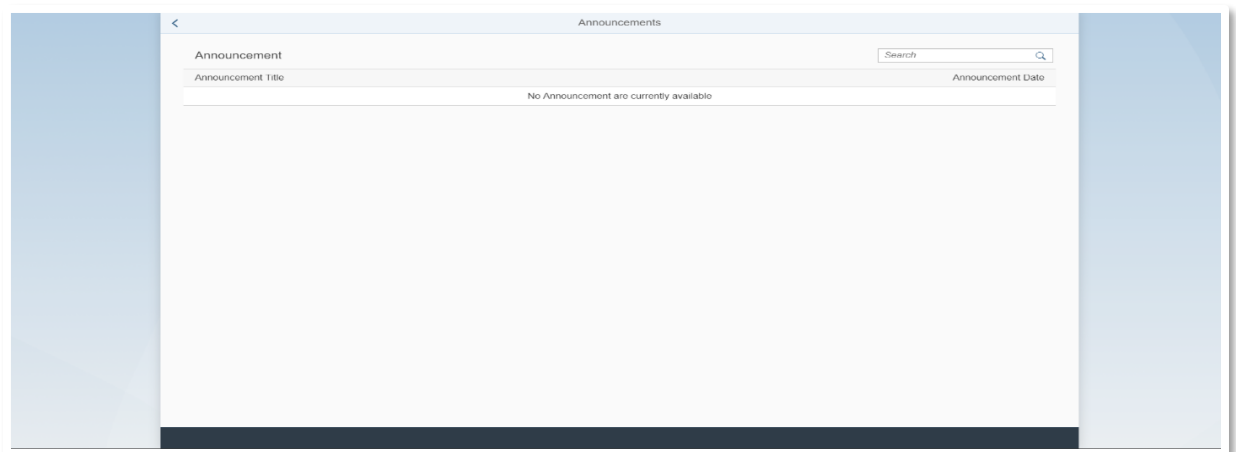


Figure 6 Announcement Details

## 5. My Timetable

It is the display of the weekly course schedule. It informs you about the module information, venue, date, time and the lecturer. The number indicated in the course schedule section refers to the number of courses currently held.



Figure 7 My Timetable

To view the timetable, you need to click at the position indicated in Figure 7. You can study your course schedule on a monthly and weekly basis.

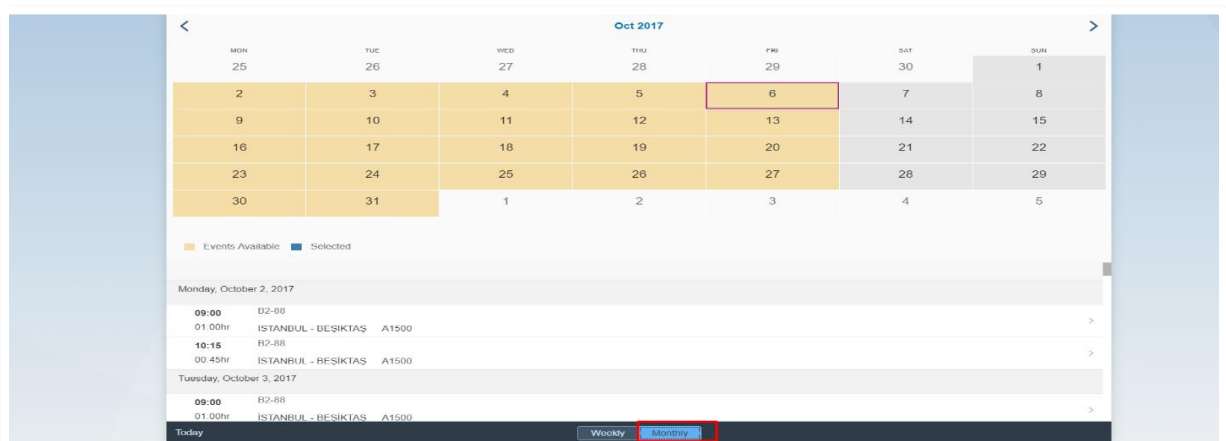


Figure 8 My Timetable Details

## 6. Registered Courses

A screen where you can view the lessons you are currently enrolled in. Figure 9 shows that there is 1 course registered in the current semester on the registered courses that you have enrolled in.



Figure 9 Registered Courses

You need to select the course you are registered for *Itslearning* link and click on the link next to "Online Education Link".

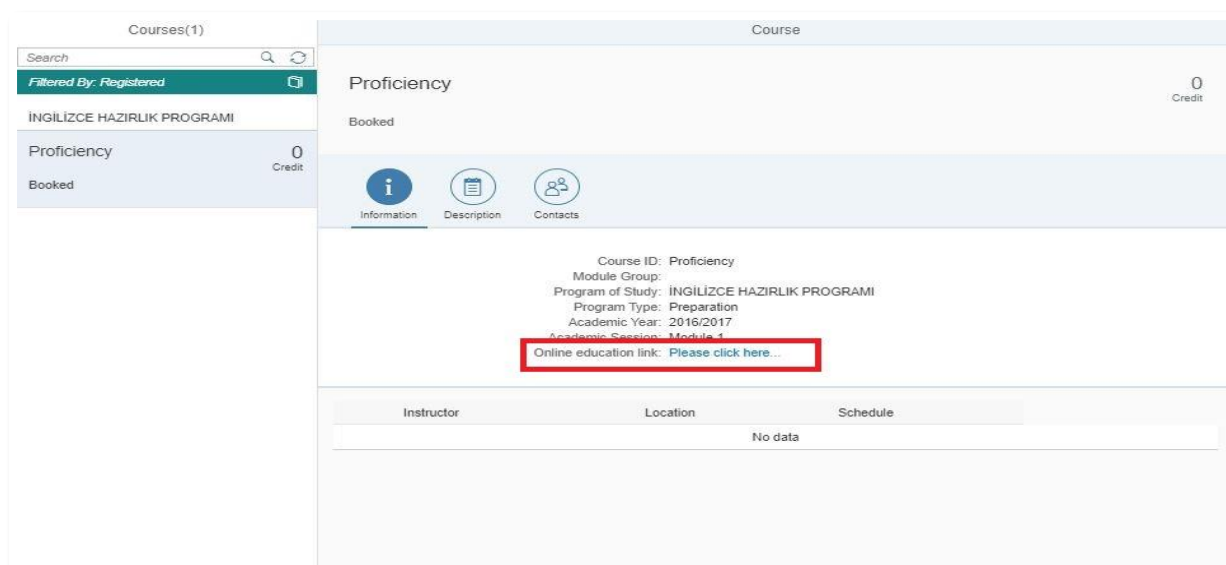




Figure 10 Registered Courses Details







## 7. My Info

This menu allows you to receive information, as well as reach and print a variety of personal documents. These documents are uploaded to the system only for your own personal use. They have no official validity. You can also change the e-mail and phone number you gave during registration from the "Registration" screen.



INGILIZCE HAZIRLIK PROGRAMI 

[Change Password](#)

 Registration
  Identity
  Address
  Family and ...
  Health
  Documents

Registration Date: 16.08.2017

Registration Season: 2016/2017/Module 1

Registration Status: Registered

Student Status: Devam

Period Registration Status: Registered for the s

Enroll Type: OSYM-First Placement

Faculty Institute Code:

Department Code:

OSYM Scholarship Rate: No Scholarship

Irregular: No

Program Code: INGILIZCE HAZIRLIK PROGRAMI

Discipline Code: Anadal

City of Program: Istanbul

Teaching Type:


BAU Email:


Email:

Phone:







Figure 11 My Info

You can change your identity with the button next to your program on the "My Info" screen, you can get the documents belonging to that program from the "Documents" tab.



INGILIZCE HAZIRLIK PROGRAMI 

[Change Password](#)

 Registration
  Identity
  Address
  Family and ...
  Health
  Documents

Registration Date: 16.08.2017

Registration Season: 2016/2017/Module 1

Registration Status: Registered

Student Status: Devam

Period Registration Status: Registered for the s

Enroll Type: OSYM-First Placement

Faculty Institute Code:

Department Code:

OSYM Scholarship Rate: No Scholarship

Irregular: No

Program Code: INGILIZCE HAZIRLIK PROGRAMI

Discipline Code: Anadal

City of Program: Istanbul

Teaching Type:

BAU Email:

Email:

Phone:

INGILIZCE HAZIRLIK PROGRAMI - Preparation  
 Mekatronik Mühendisliği - Licence

Figure 12 Other IDs

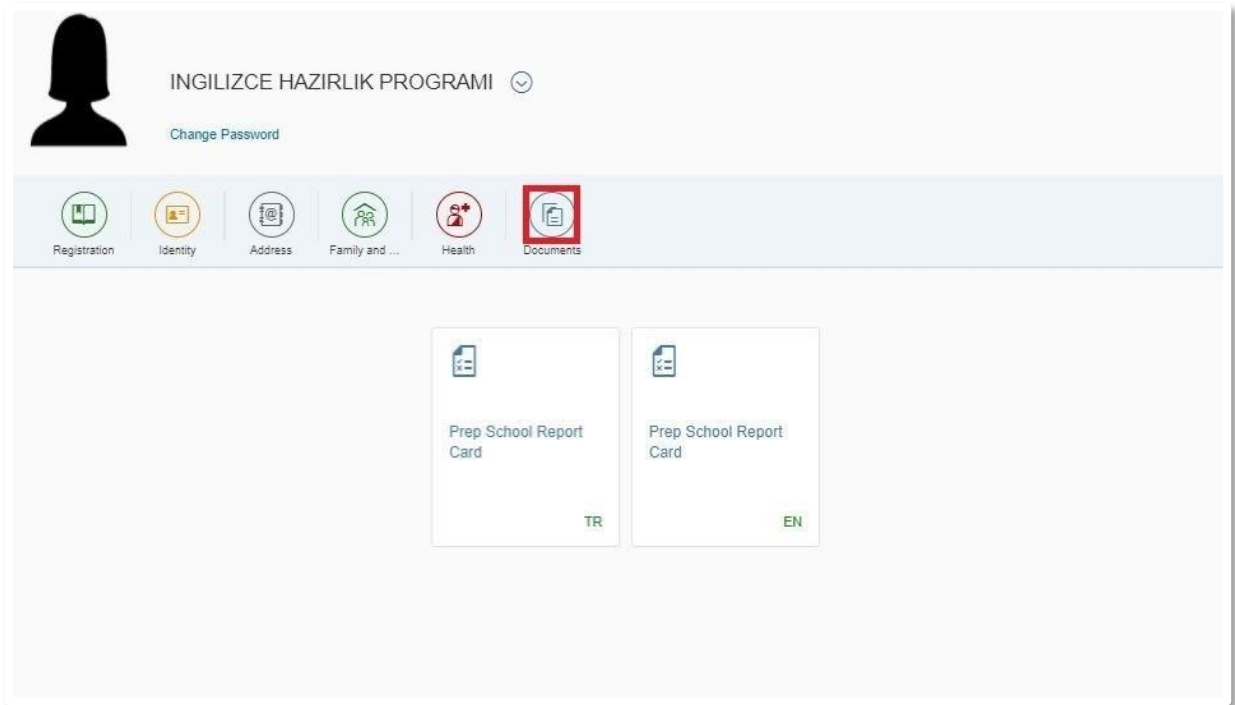


Figure 13 Documents

If you want to change the password, you can change your password with the "CHANGE PASSWORD" option on the "My Info" screen. You should note that the password you use will not contain any Turkish characters and will have at least eight characters.

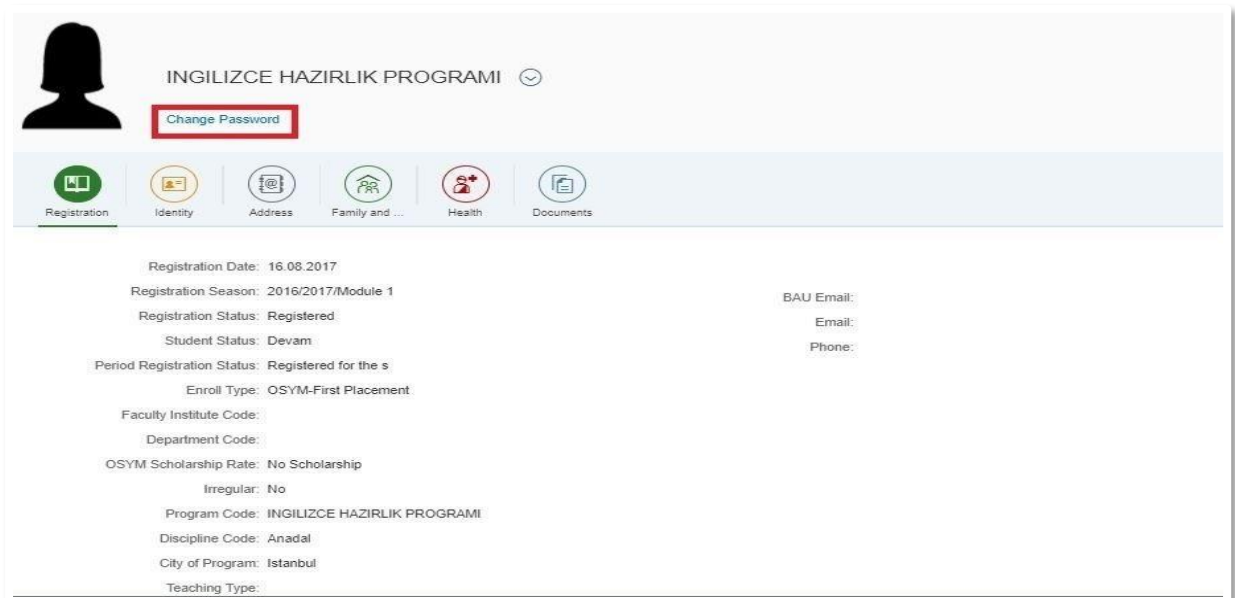


Figure 14 Change Password

## 8. Attendance Tracking

You can review your absenteeism in the preparation school by click on the "Attendance Tracking" on your homepage.

Attendance Records	
<div> <div>Course/Level</div> <div>B2</div> <div>88</div> </div>	
<div> <div>Total Absenteeism Hour(s)</div> <div>3 &gt;</div> </div>	

Figure 15 Attendance Tracking

If you want to see the detail of your total absenteeism, you can reach day and time information by clicking at the place indicated in Figure 15.

Absenteeism Records Details	
<div> <div>B2</div> <div>88</div> </div>	
3	
Absenteeism Type	Absenteeism Time
03 10 2017	
Absent	09:00
Absent	10:15
04 10 2017	
Absent	09:00

Figure 16 Absenteeism Details

## 9. English Prep Program – My Results

You can view notes of quizzes and quizzes you attended in the Prep class. You can review your results in the preparation school by click on the “My Results” on your homepage.

Year / Period	Lesson/Level	Sos Bonus Grade	Announced Grade
2017 - Module 1			58,45 >

Figure 17 My Results

Types of Exams	Grades
Collaborative Task( %5 )	
Collaborative Task-1	0
Collaborative Task-2	90
Collaborative Task-3	40
Collaborative Task-4	40
Collaborative Task-5	100
End of Module Exam( %40 )	
End of Module Exam-1	100
Midterm( %15 )	
Midterm-1	0
Midterm-2	0
Speaking Task( %10 )	
Speaking Task-2	90
Speaking Task-3	40
Speaking Task-4	50
Weekly Achievement Test( %15 )	
Weekly Achievement Test-8	20
Weekly Achievement Test-9	45

Figure 18 My Results Details

## **ATTENDANCE POLICY**

According to the Bahçeşehir University (BAU) Regulation on 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 have to meet the attendance requirements of each module in order 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 Affairs Information System.

### ***Attendance Rules***

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

### ***Medical Reports***

The 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. Medical reports have to be submitted to the English Preparatory School Student Affairs within 5 (five) work days following the final date of the report.

NOTE: Students are supposed to check their grades and their attendance records by logging into our Student Affairs Information System on the Bahçeşehir University Web Page: ([st.bau.edu.tr](http://st.bau.edu.tr)), using the user name and password that has been given to them during their 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 Achievement Tests (WAT) and Weekly Online Work (WOW). Students can take make-up exams for Midterms, End of Module Exams and Writing Tasks provided that 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) work days following the final date of the report.

English Preparatory Program students are required to (complete) all their portfolio (tasks) assignments during the module. Students who have not completed any one of their tasks (who have received the grade (incomplete) or who have exceeded their absence limits are not eligible for the (End of Module Exam) given at the end 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, warn him/her orally first about the consequences of his/her 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 of the type of behaviour observed and the action taken.
4. If a student is caught cheating using dictionaries, notes, mobile phones etc., take the students paper and keep the 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. The acts that lead to 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 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 aims to guide its faculty and students to conduct their academic studies and research using only properly sourced copyrighted materials. BAU PREP acknowledges that, under copyright laws, it uses copyrighted materials, including coursebooks, in its educational activities. The BAU PREP non-negotiable class rules document has a clear statement regarding 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.

## **THE 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 [click here](#) to visit the website of the Dean of Students Office.

Please [click here](#) 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: 1<sup>st</sup> ORAL Warning**

The student is orally warned and a copy of "1<sup>st</sup> 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 1<sup>st</sup> Oral Warning

### **STEP 3: 2<sup>nd</sup> ORAL Warning**

The student is orally warned and a copy of "2<sup>nd</sup> 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 2<sup>nd</sup> Oral Warning

### **STEP 4: 1<sup>st</sup> 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 1<sup>st</sup> Written Warning

### **STEP 5: 2<sup>nd</sup> 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 1<sup>st</sup> & 2<sup>nd</sup> Oral Warning Record Sheets and 1<sup>st</sup> & 2<sup>nd</sup> 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: <http://www.yok.gov.tr/mevzuat/yonet/yonet31.html>.\*

Please note that the list is in Turkish)

## **STUDENTS' REPRESENTATIVES MEETINGS**

BAU PREP students are encouraged to provide oral feedback through the Students' Representative Meetings that are held each module for all levels. The program values the representation of students at all levels to ensure that BAU PREP works in the best interest of 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 to reach this goal. Student representatives indicate their interest in the roles and the instructors support and oversee the selection process. The representatives gather feedback from students in their own classes and report them in these meetings. One or two students selected from all classes attend these meetings where the Director, the Associate Director, Level Coordinators and Testing and Assessment Unit Members are present. During these meetings, the results of student evaluation surveys are conferred to the representatives and their further comments are encouraged to seek their needs in terms of the curriculum and all other components of the program. The minutes of these meetings and the actions taken are announced to all students in the classroom bulletins.

## **ONLINE STUDENT EVALUATION SURVEYS**

During the modules, students provide online feedback in the smart classes and the results are shared both with the BAU PREP Board and the faculty who have taught that relevant group of students. Since students do not mention their names on these forms, they are encouraged to share their feedback frankly regarding all the components of the program and their instructors. With these online surveys, students evaluate themselves, their integrated-skills and productive-skills instructors, course activities, materials, themes, the assessment tools and the student affairs office with a Likert scale. Students are also encouraged to comment on each of these components to elicit in-depth feedback from them. The results of these surveys are analyzed carefully and actions are taken if 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. The 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 the 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 to be 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, Testing and Assessment Unit will regrade the paper and arrange a meeting with the student in which the s/he is informed about the final grade.

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, Grade Appeal Form, is available in the Student Affairs Office. In order to avoid undue hardship or injustice, the appeals process shall conform to the following Time Line.

Notice of Intention	Student- TAU Meeting	Notice of Decision	Report
5 days	Within 2 days after the submission	Within 2 days	Within 7 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. However, if our students feel dissatisfied with any issues, our program has a “Student Complaints Procedure” to guide you through the steps you can take to resolve 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 concerned in the first instance and in accordance with Student Disciplinary Regulations of Council of Higher Education. (For more detailed information please refer to:

[http://yok.gov.tr/web/guest/icerik/-/journal\\_content/56\\_INSTANCE\\_rEHF8BIsfYRx/10279/17960](http://yok.gov.tr/web/guest/icerik/-/journal_content/56_INSTANCE_rEHF8BIsfYRx/10279/17960)

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

#### **Phase Two: Formal complaint**

If the proposed remedy is unsatisfactory to the complainant, or if the complaint is not resolved through informal means, students can proceed to the formal level.

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 in a legible manner. Students should submit the form IN PERSON. “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 of a complaint, any member of staff mentioned is made aware of the complaint and the Associate Director will convene a formal meeting with the student and relevant staff.

Once the formal complaint has been accepted and investigated thoroughly, a decision will be made and appropriate action (if necessary) will be taken. 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 an expected date of decision.

The outcome of all formal complaints will be provided to students in writing within two weeks of the formal complaint being submitted; using a copy of same complaint form s/he has signed and

submitted to the Office of Student Affairs.

The decisions taken following completion of this process will be considered as final and English Preparatory Program does not operate a further appeal mechanism internally.

#### **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 who may need to see it in order to investigate the complaint.

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 the separate folders located in Office of the Associate Director.

#### **Reviewing the Complaints Procedure**

Student complaints will be reviewed, investigated, the significance of any actions to be taken for them carefully considered, and information from this will be fed into the planning process as appropriate. This procedure will be reviewed every year and will next be reviewed in July 2019 by the Board of 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 şikayete 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 (resmi 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 paylaşılabilirliğini 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 temasa 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 şikâyetin 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

**Policy title:** Attendance Policy for Students

**Effective date:** January 2017

**Approved by:** Director

**Next review:** January 2022

**Contact Person:** Associate Director

### 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/combined modules. Short modules are 8-week long and extended/combined modules are 16-week long.

### PURPOSE:

This policy contains information about student attendance to classes at Bahçeşehir University English Preparatory Program (BAU PREP).

### THE POLICY:

According to the *Bahçeşehir University (BAU) Regulation on 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 have to meet the attendance requirements of each module in order 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 (OIS).

The upper limit for absenteeism is 20 (twenty) class hours for 8-week modules (attendance requirement is 90% of the total class hours of that module) or 40 (forty) class hours for the 16-week combined module, with or without a doctor's report. Students who exceed this absenteeism limit are

not eligible for the End of Module exam.

**Medical Reports:** The reports from Public Hospitals, Group A Private Hospitals or Family Practice Centers. (14<sup>th</sup> article of the Higher Education Law no. 2547 and 47<sup>th</sup> amendment of the Establishment of Higher Education Institutions Law no. 2809) as well as from the school doctor. Medical reports have to be submitted to the English Preparatory School Student Affairs within **5 (five) work days** following the final date of the report.

**NOTE:** Students are supposed to check their grades and their attendance records by logging into our Student Information System (OIS) on the Bahçeşehir University Web Page: (<http://ois.bahcesehir.edu.tr>), using the user name and password that has been given to them during their registration (process).

## PROCEDURE FOR LEVEL CHANGES IN THE FIRST MODULE

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

**Monday-Tuesday:** Instructors observe students closely to identify those that may have been placed incorrectly. Or a student approaches the instructor and appeals against the placement decision.

**Wednesday:** Instructors have students perform a diagnostic writing task during the last lesson. Instructors should have been provided with a topic by their Level Coordinator (LC) in advance. Instructors evaluate papers and share the names of those students who they think should be moved to an upper/lower level with their LC by the Wednesday afternoon at the latest.

**Thursday:** LCs and Testing Unit members evaluate the papers and make a decision about whether or not students should change classes. LCs forward the results of their evaluation to the instructors and direct them to share the info with the relevant students. In cases where students do not want to change their classes instructors should talk to these students first; negotiating toward the goal of making the best decision for the student in question.

Instructors give the final list to the LC. LCs email the final list to Student Affairs Office.

**Friday:** The Student Affairs Office makes the necessary changes and informs the instructors via email. They also call the students to inform them about the changes. Students go to their new classes On Monday.

# BAU PREP 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. 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**

### **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.

### **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.

### **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. 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 C1 Advanced (formerly known as Cambridge English: Advanced – CAE)) recognized by the Senate at Bahçeşehir University, may be exempt from the English Preparatory Program, as well as the students who have attended a program instructed 100% in English at their previous university and who hold a document verifying their Proficiency in English from the relevant university’s English Preparatory Program.

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

- **English Placement Exam**
- **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 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, UK & Canada 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 English Placement Exam will be administered ONLINE on September 16, 2021, Thursday at 9 a.m. Students will have 75 minutes to complete the exam, and their time will start when they enter the system any time between 9 a.m. and 2 p.m. and will automatically end after 75 minutes.

#### **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 sample questions for the English Placement Exam through the sub link “*English Placement Exam Sample Questions*” on the website of the Bahçeşehir University School of Foreign Languages.

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

You can learn the result of your English Placement Exam given at the beginning of the academic year, by clicking on the sub link “*Announcements and News*” on the Web page of the School of Foreign Languages, on September 20, Monday, as 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 are eligible to take the English Proficiency Exam.

#### **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, June, 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 English Proficiency Exam will be administered FACE-TO-FACE on September 22, (Wednesday) 2021 at Besiktas South and North Campuses and BAU Future Campus located in Kemerburgaz. The written exam will be administered between 9 a.m. and 12:40 p.m. The speaking exam will be administered in the afternoon between 13:30 p.m. and 17:30 p.m. on the basis of an online appointment system.

**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 students in the Department of English Language Teaching 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 reading and writing skills of the students, and their knowledge of vocabulary and grammar.

Speaking Exam: assesses the students' speaking skills.

You can find more detailed information and sample English Proficiency Exams through the sub link "*English Proficiency Sample Exams*" on the website of the Bahçeşehir University School of Foreign Languages.

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

You can learn the result of your English Proficiency Exam by clicking on the sub link "*Announcements and News*" on the website of the School of Foreign Languages, on September 25, Saturday, as 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** questions in the English Placement Exam and students who fail in the English Proficiency Exam are assigned to classes appropriate to their levels. Classes will start on October 4, 2021, Monday.

**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.

For undergraduate students	For students registered in the Department of English Language Teaching (ELT) and Faculty of Medicine:	Valid for
TOEFL IBT 72*	TOEFL IBT 79*	2 years
Pearson PTE Academic 55	Pearson PTE Academic 78	2 years
CAE C	CAE A	2 years
YDS / e- YDS / YÖKDİL / e-YÖKDİL 60	YDS / e- YDS / YÖKDİL / e-YÖKDİL 80	5 years

\* TOEFL® is valid for 2 years after the test date. Bahcesehir 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 Bahcesehir University's institution code. Bahcesehir University verifies the TOEFL results in the online verification system provided by ETS. Additional information can be found here [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org)

Bahcesehir University **accepts** TOEFL MyBest™ scores.

Bahcesehir University **will not accept** TOEFL Special Home Edition™ scores as of May 1, 2022.

Also 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 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 which the citizens of those countries attend, may be exempt from the English Preparatory Program.

## **2. ENGLISH PREPARATORY PROGRAM, EXAMS, AND ATTENDANCE**

### **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 to be eligible to take the End of Module Exam.

### **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 February, June, 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 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 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.

**If I successfully complete the English Preparatory Program at the end of the 1<sup>st</sup> Semester, can I register for courses in my department in the 2<sup>nd</sup> Semester?**

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

**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 (SAP).

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

**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. (14<sup>th</sup> article of the Higher Education Law no. 2547 and 47<sup>th</sup> 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.

**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 (SAP) on the Bahçeşehir University website using the username and password that have been given to you during your registration (process).

**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](mailto:telu@sfl.bau.edu.tr)) for help when they encounter technical problems on any online work or class, or they can send a message to BAU SFL TELU from their itslearning pages.



### **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 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. ORIENTATION**

#### **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 sub link *Announcements and News* of the webpage of the School of Foreign Languages, along with the English Proficiency Exam results.

### **4. Departments in Which English Is Not Compulsory**

**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.

**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 campuses abroad: USA, UK and Canada,
- 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 CENTRE (PDRM)**

### **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](mailto:info@sfl.bau.edu.tr)

Web page: <https://bau.edu.tr/academic/12573-school-of-foreign-languages>

Phone: 4442864 (Call Center)

Instagram: bau\_prep\_

Twitter: @BAU\_Prep

# REFERRAL POLICY

**Policy Title:** Referral Policy at BAU PREP

**Effective Date:** September 2017

**Last Review:** September 2021

**Approved by:** Director

**Next review:** August 2022

**Contact Person:** Associate Director

## CONTENTS & DETAILS OF THE POLICY

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

## INTRODUCTION

This referral policy aims to provide guidance and information about the referral procedures in place to ensure that students are referred to other qualified professionals, services, or programs when the students’ needs exceed the resources and expertise available within the program.

## GUIDELINES FOR THE REFERRAL POLICY:

All units within the university and at BAU PREP work cooperatively 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 that provide services for BAU PREP students consist of experienced and trained staff who ensure that services are offered in a timely and accurate manner.

BAU PREP students may be referred to institutions such as when the students’ needs exceed the resources and expertise available within the 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,
- The Foreign Affairs Police Department
- Hospitals and polyclinics in Istanbul
- Turkish Tax Offices and other such organizations, as dictated by their needs

### ***General Information about Advising Procedures for BAU PREP Students***

The Directorate, the Student Affairs Office, the Dean of Students Office, the Psychological Counseling Center, BAUMAP (Bahçeşehir University Mentoring and Activity Program) and the International Office are responsible for providing sufficient number of academic, personal and immigration advisors for BAU PREP students.

All advisors in these units have a range of expertise and knowledge to assist students accordingly depending on their academic, personal and immigration needs. Student Affairs Office, Dean of Students Office, Psychological Counseling Center and the International Office provide students with counselors who assist them 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 the knowledge, skills, dispositions, or abilities of a student may refer the student 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 assist them with their studies throughout the academic year. Instructors may be contacted during office hours for any academic concern that students may have.

### ***Contact with the Associate Director***

The Associate Director, who is also the head of Student Affairs Unit, handles all student-related issues. In addition to the Associate Director, four full-time employees provide information to the students.

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

### ***Student Affairs Office***

BAU PREP students can visit the office to ask questions or submit documents and documentation related to health reports, absenteeism, OİS (Turkish: *Öğrenci İşleri Bilgi Sistemi*, English: Student Information System), exam/lesson schedules, and test results.

The Student Affairs Unit, headed by the Associate Director, handles all student-related administrative issues. In addition to the Associate Director, four full-time employees provide information to the students or their families, maintain the record keeping system, deal with health

reports and contribute to creating a bridge between the 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 reasons listed below:

- The problems of the students concerning their university life, seeking solutions for the problems in cooperation with the related administrative and academic units,
- Finding out about the culture-art and sports activities, student clubs and associations
- Enhancing the life quality of the students,
- Concerns regarding the quality of student life at the university and possible solutions,
- Applications for scholarships as well as to work part-time at Bahçeşehir University

### ***The International Office***

The International Office welcomes and assists international students, during the application and admissions process and throughout their entire stay in Istanbul.

The experienced staff of advisors in the International Office is responsible for providing personal, academic and immigration advice for international students. This 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 with regard to immigration regulations.

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 BAU's International Office on the main campus is dedicated to ensuring compliance with all immigration-related requirements. This counseling on visas and student residency permits is provided prior to, at the beginning of, and throughout the academic year.

### ***The Psychological Counseling Center***

The Psychological Counseling Center offers Bahcesehir University students professional counseling services for personal and academic concerns. The center aims to help students in the individual, social and academic domains by offering guidance.

The center employs a privacy policy which prohibits the release of any information to another individual or unit without a student's permission. The center 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.

Duties and Responsibilities of the Medico-Social Directorate:

- 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 or providing brochures to university students and staff on health protection, and dispensing information about health care.

## WHAT SHOULD I DO?

### ***I need a “Student ID card”.***

Make your application by clicking on the “Documents” link at SAP on the internet and choose the campus (choose Beşiktaş Campus if you are at Galata) where you would like to pick up your card. Delivery: 3 work days for the campus you have chosen; 1 work day for Beşiktaş Campus.

### ***I have lost/forgotten my Fiori password, what should I do?***

You can get a new password by clicking on the link “Forgot Password” on the homepage of SAP, or from the Prep Program Student Affairs Office.

### ***I need to update information on SAP.***

You need to contact Beşiktaş Main Student Affairs to update your information.

### ***How can I learn my grades and my attendance record?***

You can check your grades and your attendance record by logging into the Student Affairs Information System (SAP) on our web page: (<http://st.bau.edu.tr>), using the username and password (that have been given to you during your registration). Attendances are entered into the system every week on Fridays/Mondays.

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

If you are absent for more than 40 class hours in combined modules (in single modules “20”) without a valid excuse, you will not be able to take the End of Module Exam, and if you are absent for more than 100 class hours (in single modules “50”) you will be deemed to have failed that module and will have to repeat that level. (You are responsible for keeping track of your attendance record / notifying Student Affairs about your excuses in writing and submitting the required documents in due time.)

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

You must contact your class instructor(s).

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

Students who do not arrive on time for the lesson are not allowed to attend that lesson and are marked as “Absent.”

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

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

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

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

You can submit your medical reports to the Prep Program Student Affairs Office. You also have to write your student number, class, level and the name of the make-up exam (if any) on the report.

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

Medical reports have to be submitted to the Prep Program Student Affairs Office within 5 (five) workdays following the final date of the report. (If your report covers the date of an exam for which

you are eligible to take a make-up exam, depending on the date of the make-up exam, you might have to submit your report earlier than the end of the 5 work-day limit.)

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

No; they can only be revised after the validity of your excuses for being absent are discussed and approved by the Academic Council at the end of the module.

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

You can make appointments for (online) tutorials through your instructors.

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

First of all, consult your instructors. You can also get technical support from the Technology Enhanced Learning Unit (TELU) Office ([telu@sfl.bau.edu.tr](mailto:telu@sfl.bau.edu.tr)) when you encounter any technical problems on online work/classes.

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

You should contact the infirmary nurses at your campus.

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

You can contact 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...***

You can receive further information on how to reach our specialized psychologists at Beşiktaş Campus by clicking on the link, Psychological Counselling Center on the web site of the Dean of Students Office.

***I would like to get peer support regarding faculty life.***

You can contact BAU MAP representatives.

***I have trouble passing through the Tripod Turnstiles (at the entrance) with my university ID Card.***

You need to go to the Student Affairs (across A Block front door) at Beşiktaş Campus and have your ID card updated.

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

Our school is not responsible for any lost items. If you approach the Security Desk at the entrance, they will refer you to the unit in charge of lost property.

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

You can contact Prep Program Student Affairs (Tel: 212 381 07 04/06/51/79 or 381 06 12); or you can log in to the Web site of the School of Foreign Languages using the link "Academic" on the homepage of Bahçeşehir University.