



UNIVERSITY OF
BAKIRÇAY

SCHOOL OF
FOREIGN LANGUAGES



SCHOOL OF FOREIGN LANGUAGES 2024-2025 STUDENT HANDBOOK

SCHOOL OF FOREIGN LANGUAGES CAMPUS



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SCHOOL OF FOREIGN LANGUAGES

As İzmir Bakırçay University School of Foreign Languages, our main aim is to provide the necessary educational opportunities for our students to continue their academic studies throughout their higher education life, to follow international publications, and to reach the foreign language proficiency required in their social lives. In foreign language education, students' active participation in the process plays an important role. In today's globalized world, foreign language proficiency has become a basic need in order to fully fulfill the requirements of both business and academic life and to make a difference. At İzmir Bakırçay University School of Foreign Languages, we aim to educate students who have received foreign language education at international standards and who make a difference.

1 English Preparatory Education

English Preparatory Class is a one-year pre-degree education programme where intensive English language education is provided, which is compulsory for departments whose medium of instruction is 100% English and optional for departments whose medium of instruction is Turkish. If the English language proficiency of students enrolled in departments whose medium of instruction is English is below the level determined by the university, these students are obliged to continue English preparatory education for 1 year. Students who get at least 70 points from the Foreign Language Knowledge Level Determination Exams (YDS / YÖKDİL taken within the last five years) conducted by ÖSYM or an equivalent score from international foreign language exams (C2 Proficiency, C1 Advanced, TOEFL IBT, PTE Academic taken within the last two years) whose equivalence of these exams is accepted by the Council of Higher Education or who get a passing score from the exemption exam held by the SFL at the beginning of the year are exempted from preparatory education and can start their education directly in their faculties. Score equivalences are as shown in Table 1. You can find detailed information by clicking on the link below the table.

Table 1. English Exams Accepted by İzmir Bakırçay University

| | | | |
|--------------|----|----------------|---------|
| YDS/YÖKDİL | 70 | C2 PROFICIENCY | GRADE C |
| TOEFL iBT | 84 | C1 ADVANCED | GRADE B |
| PTE ACADEMIC | 71 | BAKIRÇAY PE | 70 |

<https://dokuman.osym.gov.tr/pdfdokuman/2023/GENEL/esdeğerlikdokuman24102023.pdf>

Preparatory class education is an intensive English language teaching programme covering three language levels based on the Common European Framework of Reference for Languages (CEFR). The classes starting at the basic level include A2, A2+, B1, B1+ levels; the classes starting at the intermediate level include A2+, B1, B1+ levels. The courses are organised under two main courses: Main Course and Skills courses. The Main Course aims to develop language knowledge in a skill-orientated manner. In this course, all skills (speaking, listening, writing and reading) are taught in an integrated manner. The Language Skills course aims to provide our students with the writing and reading skills they will need in their faculties and in their further academic studies.

2 Education-Teaching Materials

The materials used in preparatory education are determined every year in line with the needs of the students. Multimedia is used extensively in our classrooms and online resources outside the classroom also contribute to the language learning process of our students.

3 Exemption From English Preparatory Education

In order to be exempted from the Compulsory Foreign Language Preparatory Class, at least one of the following conditions must be fulfilled:

1. Those who certify that they have received 70 (seventy) points and above from the proficiency exam conducted by Izmir Bakırçay University School of Foreign Languages, Those who have at least 70 points from the Foreign
2. Language Proficiency Level Assessment Exams conducted by ÖSYM (YDS / YÖKDİL taken within the last five years) or an equivalent score from international foreign language exams (C2 Proficiency, C1 Advanced, TOEFL IBT, PTE Academic taken within the last two years) whose equivalence of these exams is accepted by the Higher Education Council, Those who have been educated in a country where the foreign language determined as the medium of instruction is spoken as the mother tongue for at least the last
3. three years in secondary education institutions attended by the citizens of that country and who certify that they have completed their secondary education in these institutions.

Students who meet the conditions specified in Articles 2 and 3 submit their documents showing their status to the Directorate of the School of Foreign Languages one week before the Foreign Language Proficiency and Exemption Exam conducted by the SFL. The School Administrative Board makes a final decision on exemption by examining the equivalence of the preparatory class and exams.

4 Exam Types And Assessment And Evaluation

Quizzes

Quizzes are held on the dates specified in the academic calendar in both semesters, 4 in each semester. The aim is to prepare students for the midterm exams and to see their deficiencies. There are no make-up exams for these exams.

Midterm Exams

In these exams, 2 in each semester, grammar and vocabulary knowledge, reading comprehension, listening comprehension, and writing skills are measured and evaluated according to the content of the courses. These exams, which are held separately for each skill, are prepared and evaluated under predetermined criteria. Students who cannot attend the midterm exams due to health reasons and who have a medical board report approved by the Chief Physician are given a make-up exam.

Preparatory Class Proficiency And Exemption Tests

Foreign language proficiency and exemption exams are administered three times: at the beginning of each academic year (September), at the beginning of the Spring Semester (February), and at the end of the Spring Semester (June).^{*} Newly enrolled students take the proficiency exam at the beginning of the academic year (September) on the specified dates without taking any action. Students who failed in the previous year take this exam by applying with a petition on the dates determined by the School of Foreign Languages. Students who failed in the previous year have the right to take the foreign language proficiency and exemption exam held at the beginning of the academic year (September) even if they do not meet the attendance and grade point average requirements. The Foreign Language Proficiency and Exemption Exam consists of four sessions. Each session is evaluated out of 100 points. These sessions, which cover four language skills, aim to measure the language skills specified in Table 2.

Table 2. Foreign Language Proficiency and Exemption Examination Sessions

| | |
|---------------|--|
| Session One | Basic grammar, vocabulary and reading skills |
| Session Two | Writing skills |
| Session Three | Listening skills |
| Session Four | Speaking skills |

The average of the proficiency exam score is calculated by taking 40% of the first stage exam, 20% of the second stage exam, 20% of the third stage exam, and 20% of the fourth stage exam. According to this calculation, in order for a student to be successful in the foreign language proficiency and exemption exam, the average of all stages of the exam must be 70 (seventy) points and above and the student must have taken all stages of the relevant exam.

**The prerequisites for the Proficiency and Exemption Exam held at the beginning of the Spring Semester are determined by the School of Foreign Languages during the academic year and announced on the School's website.*

End Of Year Foreign Language Proficiency Exam

In order to be able to take the End of Year Proficiency exam held at the end of the second semester (June), students must have attended 85% of the courses and must have fulfilled the condition of having an average grade of at least 70 points. Students who fulfil these conditions can take the End of Year Proficiency exam. How the year-end grade is determined is explained in the next section.

Calculation Of Academic Year-End Achievement Score

For students enrolled in the Foreign Language Preparatory Class, 60% of the fall and spring semester grade point averages and 40% of the year-end proficiency exam are taken. These two scores are added together to determine the final grades of the students. According to this calculation, the year-end grade required to successfully complete the preparatory class must be at least 70 (seventy) points.

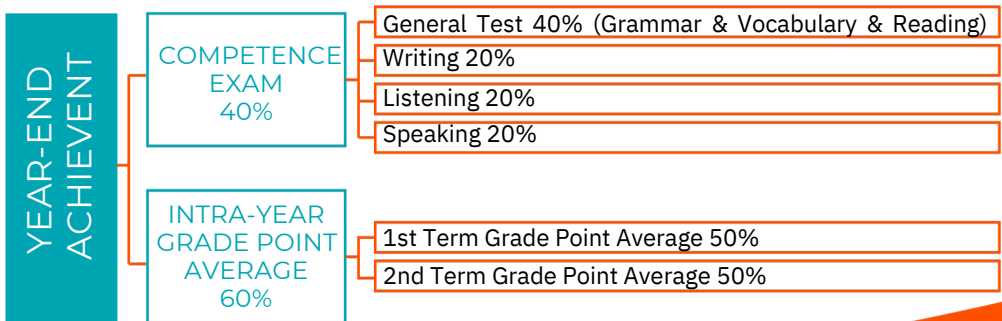


Figure 1. Calculation of year-end achievement score

Note: Students whose two-semester averages are 85 and above for the basic level and 80 and above for the intermediate level and who fulfill the 85% attendance requirement are considered to have successfully completed the preparatory class and do not take the End of Year Proficiency exam. The two-semester averages of these students are accepted as their preparatory class success scores. The distribution in Figure 1 is for students who enrolled in the relevant academic year or who failed the preparatory class in previous years and took a support year.

Students who have failed in previous years can take the End of Year Proficiency Examination by applying with an external petition if they have not taken the support year. In order for these students to be considered successful in the exam, they must have entered all stages of the exam and the average of all stages of the exam must be at least 70 points.

Placement Test

It is an exam administered at the beginning of the fall term to place students in classes appropriate to their level of English preparatory education. Students are placed in level classes based on the Common European Framework of Reference according to their level of success in this exam. Students who do not participate in this exam start their education in the lowest-level classes. Students who cannot take the proficiency and placement exams for any reason are not given make-up exams for the proficiency and placement exams. Proficiency and exemption exams are held on the dates to be announced for students who are placed through Additional Quota, Horizontal / Vertical Transfer, or as Foreign Nationals.

Performance Grade

Performance grades are the grades given by the instructors at the end of each semester, taking into account the student's effectiveness in the courses, online language class practice, portfolio, homework, and projects. Portfolio grade covers the tasks given to develop writing skills. A portfolio is a collection of work that students periodically prepare and receive feedback on. Portfolios are personal and are an indication of the student's efforts and achievements in the long term. Portfolio scores constitute half of the semester performance grade. The effectiveness of the student in the lectures and the online language classroom application, as well as his/her success in assignments and projects, affect the remainder of the semester performance grade. It is important that these tasks and assignments are completed on time and in full by the students and that they fulfill their responsibilities.

Determination Of Term Success

Assessment activities in the English Preparatory Class are assessed out of 100 full points. In a semester, 4 unannounced quizzes and 2 midterm exams are held on the dates specified in the academic calendar. Success score and semester average are calculated as follows.

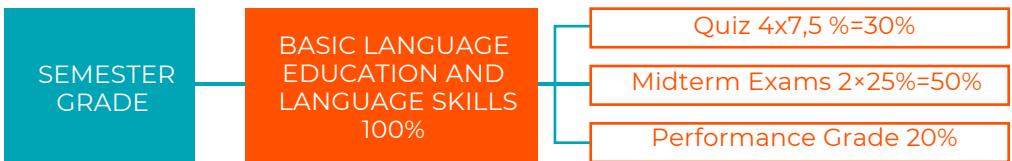


Figure 2. Calculation of the semester grade

The semester grade is a prerequisite for taking the proficiency exam at the end of the academic year. In order for the student to take the end-of-year proficiency exam, the average of the two-semester grades must be at least 70. Students who meet the success and 85% attendance requirement are eligible to take the year-end proficiency exam. Students whose two-semester grade averages are 85 and above for the basic level and 80 and above for the intermediate level and who fulfill the attendance requirement are considered successful in the preparatory education without taking the proficiency exam.

5 Attendance Obligation

Attendance is extremely important in order for language learning to continue uninterrupted and effectively. Students should pay attention to the following points:

- In the preparatory class, students are required to attend 85% of the courses during the semester education. Students who do not fulfill this obligation are considered unsuccessful. These students can take the foreign language proficiency exam to be held at the beginning of the following academic year. Students who fail this exam must continue the courses the following year.
- Since the preparatory class is a one-year education program, students who fail because of absenteeism at the end of the first semester (term) cannot continue the preparatory class in the second semester (term).
- In the preparatory class, absenteeism is assessed based on the total hours of all courses, not by courses.

6 Year Of Support

Students who are not successful in the first year of their enrolment in the Compulsory Foreign Language Preparatory Class may continue the preparatory support year for an additional year in the following academic year. These students are required to apply to the School of Foreign Languages Student Affairs with a petition within the periods announced at the beginning of the academic year.

Students who take a support year must fulfill the same attendance and semester success requirements as newly enrolled students (See: End of Year Proficiency Exam, page 8). Otherwise, they cannot take the end-of-year proficiency exam.

7 Academic Integrity And Artificial Intelligence Policy

Academic integrity refers to honest and ethical behaviour in the process of scientific studies and education. This concept includes following ethical rules in the process of knowledge production and sharing, using information sources correctly, and respecting the scientific work of others. The School of Foreign Languages adopts the principle of academic integrity as one of its fundamental principles. In this context, our students should pay attention to the following definitions and warnings.

Plagiarism

Plagiarism is the use of someone else's ideas and works as one's own ideas and products without citing the source and without proper attribution. Assignments and projects that contain sections, paragraphs, or sentences that are taken as they are from other sources or that the student has not made himself/herself are not subject to evaluation, and necessary disciplinary procedures are applied for students who plagiarise.

Use of Pirated Books

Students are expected to respect intellectual and industrial property rights and to take care in upholding these rights throughout their education. According to the Law on Intellectual and Artistic Works No. 5846, the right to reproduce and distribute books belongs to the author. The use of pirated books or resources not only violates this law but also contradicts the principles of academic integrity, undermining the ethical conduct of scientific research and education. Therefore, it is of utmost importance that students obtain books and resources through legal means and demonstrate sensitivity in this regard.

Artificial Intelligence Policy

The School of Foreign Languages recognizes the potential of artificial intelligence (AI)-based applications to contribute positively to the education of our students in a variety of ways but emphasizes that misuse or unethical use of these tools can negatively impact the learning process. Therefore, it is of great importance to raise awareness on how to use AI in a beneficial way by students. The use of AI-based applications for the direct submission of assignments or the direct submission of corrected assignments may adversely affect your academic progress and English language learning. AI tools can support idea generation and research processes, but the ultimate responsibility for all academic work, such as essays, research papers, and assignments, rests with students. We encourage our students to see AI as a supplementary tool that enhances their learning processes and skills, rather than as a substitute for critical thinking, analysis, and creativity. Assignments and exercises done entirely through AI applications are not evaluated. Per the rules of academic integrity, students are expected to adhere to ethical principles. In this context, a few examples of ethical use of AI tools are as follows:

- You can use AI tools to brainstorm at the beginning of your assignment, but when you need to write a text based on your own experiences, you should not generate ideas with an AI tool.
- AI tools can be used to reorganize or summarise the text to be cited when referencing other sources, but it is not correct to copy and use this text directly. Instead of using the text produced by artificial intelligence directly, you should recreate it in your own words, cite the source you are using appropriately, and indicate it in the bibliography section. If you are obliged to use a text produced by using an AI tool directly, you must also cite the AI tool you are using in the bibliography.
- You can use AI tools for the organization of your text, but it is unacceptable for part or all of an assignment to be generated by AI.
- You can use AI tools to check grammar and spelling, but it is not correct to rewrite an assignment after it has been corrected by an AI tool.

8 Guidance And Counselling

At the beginning of each course or semester, one instructor is assigned as a class advisor for each class. The advisor instructors are responsible for the following issues:

- Listening to students' complaints, demands, requests and problems,
- Finding possible solutions,
- When necessary, transferring these issues to the management of the School,
- Directing the student to the relevant unit / person regarding the problem.

Students who have a complaint or request on any subject should first meet with their advisor-instructor. If the student is unable to solve the problem as a result of the meeting with the advisor-instructor, he/she can apply to the School Directorate.

9 Change Of Class

The School of Foreign Languages reorganizes the classes in line with certain criteria and student levels in order to ensure that students can establish healthy communication and receive education in an effective learning environment. For this reason, it is not possible to change the classes in which students are placed upon their own request. In case of any in-class disciplinary problems or in case of a situation such as class closure/merger, the directorate may change the classes of the students if deemed necessary.

10 School Of Foreign Languages Website

Announcements about the preparatory class, information, legislation, exam samples, petition samples, syllabuses, course programs, etc. are shared on <http://ydyo.bakircay.edu.tr/>. The announcements made on this page are in the nature of notifications. For this reason, our students should follow our website regularly to be informed about current announcements.

11 In-Class Responsibilities

All students are obliged to be on time for class. Short delays may be tolerated from time to time, but students have no right to be late to class, including the first lesson. Students must have the necessary tools and materials with them during lessons. Students should be respectful to both lecturers and other students and should pay attention to the style used in the classroom and the general rules of morality.

12 Extra-Curricular Activities

Our Extracurricular Activities unit organizes at least 2 events every academic year. These events are announced through our website and social media tools.

13 Building And Facilities

Lunchroom

Lunch service is provided for students in the cafeteria for approximately 200 people located on the ground floor of the School of Foreign Languages building. The catering service is provided by topping up the balance on the chip cards owned by the students at the food outlets and on the web.



Self-Access Centers

İzmir Bakırçay University SFL has two self-access centers which aim to support student autonomy. While the center on the first floor provides digital learning and practicing opportunities with 20 desktop computers, 10 headphones, and a smart board, the center on the ground floor serves as a study room with various printed workbooks, dictionaries, and graded readers to help students develop the four language skills (reading, writing, listening, and speaking), grammar, and vocabulary. In this study room, in addition to learning support materials, there is a seating arrangement that allows students to study, do homework, and play chess.



On the first floor, students can find resources and applications aligned with the course objectives, and practice English via online learning management systems. Additionally, the students who score below the course expectations at the end of the semester are provided with self-study materials which are uploaded to the computers as well as the Microsoft TEAMS folders by the instructors. Both centers are open from 8.30 to 17.00.

14 Question And Answer

For which departments is preparatory education compulsory?

Preparatory education is compulsory for departments whose medium of instruction is 100% English.

I passed the proficiency exam, can I still continue in the preparatory class?

The aforementioned students can apply to the School Directorate with a petition within one week from the start of the courses in the semester in question and can continue preparatory education if deemed appropriate by the School Administrative Board. However, students in this case lose their exemption rights and must fulfil the same obligations as other students who continue the preparatory class.

How is the registration suspension process done?

Requests for suspension of enrolment during preparatory education that require repeating the year are handled by the faculties and schools to which the students' departments are related. Suspension of enrolment in preparatory education is for two semesters. Students in this situation cannot take the courses and exams. After the registration suspension period ends, they continue the preparatory class.

Can I suspend my registration and take the proficiency exams that year?

No. Students who suspend their registration at the beginning of the academic year cannot take the end-of-semester and end-of-year proficiency exams because they do not meet the required grade point averages and attendance requirements. Students in this situation can take the proficiency and exemption exam to be held at the beginning of the next academic year.

Will I get a certificate of achievement when I finish the English preparatory education?

Yes. All students who have successfully completed the preparatory class and passed the proficiency exam can receive a certificate of achievement if they apply for the certificate via Student Information System on UBYS.

What are the options for students who continue the English preparatory class and do not complete it at the end of one academic year?

- If the students of the faculties/departments/programmes where preparation is compulsory cannot complete the preparatory class, they can improve their foreign language knowledge with their own means and complete the preparatory class by submitting their grades from national or international exams accepted by the University Senate.
- Students who attend the Compulsory Foreign Language Preparatory Class but fail to complete the preparatory class successfully within two years are dismissed from the programme they are enrolled in. The dismissal procedures are decided and carried out by the institution where the students are enrolled. Students who are dismissed can be placed in the programme that provides Turkish language education closest to the programme they are enrolled in within the framework of the principles determined by the Presidency of the Council of Higher Education.
- Students in departments where preparation is not compulsory have the right to continue their programme in the following academic year if they fail.

My enrolment will be cancelled because I failed the preparatory class twice in a row. What can I do?

If the students of the faculties/departments/programmes where the preparatory class is compulsory cannot successfully complete the preparatory class within the legal period given to them (2 academic years), they can apply to the Student Selection and Placement Centre to be placed in an equivalent programme with Turkish as the medium of instruction at another university upon their request.

Is absenteeism calculated separately for each course?

No. Attendance in the preparatory class reflects the overall consistency of attendance in all courses. A student must attend at least 85% of the classes in a semester.

Can I attend the lessons as a guest/listener if I fail because of absenteeism?

No. Students who do not fulfil the attendance requirement cannot attend the lessons.

What is the procedure for obtaining a medical report in case of illness?

Students who cannot attend the exams due to illness must prove this illness with a report approved by the chief physician of the hospital. The reports must be submitted to the School with a petition within 5 working days from the end of the report period. Reports that do not comply with the specified procedure will be deemed invalid. Reports are only valid for make-up exams for midterm exams. Reports are not valid for quizzes and absenteeism.

Are exam days counted as absences?

Students who are not in class on the day / time of quizzes and midterm exams are considered absent during those hours.

If the instructor is late for the lesson, is the lesson dropped?

No. Unless you are told by the school administration that the course cannot be held that day, you must wait for the course to start.

If the whole class does not come to class, is the lesson cancelled?

No. The fact that the student does not come to class does not make this possible.

Can my friend come to class as a guest?

Students who are not in the preparatory class are not allowed to attend the class.

I have declared that I want to study in the preparatory class voluntarily. can I withdraw this decision later?

Students who have been accepted to the optional foreign language preparatory class within the quota can withdraw from the preparatory education by declaring that they want to transfer to their departments within the periods specified in the academic calendar. In this process, the student is responsible for any inconvenience that may arise from registration, course selection and similar procedures.

I will study voluntarily. Do I have to attend the classes?

Attendance is compulsory at all levels of the English preparatory class. However, optional department students can start their departments in the following academic year even if they do not fulfil the preparatory education success or attendance requirement. In this case, they cannot receive a certificate of achievement.

I am late for an exam. Can I still enter?

If you arrive within the first 20 minutes of the exam, you will be allowed to enter. However, during the listening skills sessions, you cannot enter while the listening track is playing. You will need to wait until the track has finished before you can be admitted.

What Is The Common European Framework For Languages (CEFR)?

The Common European Framework of Reference for Languages (CEFR) is an assessment and reference system for languages. A programme based on the Common European Framework of Reference for Languages (CEFR) is carried out in the preparatory class of our school. For detailed information, please visit the link below.

<https://www.coe.int/en/web/common-european-framework-reference-languages/home>

ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2024-2025

| FALL SEMESTER | |
|------------------------------|---|
| 26 - 27 August 2024 | Preparatory Class Foreign Language (English) Proficiency and Exemption Exam (For Transfer Candidates who apply to Foreign Language Programs with Grade Point Average and in accordance with Additional Article-1) |
| 29 August 2024 | Preparatory Class Foreign Language (English) Proficiency and Exemption Examination Result Announcement Date (For Transfer Candidates who apply to Foreign Language Programmes with Grade Point Average and in accordance with Additional Article-1) |
| 16 - 18 September 2024 | Optional Preparatory Education Applications |
| 16 - 18 September 2024 | Preparatory Class Support Year Applications |
| 16 - 27 September 2024 | Course Registrations and Contribution Fee/Tuition Fee Payments by Students via UBYs |
| 23 - 24 September 2024 | Foreign Language Proficiency and Exemption Exam I |
| 30 September 2024 | Start of Classes |
| 30 September 2024 | Preparatory Class Placement Examination |
| 7 - 11 October 2024 | Date Range for Optional Preparatory Class Students to Give Up Preparatory Education |
| 28 October - 1 November 2024 | Quiz I (Grammar, Vocabulary and Reading Skills) |
| 8 November 2024 | Last Day for Announcement of Midterm Exam I Programme |
| 2 - 6 December 2024 | Quiz II (Reading and Listening Skills) |
| 10 December 2024 | Last Day for Announcement of Midterm Exam I Grades |
| 16 - 20 December 2024 | Quiz III (Grammar, Vocabulary and Listening Skills) |
| 23 - 27 December 2024 | Quiz IV (Speaking Skills) |
| 29 December 2024 | Last Day of Announcement of Midterm Exam II Programme |
| 3 January 2025 | End of Classes |
| 3 January 2025 | Last Day to Announce the Students Who Will Not Take the Midterm Exam II |
| 17 January 2025 | Last Day for Announcement of Midterm Exam II Grades |

ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2024-2025

SPRING SEMESTER

| | |
|-----------------------|---|
| 3 - 4 February 2025 | Foreign Language Proficiency and Exemption Exam II |
| 3 - 7 February 2025 | Course Registrations and Contribution Fee / Second University Fee Payments by Students via UBYs |
| 10 February 2025 | Start of Classes |
| 10 - 14 March 2025 | Quiz 5 (Grammar, Vocabulary and Reading Skills) |
| 14 March 2025 | Last Day for the Announcement of Midterm Exam 3 Program |
| 14 - 18 April 2025 | Quiz 6 (Reading and Listening Skills) |
| 25 April 2025 | Last Day for the Announcement of Midterm Exam 3 Grades |
| 28 April - 2 May 2025 | Quiz 7 (Grammar, Vocabulary, and Listening Skills) |
| 5 - 9 May 2025 | Quiz 8 (Speaking Skills) |
| 9 May 2025 | Last Day for the Announcement of Midterm Exam 4 Program |
| 16 May 2025 | End of Classes |
| 16 May 2025 | Last Day to Announce the Students Who Will not Take the Midterm Exam 4 |
| 27 May 2025 | Last Day for the Announcement of Midterm Exam 4 Grades |
| 27 May 2025 | Last Day for the Announcement of the End-of-Year Proficiency Exam Program and the Students Who Will Take the End-of-Year Proficiency Exam |
| 29 - 30 May 2025 | End-of-Year Proficiency Exam |
| 4 June 2025 | Last Day for the Announcement of the End-of-Year Proficiency Exam Grades |
| 12 - 13 June 2025 | Resit Exam |
| 20 June 2025 | Last Day for Announcement of Resit Exam Grades |

The image shows a large, modern university building with a glass facade and palm trees in the background. In the foreground, there is a large, colorful 3D sculpture of the letters 'UBAKIRÇAY' on a dark grey base. The letters are in shades of blue, orange, and yellow. The building has a white facade with large windows and a modern architectural style. The sky is blue with some clouds.

UBAKIRÇAY



UNIVERSITY OF
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SCHOOL OF
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