



# STUDENT HANDBOOK

## GAUN

SCHOOL OF FOREIGN LANGUAGES

+90 342 317 1651 - 1652

yabdil@gantep.edu.tr

ydyo.gantep.edu.tr

gaunYDYO(yabdil@gantep.edu.tr)

www.gantep.edu.tr

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## 1. FOREWORD



Dear Students,

Welcome to Gaziantep University!

As new students of Gaziantep University, you are about to start an important period of your life. We, the instructors of the SFL, will be pleased to guide you during your preparatory school education. This handbook has been prepared to assist you while you are studying at the SFL. It is significant you read this handbook in a detailed way so as to find answers to your questions in your mind and be informed about the system of the school.

We wish you success throughout your academic year in the SFL at Gaziantep University.

Instructors of English Preparatory Program

Gaziantep University

School of Foreign Languages

## **2. MESSAGE FROM THE RECTOR**

Dear Students,

Universities are places which aim not only academic success but also life-long happiness and production.

Gaziantep University will be honoured to host you during your education and post-graduation lives with its education policy of building your future on solid basis.

Our university aims to create a happy and peaceful society while preparing you for life with its qualities such as patriotism, loving and being committed to the values of the nation, embracing all parts of the society, being open to the world with international identity, sharing, understanding of democracy based on tolerance.

As Gaziantep University, we will always be more than happy and honoured to look upon future with you who are assurance of our future.

We welcome you on this blessed aim.

Prof.Dr.Ali GÜR

## **3. MESSAGE FROM THE DIRECTOR OF THE SFL**

Dear Students,

Welcome to Gaziantep University School of Foreign Languages.

The School of Foreign Languages provides Basic English language education via selected course books and original online and printed materials that it produces for students. Our school elevates the English levels of students to a degree at which they can sufficiently understand and address basic necessities in their departmental courses. Our preparatory program equips students for the social and academic environment at our university, and it contributes to their growth as individuals who prioritize ethics and science, are fully aware of learning responsibilities, are open to novelty, and can think critically.

The class schedule of the School of Foreign Languages has been designed with the purpose of rendering students with linguistic and academic skills anticipated for their departmental study. These skills include reading, listening, note-taking, writing, and speaking, all of which are aimed at various goals. All of these skills are presented within a consistent academic scope and in a communicative manner. We aid in developing students' linguistic and lexical knowledge in an effort to support their academic use of the language.

Our goal is for our students to learn English in the most efficient way and to complete their English education successfully within an academic year. The success of our students depends largely on their own efforts and perseverance. The most significant conditions for success in the School of Foreign Languages are regular class attendance, effective study habits, and timely completion of both in-class and homework assignments.

The Student Handbook contains information on both the student regulations of the School of Foreign Languages and the practices within the Higher School, as well as the rights and responsibilities of students.

Dear students, we are aware of the fact that most of you leave your families for the first time and you are in the period of adapting to a new city and environment. As the SFL, we would like to let you know that we are ready to support you during this period. As the director of the SFL, I wish you a healthy and successful academic year.

Assoc.Prof.Dr.Emrah CİNKARA

## 4. GAZIANTEP UNIVERSITY

### 4.1.Academic Units

Faculties	Higher Educational Schools	Graduate Schools
ENGINEERING	STATE CONSERVATORY OF TURKISH MUSIC	NATURAL AND APPLIED SCIENCES
MEDICINE	PHYSICAL EDUCATION AND SPORTS	HEALTH SCIENCES
ARTS AND SCIENCES	FOREIGN LANGUAGES	SOCIAL SCIENCES
ECONOMIC AND ADMINISTRATIVE SCIENCES	CIVIL AVIATION	EDUCATIONAL SCIENCES
EDUCATION IN GAZIANTEP		MIGRATION
DENTISTRY	<b>Vocational Schools</b>	
ARCHITECTURE	TECHNICAL SCIENCES	
ECONOMIC AND ADMINISTRATIVE SCIENCES IN İSLAHİYE	SOCIAL SCIENCES	<b>Departments Attached to the Rector's Office</b>
FINE ARTS	NİZİP	ATATÜRK'S PRINCIPLES AND THE HISTORY OF REVOLUTION
HEALTH SCIENCES	HEALTH SERVICES	PHYSICAL EDUCATION AND SPORTS
EDUCATION IN NİZİP	TOURISM AND HOTEL MANAGEMENT	INFORMATICS
LAW	OĞUZELİ	TURKISH LANGUAGE
THEOLOGY	NACİ TOPÇUOĞLU	FOREIGN LANGUAGES
COMMUNICATIONS	NURDAĞI	
AERONAUTICS AND AEROSPACE	İSLAHİYE	
TOURISM	ARABAN	
	CERABLUS	

### 4.2.History

Gaziantep Engineering Faculty was first established in 1973 as an extension campus of Middle East Technical University (METU). Gaziantep Engineering Faculty, where the medium of instruction is English, is the basis of the University of Gaziantep.

Gaziantep University became an independent state university on 27<sup>th</sup> June, 1987. Gaziantep Engineering Faculty and Gaziantep Vocational School of Higher Education, which were in the

body of Middle East Technical University (METU), were connected to the University of Gaziantep by the same law. In addition to them, the Faculties of Medicine, Arts and Sciences, Economic and Administrative Sciences, Education in Adıyaman; Vocational School of Higher Education in Kilis, Graduate Schools of Natural and Applied Sciences, Social Sciences, and Health Sciences and the State Conservatory of Turkish Music were established.

Presently, education/instruction is maintained at 16 faculties, four higher schools, 11 vocational schools of higher education, five graduate schools and five service departments to offer a variety of courses in 107 major areas at undergraduate and graduate level.

#### **4.3.Mission**

Our mission is to be a university which is open to changes and educates qualified individuals within universal values, serves individuals, society and all institutions and organisations in education, science, art and health fields.

#### **4.4.Vision**

Our vision is to be a world university which has high international competition ability in educational and scientific activities.

#### **4.5.Basic Values**

We are committed to ethical values, co-production, respect for diversity and expertise; innovation and creativity; openness, efficiency and productivity in resource use; sustainable improvement, stakeholder orientation, perfectionism, civic sensitivity, and process orientation.

### **5. SCHOOL OF FOREIGN LANGUAGES**

The School of Foreign Languages provides preparatory English education for students enrolled in the Faculties of Engineering, Medicine, Architecture, Aeronautical Engineering, Economics and Administration, Sociology as well as the Departments of English Language Teaching, and English Language and Literature. Moreover, engineering, aeronautical engineering, medicine, communication, and health services students are educated in accordance with their professional areas. Our school also provides courses as distance education for students in the Faculty of Science and Letters, Health Services Vocational School, Higher School of Physical Education, and Conservatory during their freshman year. We design our courses according to the Common European Framework of Reference for Languages (CEFR) standards including four basic language skills (reading, writing, listening and speaking).

#### **5.1.Our Mission**

Our mission is to provide our Turkish and foreign students with contemporary education and to aid them in acquiring basic English language skills so they are better able to do the following:

- to express themselves in different environments in which English is used as a means of communication,

- to carry out and evaluate their academic studies effectively,
- to use English for professional purposes.

## **5.2.Our Vision**

Our vision includes the following:

- to improve the quality of foreign language education programs used in all units of the School of Foreign Languages,
- to provide our students with both in-and-out of class activities so that they can organize their studies effectively in independent environments,
- to develop our school into a more qualified educational institution for our country.

## **5.3.Aims and Objectives**

The academic and administrative staff of the SFL works in a professional and friendly atmosphere in order to provide our students with the best education possible.

With its highly qualified and enthusiastic teaching staff, the SFL aims to:

- guide students to learn and use all the language skills effectively and productively,
- endow learners with effective education in all four language skills,
- provide language education that students can make use of both at their departments and in their day to day lives,
- integrate technology into our in-class teaching and self-study,
- prepare the necessary foundation for our students to communicate in the target language,
- keep a close eye on our systems and processes to see how we can improve the courses and/or services we offer.

## **5.4.SFL English Preparatory Program**

### **5.4.1. Medium of Instruction in Departments**

Gaziantep University is an English-medium university for the following faculties and departments: Engineering, Architecture, Medicine, Aeronautics and Astronautics, Sociology, English Language Teaching, and English Language and Literature. In addition, preparatory education is optional in the Faculty of Economic and Administrative Sciences.

In order to fulfil the requirements of the SFL successfully, students can take the Exemption Exam held at the beginning of each academic year, or they can submit one of the following certificates proving their level of proficiency.

For the Departments of ELT and ELL		For the Faculties of Engineering, Architecture and Medicine	
YDS/e-YDS/YÖKDİL	70	YDS/e-YDS/YÖKDİL	65
TOEFL IBT	84	TOEFL IBT	78
FCE	C	FCE	C
CAE	C	CAE	C
CPE	C	CPE	C
PEARSON PTE	71	PEARSON PTE	67

#### 5.4.2. SFL Exemption Exam

The Exemption Exam determines whether a student's knowledge of English is eligible enough to go to his faculty/departmental courses and pursue his academic studies. Students who fail this exam are required to attend English preparatory classes (according to the regulations set forth by a decree published on August 21st, 2017, concerning the examination and evaluation of students in Associate's degree and undergraduate degree programs at Gaziantep University).

#### 5.4.3. SFL Placement Exam

Our students are placed in the following levels according to the results of the Placement Exam:

- Level A1
- Level A2
- Level B1

#### 5.4.4. Course Hours and Absenteeism

Contact hours and module absenteeism limits are as follows:

	Contact hours/week	Absenteeism limits/module
Level A1	23	30
Level A2	23	30
Level B1	23	30

As seen above, in all groups *the excused and unexcused absenteeism limit* for each module is 30 hours.

Students who fail a module due to absenteeism cannot take any further exams in that module and they must repeat that module. Exam grades earned prior to their failure due to absenteeism are added to the module average. Students who exceed the 80-hour limit in a term fail the preparatory class. Students who fail due to absenteeism may continue to attend classes; however, they cannot take any exams following the date of failure. Students' medical reports

and official permits are evaluated by administration at our school, who decide whether students are eligible to take make-up exams or are exempted from their absenteeism (according to a regulation regarding Gaziantep University's Associate's degree and Bachelor's degree education and principles of exam and evaluation, Article 11). The relevant medical reports and official permits must be submitted to the SFL Student Affairs Office within three working days following the due-date.

#### **5.4.5. SAC (Online Self Access Center) and e-registration System**

Technology is an indispensable part of our modern life and learning a language is not an exception. Students at the SFL are expected to make use of technology in terms of a system called Self Access Center (SAC). Students are given an orientation on how to use the system at the beginning of the academic year. Students are required to do the task on the system according to the deadline announced on the system since they are graded on their performance at the end of each module.

E-registration is a system through which students can reach their absenteeism, exam scores, student evaluation, module average, and yearly preparatory program passing grades. Usernames and passwords are provided by their instructors at the beginning of the academic year. Through the academic year, students are expected to keep a track of their information on the system. Students can reach the system from the SFL webpage (<https://obs.gantep.edu.tr/oibs/ogrenci/login.aspx>).

#### **5.4.6. Timetables**

Weekly timetables below show the time schedules and durations of the lessons. Level A1 and Level A2 have their lessons as reflected in the chart below.

##### **Day Groups:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-09:45					
10:00-10:45					
11:00-11:45					
13:00-13:45					
14:00-14:45					

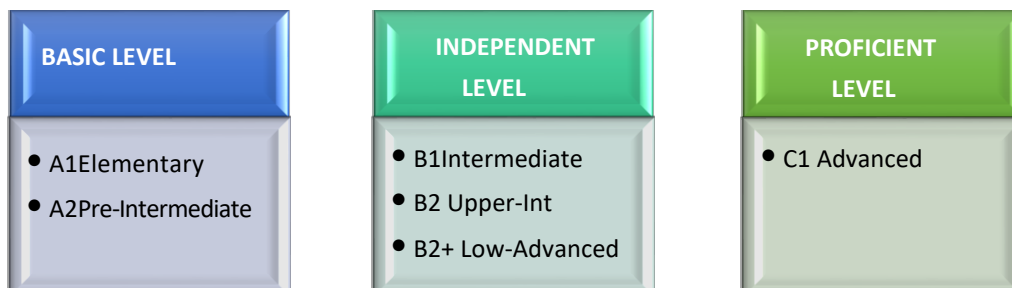
##### **Evening Groups:**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
17:00-17: 45					
18:00-18: 45					
19:00-19: 45					
20:00-20: 45					
21:00-21:45					

## 5.4.7. SFL Assessment Policy

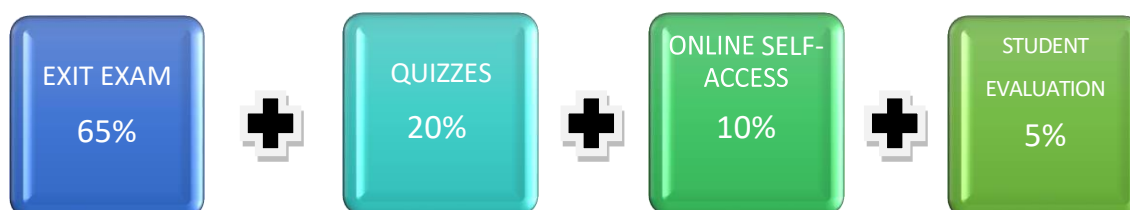
### 5.4.7.1. The Evaluation of In-year Achievement

Language education at the SFL is provided via a modular system in accordance with the Common European Framework of Reference for Languages (CEFR). These modules are as follows:



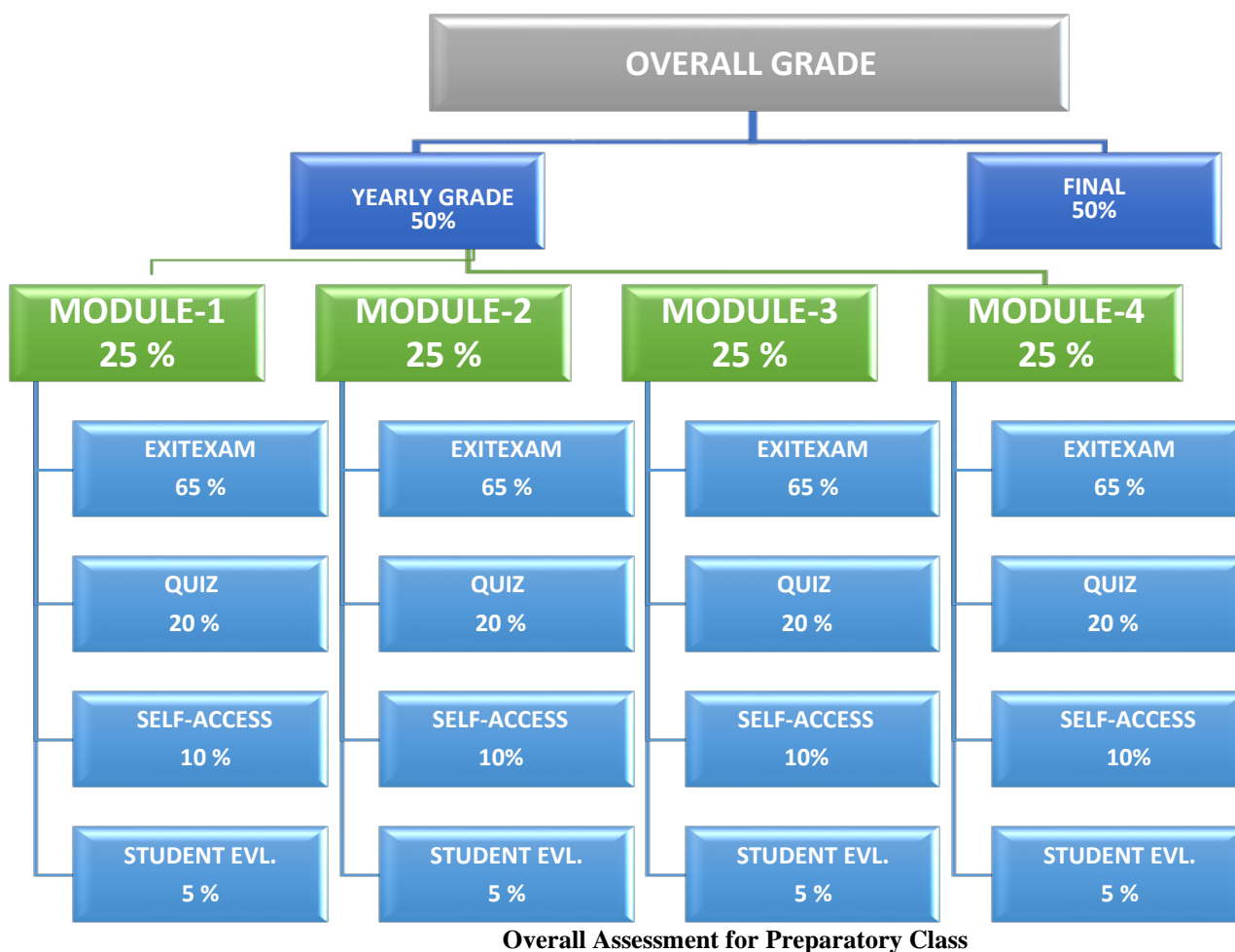
- Each module lasts 7-8 weeks.
- The passing grade for each level is 60/100.

The module average is calculated as follows:



- Student evaluation grade is given by the instructors of each class according to a set of certain criteria (see Appendix 1).
- A student who does not obtain at least a grade of 60 at the end of a module must repeat the module.
- The in-year grade consists of the average grade of the four modules.
- Students who have completed Module B1 can take the final exam at the end of the academic year.
- 50% of the in-year average and 50% of the final exam grade are taken into account to evaluate a student's "Preparatory Year Achievement Grade".

#### 5.4.7.2.The Evaluation of Overall Grade: Pass/Fail



**Group1:** The minimum passing grade for English Language Teaching and English Language and Literature students (whose medium of instruction is English) is 70.

**Group2:** The minimum passing grade for students enrolled in the Faculties of Engineering, Architecture, Aeronautics and Aerospace, and Medicine (whose medium of instruction is English) is 65.

**Group3:** The minimum passing grade for students enrolled in the Economics and Administrative Sciences Faculty (whose medium of instruction is Turkish) is 60.

- Students who fail due to absenteeism during the year cannot take final or make-up exams and they cannot attend Summer School.
- Students who complete the course and obtain at least an average grade of 50 during the year can take final and make-up exams.
- Students who have a minimum yearly achievement grade average of 45 have the right to register for summer school.

- Students who fail to pass the preparatory program might re-take the Exemption Exam in September alongside students who have just been registered. If they fail this exam, they repeat English preparatory program at the SFL. However, students who want to take exemption and final/make-up exams without attending the program must apply to the SFL with a petition within the add/drop dates at the beginning of the year. Moreover, those students cannot attend Summer School.
- Students who fail to pass the preparatory program within the maximum time limit are dismissed from the ÖSYM-placed programs.
- Students who fail may be placed in a Turkish medium equivalent program upon their application to ÖSYM.

#### 5.4.7.3. Exams

##### Quizzes

In each module, students have four quizzes. Three of these quizzes consist of listening, language use (vocabulary and grammar), and reading parts which are designed in accordance with the objectives given in the pacing schedule. The other quiz assesses the students' writing and speaking skills. This quiz grade is earned from the Portfolio File that students compose in each module. In this file, students write two portfolio items which are evaluated in terms of quality and quantity and two speaking projects.

##### Module Exit Exams

- Exit exams are administered at the end of each module. Exam dates are announced together with pacing schedules at the beginning of the academic year. If necessary, the announced exam dates may be changed by the administration.
- Exit exams consist of reading comprehension, listening, writing, speaking, and language use (vocabulary and grammar).



##### Final Exam:

A final exam is administered at the end of the academic year. The exam consists of the following three stages:

First Session			Second Session			Third Session	
Writing	20%	⇒	Speaking	15%	⇒	Listening	20%
						Reading	30%
						Language Use	15%

### Exemption Exams:

Three exemption exams are administered during each academic year on the dates indicated in the academic calendar. Students who have registered or have failed the previous year can take this exam at the beginning of the academic year. Students who complete B1 level with an average of at least 85 and students who complete B2 level successfully can take the exemption exams given at the end of the second and third modules. Exemption exams are given in the following three sessions:

First Session			Second Session			Third Session	
Listening	20%		Writing	20%		Speaking	15%
Reading	30%						
Language Use	15%						

Students who obtain a score of 55 or above from the first session of the exam may take the second and third sessions. The passing grade for the proficiency exam is 70 for students in the Departments of English Language Teaching, and English Language and Literature; 65 for students in the Faculties of Engineering, Architecture, and Medicine; and 60 for students in the Faculty of Economics and Administrative Sciences.

You can find a sample proficiency exam on the School of Foreign Languages website ([www.ydyo.gantep.edu.tr](http://www.ydyo.gantep.edu.tr)).

### Assessment Process

Listening, Language Use and Reading parts of the exams (exit, exemption, and final) are graded through a computerized optical system.

For the speaking part, two instructors assess the learner at the same time with a set of certain criteria (see Appendix 2). The average grade of these two assessors' grades is the final one.

For the writing part, a double-blind marking process is applied. Two different instructors assess the same paper without seeing each other's grades using a set of certain criteria (see Appendix 3). If there is a difference of more than 20 points between two graders, appeals board assesses the paper and the average of all three grades is taken. Apart from this, if the students have a completely irrelevant content (off-topic), their paper will not be evaluated and their final grade will be 10 points.

The following rubric is used for assessment:

### **Appeals Board**

Appeals Board is a group of instructors assigned by the administration in order to reassess the objections. If the students are not content with their grades, they can write a petition to have their exam papers re-evaluated (see Appendix 4 for a sample petition form).

### **Announcement of the Exam Results**

The results of the quizzes are announced on e-registration system (<https://obs.gantep.edu.tr/oibs/ogrenci/login.aspx>) and by the instructors of the class. Students are allowed to see their papers, but not allowed to take photos or take them away.

Exit Exam results are announced on the webpage of our school ([www.ydyo.gantep.edu.tr](http://www.ydyo.gantep.edu.tr)).

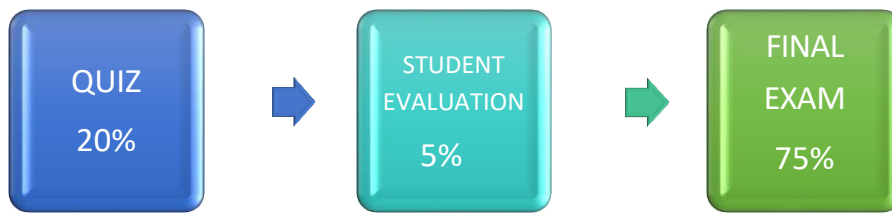
### **General Information about Exams**

- Students are required to have their student ID cards and identity documents (citizenship card, driving license, or passport) with them during exams.
- Students are required to switch their mobile phones off before exams begin. They are also required to submit their mobile phones to the responsible proctor during exams; otherwise, students are considered as having cheated. In the case of disciplinary action regarding this matter, the Higher Education Student Discipline Regulations (articles 5/d, 7/e and 8/d) are applied.
- Exam seating arrangements may be organized by the responsible proctor.
- Students are not allowed to enter the examination room later than thirty minutes after the start of the examination.
- The attempt/acts of cheating, assisting cheating, cheating on a threat, preventing students who cheat from being taken out of the classroom, and impersonating rightful test takers are considered as having committed a crime according to the corresponding acts of the Higher Education Student Discipline Regulations.

#### **5.4.8. Summer School**

- Students who have a Yearly Achievement Grade of 45 or above are entitled to attend summer school, though it is not mandatory.
- Students are supposed to pay the tuition and register for summer school.
- The amount of the tuition is determined by the Students' Registrars' Office and announced online.

- Students who exceed 80 hours of absenteeism in one semester cannot register for summer school.
- Summer school starts on the date announced in the Academic Calendar ([http://bimlinux.bim.gantep.edu.tr/~ogrenci/ogrenci\\_isleri/akademik\\_takvim.html](http://bimlinux.bim.gantep.edu.tr/~ogrenci/ogrenci_isleri/akademik_takvim.html)).
- Attendance is obligatory at summer school. Those who have exceeded the absenteeism limit do not have the right to take any exams including the final exam.
- The Summer School final grade is calculated as follows:



#### **5.4.9. Academic Staff**

The academic staff at our school consists of numerous qualified instructors. The academic staff list is available on the SFL webpage. Students can consult their instructors regarding academic and other issues during the given office hours.

#### **5.4.10. Issues Regarding Student Disciplinary Actions**

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behaviour and may result in disciplinary action. The SFL policy can be summarized simply: students are responsible for their own work and actions.

For further information on disciplinary actions, please consult the “Higher Education Student Discipline Regulations on Student Affairs” section of the university website. <http://oidb.gantep.edu.tr/pages.php?url=yok-yonetmelikleri-9>

#### **5.4.11. Academic Calendar**

Academic calendar can be reached via the following link.

([http://bimlinux.bim.gantep.edu.tr/~ogrenci/ogrenci\\_isleri/akademik\\_takvim.html](http://bimlinux.bim.gantep.edu.tr/~ogrenci/ogrenci_isleri/akademik_takvim.html))

#### **5.4.12. Facilities at Gaziantep University Transportation**

There are bus services from the city center to the main campus. You can access the timetable for bus services from the Gaziulaş webpage. (<http://www.gaziulas.com/>)

### **Accommodation**

Accommodation needs of students coming from other cities and countries to our university are met by student dormitories of YURT-KUR. Dormitories have the capacity of 10.402 beds for students. In the dormitory, besides a large dining hall and a cafeteria, there are an indoor sports hall, a billiard hall, a library and a laundry room. Also computer and the Internet access is available. <http://yurtkur.gsb.gov.tr/>

### **Health Services**

Health services provided for students are undertaken in accordance with the rules and regulations of the University of Gaziantep concerning the health issues. Health services are offered at the Medical Center building and Sahinbey Research and Practice Hospital.

### **Social Activities**

At Gaziantep University, there are 39 active student clubs and numerous sport activities. They offer the possibility for students to express themselves and to share their experiences with their friends. They work under the supervision and control of academic advisors, a trainer and personnel from the Culture Directorship and Physical Education and Sports Department. For further information:

[http://www.gantep.edu.tr/en/static/?static\\_ID=20256184](http://www.gantep.edu.tr/en/static/?static_ID=20256184)

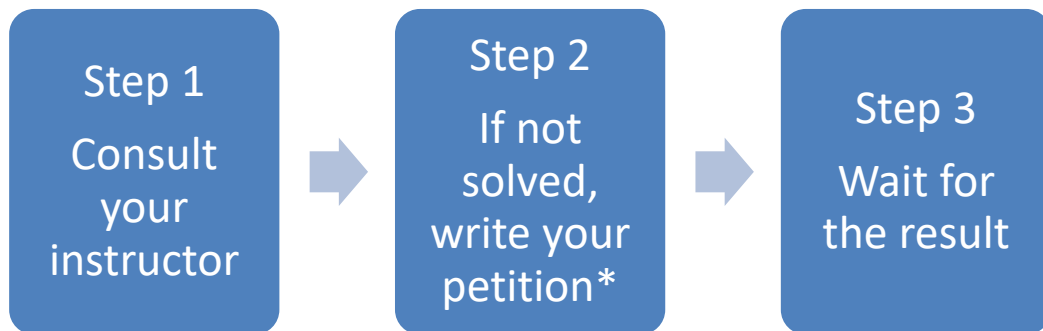
[http://www.gantep.edu.tr/en/static/?static\\_ID=20256194](http://www.gantep.edu.tr/en/static/?static_ID=20256194)

#### **5.4.13. Student Complaint Procedures**

If students have a complaint about academic or non-academic issues, they may submit their comments and complaints through comment boxes around the building.



A second complaint procedure can be followed as:



\*A sample petition form is provided in Appendix 4.

#### 5.4.14. Important Remarks for Students

- Pay attention to the orientation session which is given on the first day of the academic year. You can also examine it on the webpage of the SFL. (<http://ydyo.gantep.edu.tr/?dil=en>)
- Evening class students and students who repeat the preparatory school education have to pay tuition at the beginning of each semester. The liability of this issue is on the student, not the school.
- Always remember that you need to be cautious and respectful in your relationships with your instructors and friends.
- It is compulsory that you carry your student ID card with you and show it to the security personnel when claimed.

- Do not give your student ID card to anyone in any way; in such a case, a discipline investigation will commence.
- As a precaution towards the possibility of loss or theft, do not leave your bags, wallets, books, mobile phones, and/or any other valuable items in the classroom. Neither Gaziantep University nor the School of Foreign Languages are responsible for lost or stolen property.
- Smoking is forbidden in the building, in enclosed spaces, in corridors, in toilets, and in classrooms.
- Selling things like food, clothes, or books on the campus is prohibited.
- You are not allowed to enter offices or other unused classrooms.
- Banners or announcements can be posted on notice boards only after permission is obtained from the Rector's Office or the relevant department and after informing the administration of the School of Foreign Languages.
- The school buildings and surrounding area should be kept clean, and fixtures must be treated with care.
- During course hours, you are able to participate in conversations, conferences, and meetings, and you may participate in activities at GAUN within your own responsibilities; however, you will be signed absent during the lessons you do not attend. You can check your absenteeism and exam results on e-registration system. You can reach IBS on the SFL webpage. The username and password are provided at the beginning of the Academic Year.
- You should contact Student Affairs Office (Room 408/ Block B)
  - to submit your medical reports
  - to submit all kinds of petitions
  - to receive transcripts and documents of completion
- You should visit the main campus Student Affairs Office
  - to receive/renew your student ID card
  - to get a student certificate

#### **5.4.15. Things to Keep in Mind for a Successful Prep Year**

- Be ready to take responsibility of your learning. You are responsible for your own learning.
- Regard absenteeism not as a right, but as missing the opportunity to learn new things.

- Come to the classroom with necessary tools and materials.
- Participate in the lesson actively.
- Listen to your instructor attentively.
- Do not hesitate to make mistakes. That's how you will learn.
- Do not let your smart phone distract you.
- Expand what you learn at school into your daily life. Watch films and series in English. Read books in English suitable to your level continuously.
- Visit our webpage ([ydyo.gantep.edu.tr](http://ydyo.gantep.edu.tr)) to see our sample exams.
- Visit our SFL library to find books and materials to support your learning.
- Discover how you learn and act accordingly.
- Use a hard copy dictionary in class effectively.
- Make use of technology to continue the learning process beyond the walls of the classroom.
- Carry out the tasks and assignments regularly.
- Never give up!

## 6. PEARSON ASSURED ACCREDITATION PROCESS

### **Why is accreditation important?**

To provide quality assurance and the continual development of the quality policies, new requirements have appeared in educational setting. At this point quality audits and the accreditation of the educational institutions by independent, objective and international organizations is of great importance.

### **Why become a Pearson Assured organisation?**

- **Set an international benchmark**

by demonstrating that your organisation meets the Pearson Assured quality criteria, you ensure that each learner on each programme receives the same standard of education and training provision, whoever they are, and wherever they take the course.

- **Stand out from the crowd**

Assured organisations can use the Pearson logo on promotional materials, and claim certificates featuring the Pearson logo alongside your organisation's logo.

- **Improve your quality management**

When our quality advisors review the validity and reliability of your quality procedures, you get detailed feedback on how you can improve your quality systems. Annual visits thereafter help you to improve your quality standard.

- **Assure your learners with an independent benchmark from a credible authority on standards in education and training**

Becoming Pearson Assured sends a clear message to current and prospective learners that your organisation is accountable and responsible, providing important reassurance to your learners.

- **One simple step, to endorse all your organisation process**

Because we review your organisation, and not individual programmes, Pearson Assured status involves only one organisation-level review. This means you can receive a quality endorsement for all your programmes from just one review.

### **Pearson Accreditation Aims**

- To develop the qualifications of the preparatory program
- To set a regular quality assurance system in learning programs
- To improve and regulate systems and processes in international standards

## APPENDICES

### Appendix 1: Student Evaluation Form

STUDENT ID	COMMUNICATION WITH TEACHERS & PEERS					STUDY HABITS & COURSE MATERIAL					COMPLETION OF ASSIGNMENTS					CLASS PARTICIPATION					OVERALL PERFORMANCE					TOTAL
	4 PTS	8 PTS	12 PTS	16 PTS	20 PTS	4 PTS	8 PTS	12 PTS	16 PTS	20 PTS	4 PTS	8 PTS	12 PTS	16 PTS	20 PTS	4 PTS	8 PTS	12 PTS	16 PTS	20 PTS	4 PTS	8 PTS	12 PTS	16 PTS	20 PTS	100 PTS

## Appendix 2: Speaking Rubric

<b>Task Achievement</b> Have students fully addressed all parts of the task? Have students presented an answer to the question with relevant, fully extended and well-supported ideas?	The content barely relates to the task.	5
	The response partially addresses the requirements of the task.	10
	The response generally addresses the requirements of the task.	15
	The response addresses the requirements of the task well.	20
<b>Lexical Resource</b> Have students got enough vocabulary to express their ideas clearly? Is the vocabulary used to express ideas correct?	The range of vocabulary is extremely limited; but there are numerous lexical errors often affecting meaning.	5
	The resource is limited to basic vocabulary which is used repetitively, and may be inappropriate to the task.	10
	The resource is adequate with some repetition; there are lexical errors but meaning is barely affected.	15
	The resource enables the student to complete the task well; there are a few lexical errors and meaning is not affected.	20
<b>Grammatical Range and Accuracy</b> Have students used a relevant range of grammatical forms to express ideas and convey their opinions? Have students used grammatical forms accurately?	The range of sentence structures used is extremely limited, and numerous grammatical errors often affect meaning.	5
	The range of sentence structure is adequate; there are grammatical errors but meaning is not often affected.	10
	Complex and basic sentence structure are attempted; there are few grammatical errors and meaning is not affected.	15
	A variety of complex and basic sentence structures is used well; grammatical errors are rare and meaning is not affected.	20
<b>Fluency and Coherence</b> Are students able to put their message across in a clear manner, with limited hesitation and appropriate speed? Are ideas appropriately linked together?	Some information is linked coherently but the response lacks progression. There are some basic cohesive devices, but these may be inaccurate or repetitive. The speaker has some ability to communicate their message, but with frequent hesitation which sometimes make comprehension difficult.	5
	Information is linked coherently with clear progression. Cohesive devices are used effectively, but connections may not always be appropriate or clear. There is some hesitation, but this does not affect comprehension.	10
	The response sequences information and ideas and there is clear progression throughout. The speaker communicates their message well. Speed and hesitation are not an issue in comprehension.	15
	The response skilfully connects ideas with clear progression. Hesitation is not a concern and the speed adds to fluency rather than detracts from it.	20
<b>Pronunciation</b> Are students able to use appropriate speed and intonation? Do they use correct pronunciation?	Pronunciation errors frequently impact on comprehension and make it difficult to follow.	5
	There are pronunciation errors but these do not impact on comprehension to a great extent.	10
	Pronunciation does not impact on comprehension.	15
	Control of intonation, stress, pauses, and pronunciation actually adds to rather than detracts from their message.	20

## Appendix 3: Writing Rubric

## Paragraph Assessment Rubric

Task Achievement (30 pts)	Organization (20 pts)	Use of English (20 pts)	Vocabulary (20 pts)	Punc./Spell./Mechanics (10 pts)
Task fully achieved / Entirely relevant to topic <b>22,5-30pts</b>	Effective Top, Supp. & Conc. Sent. /Suitable use of transitions <b>15-20 pts</b>	Accurate use of grammar/ Good use of complex structures <b>15-20pts</b>	Wide range of vocabulary/ Accurate form & use <b>15-20pts</b>	Hardly any spelling mistakes/ Correct punc./ Very neat format <b>7,5-10pts</b>
Task adequately achieved/ Acceptable format and length <b>15-22,5 pts</b>	Acceptable Top, Supp. & Conc. Sent. / Problems with the order <b>10-15pts</b>	Adequate use of grammar/ Some mistakes in complex structures <b>10-15pts</b>	Adequate range of vocab./ Some errors of form & use <b>10-15pts</b>	Few spelling mistakes/ Some problems with punc. <b>5-7,5pts</b>
Limited variety of ideas / Some gaps & irrelevant ideas <b>7,5-15 pts</b>	Poor Top, Supp. & Conc. Sent. / Many problems with the order <b>5-10pts</b>	Limited use of grammar / Many errors in use <b>5-10pts</b>	Limited range of vocab./ Frequent errors of form & use <b>5-10pts</b>	Frequent spelling mistakes/ Serious problems with punc. <b>2,5-5pts</b>
Poor variety of ideas / Too many gaps & irrelevant ideas <b>0-7,5pts</b>	Absence of Top, Supp. & Conc. Sent. / No clear organization <b>0-5pts</b>	Poor use of grammar / Reader can't understand <b>0-5pts</b>	Poor range of vocabulary/ Too many errors of form & use <b>0-5pts</b>	Severe spelling mistakes/ Poor use of punc. & capitals/No para.format <b>0-2,5 pts</b>

## Essay Assessment Rubric

Task Achievement (30 pts)	Organization (20 pts)	Use of English (20 pts)	Vocabulary (20 pts)	Punc./Spell./Mechanics (10 pts)
Task fully achieved / Entirely relevant to topic <b>22,5-30pts</b>	Appropriate thesis statement; effective introductory par. ;topic is stated; suitable transitional expressions; topic sentences in body par. conclusion logical and complete <b>15-20 pts</b>	Accurate use of grammar/ Good use of complex structures <b>15-20pts</b>	Wide range of vocabulary/ Accurate form & use <b>15-20pts</b>	Hardly any spelling mistakes/ Correct punc./ Very neat format <b>7,5-10pts</b>
Task adequately achieved/ Acceptable format and length <b>15-22,5 pts</b>	Thesis statement Body par. and Concluding paragraph are acceptable but some ideas not fully developed; Body par. not fully support the thesis statement and problems of organization occur <b>10-15pts</b>	Adequate use of grammar/ Some mistakes in complex structures <b>10-15pts</b>	Adequate range of vocab./ Some errors of form & use <b>10-15pts</b>	Few spelling mistakes/ Some problems with punc. <b>5-7,5pts</b>
Limited variety of ideas / Some gaps & irrelevant ideas <b>7,5-15 pts</b>	Poor introduction; too many problems with ordering of ideas; poor supporting ideas and conclusion <b>5-10pts</b>	Limited use of grammar / Many errors in use <b>5-10pts</b>	Limited range of vocab./ Frequent errors of form & use <b>5-10pts</b>	Frequent spelling mistakes/ Serious problems with punc. <b>2,5-5pts</b>
Poor variety of ideas / Too many gaps & irrelevant ideas <b>0-7,5pts</b>	Absence of introduction; or conclusion; no apparent organization of body paragraphs; nearly impossible to read <b>0-5pts</b>	Poor use of grammar / Reader can't understand <b>0-5pts</b>	Poor range of vocabulary/ Too many errors of form & use <b>0-5pts</b>	Severe spelling mistakes/ Poor use of punc. & capitals/No para.format <b>0-2,5 pts</b>

## Appendix 4: Exam Appeal's Form

### SCHOOL OF FOREIGN LANGUAGES

### \_\_\_\_\_ EXAM APPEALS FORM

Date :

To the Directorate of Gaziantep University, School of Foreign Languages;

I would like my paper of the \_\_\_\_\_ Exam held on ...../...../20... to be re-evaluated.

Yours Sincerely ,

Signature :

#### To be filled in by the student

Name & Surname :

School Number :

Department :

Exam Venue/Room :

#### Exam Score:

MC (Multiple Choice)

W (Writing)

S (Speaking)

T (Total)