



İSTANBUL AREL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAMME
2023-2024 ACADEMIC YEAR

STUDENT
INFORMATION
HANDBOOK

Welcome!

Student's Name-Surname:

Dept:

Student Number:

This Student's Handbook has been prepared to serve as a guide-book from which you can get detailed information about education system and language programs, school rules and regulations, testing and evaluation system, attendance and absenteeism, study abroad programs, etc. The content of this handbook is valid for the academic year 2023-2024.

ENGLISH PREP SCHOOL LANGUAGE EDUCATION SYSTEM

Groups and Modular System

English Preparatory School uses a modular system which comprises of 4 modules, each of which runs for a duration of eight weeks. (Also, in case of failure, students may attend Module 5 in the summer term for level completion.)

** There is a two-week Mid-Term break (semester break) between Module 2 and module 3.*

After the registration, students are placed in a class that is appropriate to their level based on the result of the Placement and Exemption Test. These levels are:

A1 Level: The level group for the students who have little or no background knowledge of English.

A2 Level: The level group for the students who have acquired elementary level of English and can communicate their basic needs in daily life.

B1 Level: The level group for the students who have post-elementary or pre-intermediate level of general English, but are aimed to improve their academic English knowledge in order that they will be able to follow their courses in English.

Note: Transition between level groups is only possible by an “upgrade” test that is administered in the third week of the concerned academic year supported by the confirmation of the advisor teacher.

Students initially starting the program with different levels, namely A1, A2, and B1, are expected to acquire and reach a certain language proficiency level at the end of each module. At the end of the academic year, they are expected to achieve B2 level to be able to follow their courses in their departments by improving their academic English.

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A1	A2	B1	B2
A2	B1	B2-a	B2-b
		B2 - extended	
B1	B2	If the students who start the Preparatory Program at B1 level complete the English Preparatory Program in the first two modules successfully and pass the ARELIFS (Final Exam) which will be held at the end of the fall semester, they can accomplish the English Preparatory Program in the fall term.	
		OR	
		Advanced English - a	Advanced English - b
		Advanced English - extended	
		* Students who successfully complete the fall semester and wish to continue the program voluntarily can attend Advanced English modules in the spring term. * Students are required to attend the classes regularly.	

Within the modular system, it is aimed that the students who successfully complete the modules in which they are placed according to the level they started, will finish the B2 level at the end of the Academic Year. In other words; all students are required to complete the B2 module in order that their success can be evaluated at the end of the academic year.

If a student fails in any module, he/she repeats the failed module. If he/she is successful in the module he/she repeats, he/she can complete the B2 level in the 5th Module offered in the summer term in order that he /she can successfully accomplish the English Preparatory Program within one academic year. (See "Example Case" tables on the next page.)

A1 LEVEL SAMPLE CASE 1

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A1	A2	B1	B2

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A1	REMEDIAL A1	A2	B1	B2

SUMMER TIME

A1 LEVEL SAMPLE CASE 2

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A1	A2	B1	B2

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A1	A2	REMEDIAL A2	B1	B2

SUMMER TIME

A2 LEVEL SAMPLE CASE 1

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	B1	B2 (extended)	

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	REMEDIAL A2	B1	B2

A2 LEVEL SAMPLE CASE 2

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	B1	B2 (extended)	

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	REMEDIAL A2	B1	B2

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	REMEDIAL A2	B1	B2

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A2	REMEDIAL A2	B1	REMEDIAL B1	B2

SUMMER TIME

B1 LEVEL SAMPLE CASE 1

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	REMEDIAL B1	B2 (extended)	

B1 LEVEL SAMPLE CASE 2

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	REMEDIAL B1	B2 (extended)	

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	REMEDIAL B1	B2	

MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	REMEDIAL B1	B2	REMEDIAL B2

A1 LEVEL SAMPLE CASE 3

MODULE 1	MODULE 2	MODULE 3	MODULE 4
A1	A2	B1	B2

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A1	REMEDIAL A1	A2	B1	B2

SUMMER TIME

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A1	REMEDIAL A1	A2	B1	B2

SUMMER TIME

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
A1	REMEDIAL A1	A2	REMEDIAL A2	B1

B2 NEXT YEAR

Important note:

If students who start at the A1 level fail twice in two separate modules in the same academic year, they can only complete the B2 module in the next year. Therefore, we highly recommend our A1 level students to study hard to avoid repeating modules.

LESSONS AND COURSE CONTENTS

In addition to a strong emphasis on Integrated General English instruction, the English Preparatory curriculum includes separate courses to improve skills such as Reading-Comprehension, Listening-Comprehension, Speaking and Writing, which are all supported by online programs offered integratively to add variety into classroom atmosphere and thus avoid monotony and improve student motivation. The main reason for prioritizing these Online Platforms is our strong belief that learning English should not be limited to the classroom. These Online Lessons are endowed with authentic materials which expose our students to real life situations.

Main Course: The aim of this course is to equip our students with the necessary knowledge regarding basic English instructions. This course, which reading, listening and, writing, is acknowledged as the main lesson for all the students. Furthermore, this course constitutes an important basis for general English, which includes the instruction and implementation of the necessary grammar rules for a student to be able to speak foreign language.

Listening and Speaking: The aim of this course is to improve Speaking and Listening skills of students. In this course, which is supported with visual-auditory materials and speaking activities, is aimed at helping students understand and analyse what they listen to. Improving their listening comprehension skill will ensure that students do not have any difficulty following their courses in their field of major. Acquiring and perfecting such a skill will enable students to express themselves properly and speak fluently in the foreign language.

Reading: The aim of this course is to develop students' English reading skills such as reading comprehension, analysing and obtaining information from what they have read, making inferences from the text that they have read, familiarity with the general test skills, and acquiring vocabulary from the text while reading it.

Writing: This course aims to develop students' English writing skills such as introducing themselves, explaining arguments with examples, depicting objects and places, comparing different ideas, establishing cause-result relation, and creating academic compositions.

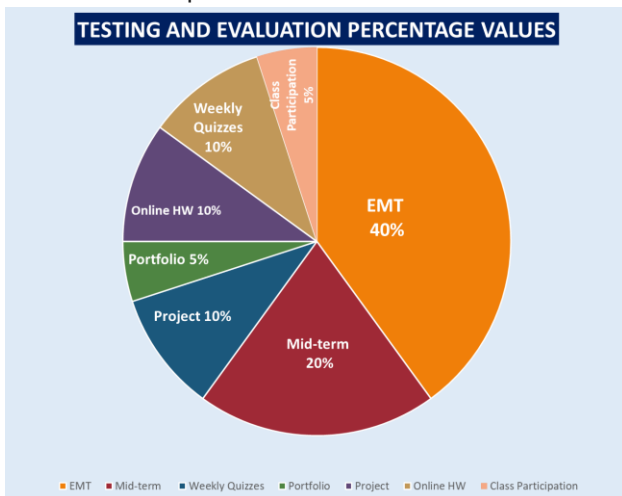
Online Learning: The "Online education system" gives a chance to our students to repeat what they are taught in class. These Online platforms

are rich in in-class activities with a wide variety materials and extensive English exercises and games. It also allows teachers to systematically follow and direct their self-studies. The online platforms are only accessible with login details (Username & Password). The Online Learning Platforms which students log onto using their login details (Username & Password) have a cumulative percentage value within the overall Module Assessment.

EVALUATION SYSTEM

A. GENERAL PRINCIPLES OF EVALUATION

Module Success Evaluation: During the English preparatory program, success evaluation in every module depends on a variety of components. The in-module evaluation of a student is calculated with the predetermined percentage values of the following components; weekly quizzes, writing portfolios, project presentations, online assignments and the Mid-term exam. The success of the students in each module is determined by calculating the percentages of these evaluations and the End of Module Evaluation Exam (EMT), which is administered at the end of each module. The passing grade for each module is 60. Students who score 60 and above are considered successful in the module and move to the next level. Students who are not successful in that module repeat the same level in the next module.



End-of-Academic Year Success Evaluation: It is determined by the joint evaluation of success in four modules and the joint evaluation of the scores they get from the ARELIFS exam, which is accepted as the final exam they take at the end of the academic year.

At the end of the academic year, the success of the students in the Preparatory Program is assessed by evaluating success in four modules and a joint assessment of the ARELIFS test score, which is considered to be the final exam taken at the end of the academic year. The scores of four modules are evaluated at the end of the academic year as below:

Module 1 - 25 % (25 % of the total score of student)

Module 2 - 25 % (25 % of the total score of student)

Module 3 - 25 % (25 % of the total score of student)

Module 4 - 25 % (25 % of the total score of student)

The total percentages achieved by the student per module are added up and the GPA is calculated.

The academic standing of a student is evaluated by summing up 60 % of the GPA and 40 % of the ARELIFS score.

The passing grade in the English preparatory program is **60** (sixty) out of 100 points. However, it is accepted as 70 (seventy) points for

Translation and Interpretation students.

Important note: Regardless of the grades a student has achieved within the academic year, he/she is required to take the ARELIFS exam, which is the exit / final exam at the end of the English Preparatory Program. Hence, a student who does not take the ARELIFS exam is automatically considered unsuccessful.

Summer School - Module 5: Students who cannot successfully complete the academic year due to repeating modules are provided with a second opportunity to attend module 5 in the summer term and complete one more level.

Re-sit Exam: Students who fail at the end of the regular academic year can take the re-sit examination in September ONLY if they had sat for the ARELIFS test within the stipulated time of the academic year. If these students get 60 as a result of the calculation of the make-up exam and ARELIFS scores, they can continue their education in the programs and departments they are registered in. Furthermore, students who attended

Module 5 in the summer term but failed are equally obliged to have taken the ARELIFS test to qualify for the re-sit exam.

ATTENTION!

If students enrolled in English medium degree, undergraduate or graduate programs fail after attending two semesters in the English Preparatory Program, they repeat the English preparatory program for two more semesters. This has been made obligatory in accordance with the terms of 12th subsection of the 7th clause of the bylaw related to teaching foreign language in higher education institutions and the principles to comply in teaching foreign language, published on the official gazette (4/12/2008 dated – No 27074). Such students may also transfer from English medium instruction department to Turkish medium instruction department if deemed necessary. This change can be effected by a body referred to as ÖSYM.

B. OBJECTION TO EXAM RESULTS

In the English preparatory program, students can object to the results of exams provided that the objection be written on paper and submitted officially **within three (3) workdays after the announcement of the exam results. Any objection(s) after three (3) workdays will be null and void.**

ABSENTEEISM

Students must attend at least 80% of the lessons in the English preparatory program. The same percentage applies also to the 5th module in the summer time program. Students who exceed the absenteeism limit are deemed to have automatically failed. **The 20% absenteeism privilege comprises of unexpected situations like illnesses. Be informed that medical reports are not accepted as an excuse for absenteeism.**

Each student is responsible for following his/her own number of absenteeism. **Students are supposed to come to class on time and participate actively in the lessons.** Students who are late get a warning first and if they are repeatedly late, they are marked as "absent". However, students who are marked absent for coming late to class have every right to quietly join the class during the lesson as long as late coming does not become a habit.

EXCUSES (MEDICAL REPORTS)

Medical Reports and other excuses are not accepted as valid reasons for absenteeism. Students who have medical reports during the Module are considered absent for the duration of their medical leave.

DISCIPLINARY PROCEDURE - CLASSROOM ETHICS

A. CLASSROOM RULES

- Students are expected to bring their study aids to the classrooms: course books, handouts given by instructor(s), pens- pencils and a notebook.
- In addition to participating actively in lessons, students are expected to communicate ONLY in English both inside the classroom and everywhere within the school premises. Should a student need further explanation of a particular topic or a further clarification of a pressing issue, student may request to have a private session with the instructor or with the Academic Advisor outside of the classroom.
- Students are expected to come prepared for lessons. Projects, homework, assignments must be handed in on the date set by the teacher.
- Cell phones must be switched off or put in the "silent mode" all through lesson hours and dropped in the phone boxes provided in the classrooms. The use of cell phones in the classrooms is strictly forbidden. The infringement of this rule is punishable by temporary seizure of the phone by the administration.
- With the exception of water, students are not allowed to take any edibles into the classroom.
- It is unacceptable to sleep, talk with a fellow classmate or engage in any disruptive behavior during lessons. Students who persistently act otherwise will face disciplinary measure as warranted or set by the school rules and regulations. Students who break school rules, distract friends during lessons, disrupt the flow of lesson, or behave inappropriately are disciplined in accordance with stipulated rules and regulations already communicated to students via this "Student Information Handout", which is given to students at the beginning of the academic year.

B. PRACTISES REGARDING HOMEWORKS, PROJECTS AND EXAMS

- Should a student be caught cheating or proven to have attempted to cheat during an examination, the exam paper of the student is seized and held unmarked. The incident is later presented to the Academic Disciplinary Board for evaluation. And, should the student be found guilty by the Academic Disciplinary Board, the exam paper is not marked and the student gets a score of zero. The Academic Board reserves the right to impose further disciplinary measures against the student.

- Homework and projects are assigned to students individually. Students are expected to do their homework or carry out projects individually unless otherwise stated by the teacher.
- Plagiarism is a punishable offence and totally prohibited. If any of the homework or school project presented by a student is proven to have been plagiarized, the homework or project is deemed invalid, hence, gets a score of zero (0).

ACADEMIC CONSULTANCY SYSTEM

After taking the Level Placement Exam prior to the beginning of the academic year, every student is assigned to a class with a Class Advisor who oversees everything (academic) pertaining to the students and class as a whole. Every Advisor Teacher has the responsibility to follow up on the students' academic progress, attendance issues, etc and guides and advises them accordingly. Every student can approach his/her Advisor Teacher for academic guidance.

The Academic Advisor also closely monitors the absenteeism rate of students. Should the academic performance and/or absenteeism rate of a student reach worrisome level, the Academic Advisor may decide to contact a family member of a student in pursuit of a long-lasting solution.

Students can meet their Academic Advisors during their advisors' "Office Hours", which are posted both in the classroom and on office doors of the teachers.

SOCIAL AND ACADEMIC ACTIVITIES

You are expected to join at least one or two of the activities below:

- Debates
- English Speaking Club
- School Magazine Club
- Translation Club
- Drama Club
- Music Club
- Movie Club
- Creative Writing Club
- Some other club activities

STUDENT AFFAIRS

Students can consult with the "Student Affairs Office" (school secretary) for every paperwork such as request for Student Certificate and/or Official Papers, Medical Report submission and Petitions.

We, as School of Foreign Languages English Preparatory Programme, would like to welcome again all our students to Istanbul Arel University English Preparatory School. We hope and urge you to study hard, efficiently and in full awareness of both your academic and non-academic responsibilities throughout the academic year that you are going to be with us. Wishing you a fruitful and successful academic year.

Dr. Necmiye Karataş
Director, School of Foreign Languages

***BE REMINDED THAT THE THINGS THAT PAVE THE WAY TO
ACADEMIC SUCCESS ARE;***

***Attending the class regularly
Participating and following the lessons carefully
Listening and speaking in English all the time
Studying systematically
Doing assignments regularly
Using the non-class resources efficiently***

** Your signing to the receipt of this leaflet is your declaration to having thoroughly read this leaflet and pledge to obey the school rules and regulations stated herein.*

**T.C. ISTANBUL AREL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM
2023-2024 ACADEMIC YEAR CALENDAR**

English Language Exemption and Placement Test for the Newly registered Students (placed by OSYM -the Higher Education Student Selection and Placement Centre) Place: Cevizlibağ Campus	Between the dates of 28.08.2023 and 05.10.2023, on the days and times announced by the School of Foreign Languages."	
English Preparatory Program Re-Sit Exam (For only B2 students who failed in 2022-2023 Academic Year)	20.09.2023	
Orientation Program	02.10.2023	
Module 1 – Start / End of Classes	02.10.2023	24.11.2023
Module 1 End of Module Test (EMT 1-SPEAKING)	27.11.2023	
Module 1 End of Module Test (EMT 1-WRITTEN)	28.11.2023	
Module 1 End of Module Evaluation & Announcement of Scores	01.12.2023	
Module 2 – Start / End of Classes	04.12.2023	26.01.2024
Module 2 End of Module Test (EMT 2-SPEAKING)	29.01.2024	
Module 2 End of Module Test (EMT 2-WRITTEN)	30.01.2024	
Module 2 End of Module Evaluation & Announcement of Scores	02.02.2024	
English Preparatory School Final Exam – ARELIFS (For the students who finished B2 Level successfully)	05.02.2024	
Winter Break	31.01.2024	16.02.2024
Module 3 – Start / End of Classes	19.02.2024	12.04.2024
Module 3 End of Module Test (EMT 3-SPEAKING)	15.04.2024	
Module 3 End of Module Test (EMT 3-WRITTEN)	16.04.2024	
Module 3 End of Module Evaluation & Announcement of Scores	19.04.2024	
Module 4 – Start / End of Classes	24.04.2024	07.06.2024
Module 4 End of Module Test (EMT 4-SPEAKING)	10.06.2024	
Module 4 End of Module Test (EMT 4-WRITTEN)	11.06.2024	
Module 4 End of Module Evaluation & Announcement of Scores	14.06.2024	
English Preparatory School Final Exam – ARELIFS	24.06.2024	
MODULE 5 (SUMMER SCHOOL)		
Module 5 – Start / End of Classes	01.07.2024	16.08.2024
Module 5 End of Module Test (EMT 5-SPEAKING)	19.08.2024	
Module 5 End of Module Test (EMT 5-WRITTEN)	20.08.2024	
Module 5 End of Module Evaluation & Announcement of Scores	23.08.2024	
English Preparatory School Final Exam – ARELIFS	26.08.2024	
OFFICIAL HOLIDAYS		
Turkish Republic Day	29.10.2023 (Sunday)	
New Year's Day	01.01.2024 (Monday)	
National Sovereignty and Children's Day	23.04.2024 (Tuesday)	
Labor Day	01.05.2024 (Wednesday)	
Ramadan- (Religious Holiday)- Eid-Al Fitr	10.04.2023 – 12.04.2023 (Wed., Thurs., Friday)	
Commemoration of Atatürk and Youth and Sports Day	19.05.2024 (Sunday)	
Democracy and National Unity Day	15.07.2024 (Monday)	
Kurban- (Religious Holiday)- Eid-Al Adha	16.06.2024 – 19.06.2024 (Sunday, Mon., Tues., Wed.)	
Victory Day	30.08.2024 (Friday)	