



İSTANBUL AREL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAMME
2024-2025 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 2024-2025.

ENGLISH PREP SCHOOL LANGUAGE EDUCATION SYSTEM

Language Levels and Modular System

The English Preparatory Program follows a modular system. The program consists of 4 modules, each lasting 8 weeks. (In case of failure, a 5th module will be implemented during the summer term to complete the level.)

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

Based on the results of the Placement and Exemption Exam conducted right after the registration process, all students are placed into classes corresponding to their English language levels, as outlined below: A1, A2, B1, and B2.

A0-A1 Level: The beginner level, where students with no or very limited knowledge of English are accepted.

A2 Level: The level for students who have learned English at a basic level and have the ability to meet basic needs and communicate in daily life.

B1 Level: The level group for students with near-intermediate general English knowledge, who are targeted to improve their academic English skills to the point where they can follow courses in their department in English.

B2 Level: The level group for students with intermediate general English knowledge, who are targeted to enhance their academic English skills to the point where they can follow courses in their department in English.

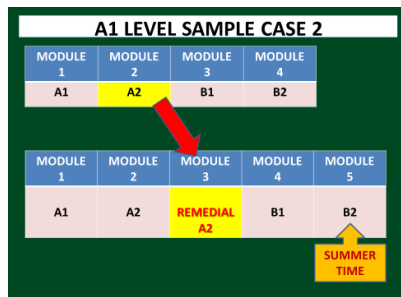
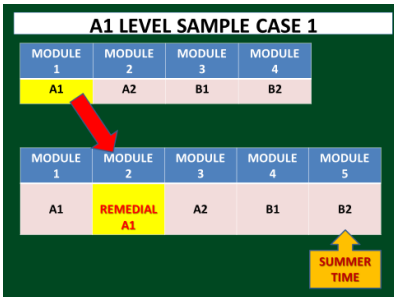
Note: Transition between level groups is only possible by an “upgrade” test that is administered in the second week of the concerned academic year supported by the confirmation of the advisor teacher.

Based on the results of the Placement and Exemption Exam, all students are placed into classes appropriate to the English language levels mentioned above: A1, A2, B1, and B2. The goal is for students who successfully complete the modules they are placed in, according to their starting level, to finish at the B2 level by the end of the English Preparatory Program.

MODULAR LEVELING SYSTEM			
MODULE 1	MODULE 2	MODULE 3	MODULE 4
A1	A2	B1	B2
MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	B1	B2 (EXTENDED)	
MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		
MODULE 1	MODULE 2	MODULE 3	MODULE 4
B2 (EXTENDED)			

* Students starting at the B1 and B2 levels can complete the English Preparatory Program by the end of the fall semester if they successfully pass both modules and, after completing the B2 level, pass the ARELIFS (Final Exam), which will be held at the end of the fall semester.

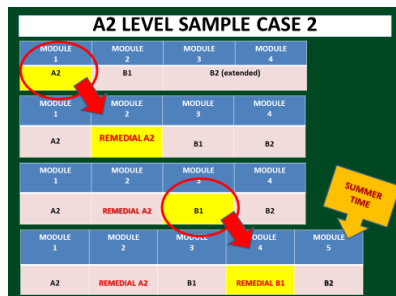
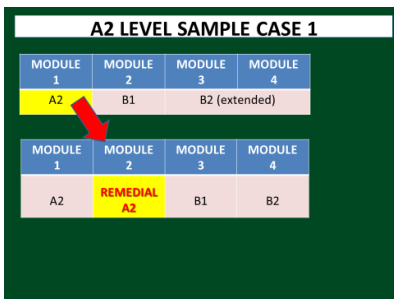
If a student fails in any module, they will repeat the failed module. If they pass the repeated module, they can complete the B2 level in the 5th module, which is offered during the summer term, in order to successfully finish the English Preparatory Program within one academic year. (See the "Sample Case" tables on the next page.)



If a student starts at the A1 level and successfully completes all modules, they will finish the Preparatory Program by the end of the academic year. However:

- Students who start at the A1 level and fail any module will repeat the failed level in the next module. As a result, they can only complete the B2 module in the 5th module offered during the summer term, finishing the Preparatory Program at the end of the summer.
- Students who start at the A1 level and fail two different modules twice in the same academic year will only be able to complete the B2 level in the following year.

Therefore, we strongly recommend that our students starting at the A1 level work hard to avoid having to repeat any modules.



Students who start at the A2 level will complete the English Preparatory Program by the end of the academic year if they successfully pass all modules while studying the B2 level in an extended format. If they fail in one module and need to repeat it, they still have the opportunity to finish by the end of the academic year. However, if they need to repeat two modules, they can only complete the B2 level in the 5th module, which will be offered during the summer term, thus finishing the Preparatory Program at the end of the summer.

B1 LEVEL SAMPLE CASE 1			
MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		
B1	B2		
B1	REMEDIAL B1		B2 (extended)

B1 LEVEL SAMPLE CASE 2			
MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		
B1	REMEDIAL B1		B2 (extended)
B1	REMEDIAL B1	B2	
B1	REMEDIAL B1	B2	REMEDIAL B2

Students who start at the B1 level can begin their departments in the spring semester if they successfully complete both modules and pass the ARELIFS exam by the end of the fall semester at the B2 level. However, if they fail in any module one or more times and need to repeat, they can only complete the English Preparatory Program by the end of the academic year.

B2 LEVEL bir modüle başarısızlık durumunda:			
MODULE 1	MODULE 2		
B2 ext-A	B2 ext-B		
B2 ext-A	B2 ext-B		
	REMEDIAL B2		

B2 LEVEL - İki modüle başarısızlık durumunda:			
MODULE 1	MODULE 2		
B2 ext-A	B2 ext-B		
B2 ext-A	B2 ext-B		
	REMEDIAL B2		
	REMEDIAL B2		B2 (extended)

Students who start at the B2 level will continue the B2 level comprehensively as B2-ext-A and B2-ext-B throughout both modules. If they succeed in both modules, they can complete the B2 level by the end of the fall semester and start their departments in the spring semester, provided they pass the ARELIFS exam. If they fail in the first module, they will lose their right to take the extended B2 course, allowing them to repeat the B2 in the second module. They can still complete the B2 level by the end of the fall semester and start their departments in the spring semester if they pass the ARELIFS exam. However, if they need to repeat a module a second time, their only chance will be to complete the Preparatory Program in the spring semester and start their departments in the next academic year if they pass the ARELIFS exam.

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, student’s class participation 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.

TESTING AND EVALUATION PERCENTAGE VALUES		
EMT (End-of-Module Test)		40 %
MIDTERM		20 %
IN-MODULE EVALUATIONS	WEEKLY QUIZZEZ	10 %
	PROJECT PRESENTATIONS	10 %
	PORTFOLIO (WRITING ASSIGNMENTS)	5 %
	ONLINE ASSIGNMENTS	10 %
	STUDENT CLASS PARTICIPATION	5 %
Total		100 %

End-of-Academic Year Success Evaluation: In order for a student to succeed in the English Preparatory Program, they must successfully complete the B2 level and subsequently achieve the valid score (60) or above on the ARELIFS exam.

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, students who do not take the ARELIFS exam will be considered unsuccessful because they did not take the final exam.

The ARELIFS EXAM is conducted three times within an academic year: at the end of the Fall Semester, at the end of the Spring Semester, and at the end of the Summer Semester.

Summer Term - Module 5: A Module 5 will be offered during the summer term to provide students (who have not successfully completed the academic year due to repeating a module) the opportunity to complete the module they missed.

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
- News Club
- Translation Club
- Drama Club
- Music 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

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

Orientation Program	23.09.2024	
Module 1 - Start / End of Classes	23.09.2024	15.11.2024
End-of-Module 1 - Exam Week	18.11.2024	22.11.2024
Module 2 - Start / End of Classes	25.11.2024	17.01.2025
End-of-Module 2 - Exam Week	20.01.2025	24.01.2025
English Preparatory School Final Exam – ARELIFS (For the students who finished B2 Level successfully)	27.01.2025	
Winter Break	27.01.2025	07.02.2025
Module 3 - Start / End of Classes	10.02.2025	04.04.2025
End-of-Module 3 - Exam Week	07.04.2025	11.04.2025
Module 4 - Start / End of Classes	14.04.2025	13.06.2025
End-of-Module 4 - Exam Week	16.06.2025	20.06.2025
English Preparatory School Final Exam – ARELIFS	24.06.2025	
MODULE 5 (SUMMER SCHOOL)		
Module 5 - Start / End of Classes	01.07.2025	17.08.2025
End-of-Module 5 - Exam Week	18.08.2025	22.08.2025
English Preparatory School Final Exam – ARELIFS	26.08.2025	

Important Note: *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.*