İSTANBUL AREL UNIVERSITY

SCHOOL OF FOREIGN LANGUAGES

ENGLISH PREPARATORY PROGRAMME

2026-2027 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 2026-2027.

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.

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

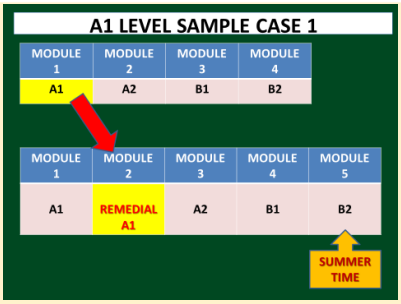
MODULE 1	MODULE 2	MODULE 3	MODULE 4
A2	B1	B2 (EXTENDED)	

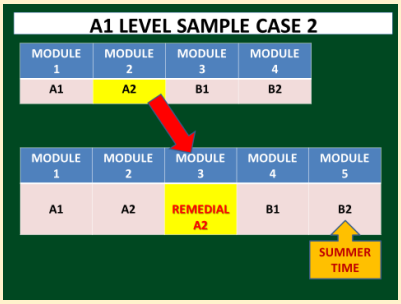
MODULE 1	MODULE 2	MODULE 3	MODULE 4
B1	B2		

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.)

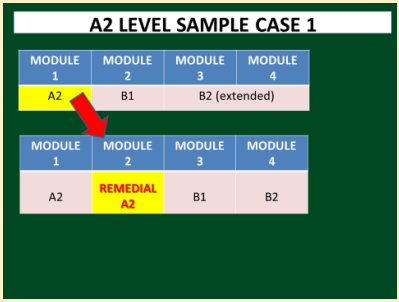


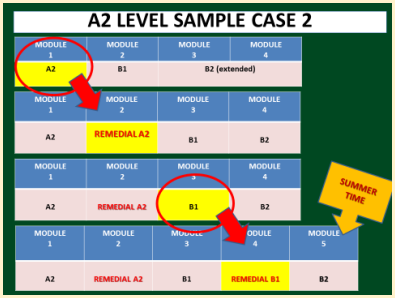


If a student starts at the A1 level and successfully completes all modules, they will finish the Preparatory Program by the end of the academic year. However:

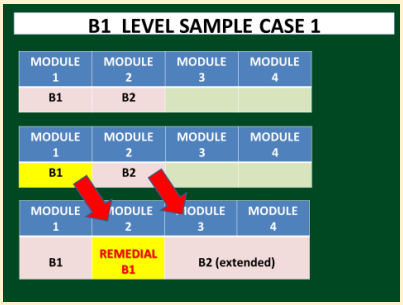
- Students who start at the A1 level and fail any module will repeat the failed level in the next module. As a result, they can only complete the B2 module in the 5th module offered during the summer term, finishing the Preparatory Program at the end of the summer.
- Students who start at the A1 level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

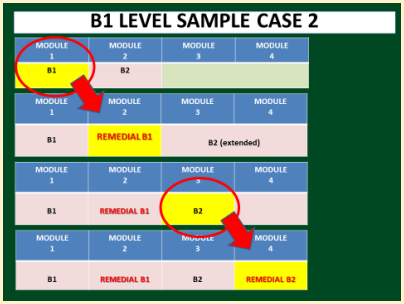
Therefore, we strongly recommend that our students starting at the A1 level work hard to avoid having to repeat any modules.



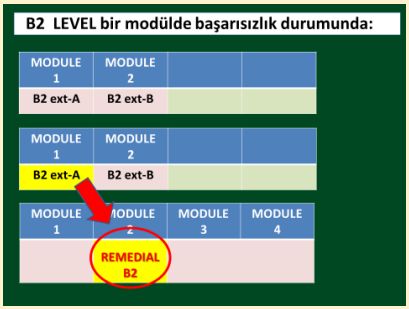


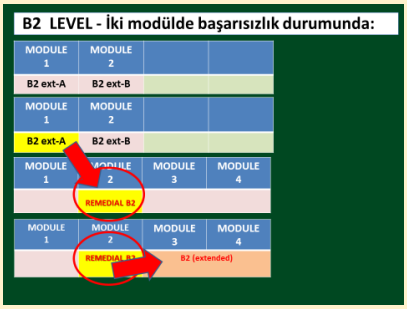
Students who start at the A2 level will complete the English Preparatory Program by the end of the academic year if they successfully pass all modules while studying the B2 level in an extended format. If they fail in one module and need to repeat it, they still have the opportunity to finish by the 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.





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.





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 & Online Reading: 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.

MODULE EVALUATION

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.

COMPLAINTS, SUGGESTIONS, AND FEEDBACK

At the English Preparatory Program of Istanbul Arel University, we highly value our students' opinions, suggestions, and feedback. Your feedback plays an important role in the continuous improvement of our teaching and learning processes.

If you have any questions, suggestions, requests, or complaints regarding academic or administrative matters, you are encouraged to follow the communication channels outlined below.

Academic Matters

For issues related to:

- course-related questions,
- grading,
- assignments,
- course materials,
- your academic progress,
- attendance,

you are advised to contact, in the following order:

- Your Course Instructor
- Your Academic Advisor
- Program Academic Coordinators

Administrative Matters

For issues related to:

- petitions,
- official documents,
- student administrative procedures,
- requests for guidance or administrative support,

you may contact the **School of Foreign Languages Secretariat**.

Student Representatives

You may also communicate your:

- suggestions,
- requests,
- concerns

through your class representative.

Student Representatives serve as a communication bridge between students and the Program Administration. Feedback collected during Student Representative meetings is reviewed, and where appropriate, improvement actions are planned to enhance the quality of the Program.

Confidentiality

All applications, requests, and complaints are handled confidentially. They are reviewed by the relevant units and every effort is made to resolve them as promptly as possible.

Objection to Examination Results

Appeals regarding examination results are processed in accordance with the procedures explained in the **"Objection to Examination Results"** section of this Student Handbook.

DIGITAL COMMUNICATION AND INFORMATION CHANNELS

Students are responsible for regularly following all academic and administrative announcements related to the English Preparatory Program. Official announcements are communicated through the following channels.

Student Information System (OBS)

Through the Student Information System (OBS), students can access:

- course schedules,
- grades,
- attendance records,
- examination results,
- registration information.

Proliz

Proliz is the digital platform used to facilitate communication and support academic processes within the English Preparatory Program.
Through Proliz, students receive:

- announcements,
- surveys,
- notifications,
- information related to various academic processes.

Institutional E-mail

The institutional e-mail account assigned by the University is the official communication channel between the University and its students. Important announcements, notifications, and individual communications are sent through institutional e-mail accounts. Students are expected to check their institutional e-mail regularly.

School of Foreign Languages Website

The School of Foreign Languages website provides access to:

- the Academic Calendar,
- announcements,
- the Student Handbook,
- regulations and guidelines,
- sample examination materials,
- up-to-date information.

Students are strongly encouraged to visit the website regularly.

Note: Official and binding announcements will continue to be communicated through the University's official communication channels, including OBS, institutional e-mail, and the School of Foreign Languages website.

Academic Advisor Announcements

Each student is assigned an Academic Advisor.
Academic Advisors regularly provide students with:

- important class announcements,
- academic guidance and warnings,
- information regarding examination procedures,
- individual academic support and guidance.

Official Instagram Account

Beginning with the **2026–2027 Academic Year**, the official Instagram account of the School of Foreign Languages will also be used as a supplementary communication channel.
The account will be used to share:

- student activities,
- club events,
- academic and social activities.

Student Representatives

Each class elects a Student Representative to facilitate communication between students and the Program Administration.
Student Representatives:

- communicate students' opinions and suggestions to the Program Administration,
- assist in sharing important announcements with their classmates,
- represent their class by participating in Student Representative meetings when necessary.

📌 **Important Reminder**

Students are responsible for regularly following all official announcements related to the English Preparatory Program. Therefore, students are strongly advised to check **OBS**, their **institutional e-mail accounts**, the **School of Foreign Languages website**, and other official communication channels on a regular basis.

SOCIAL AND ACADEMIC ACTIVITIES

The English Preparatory Program offers a variety of social and academic activities designed to encourage students to use English actively beyond the classroom, enhance their communication skills, build self-confidence, and facilitate their adaptation to university life. These activities also form an important part of the Program's mission to support students' academic, social, and personal development while preparing them for their undergraduate studies.

Club Activities

The Program organizes a variety of student clubs that contribute to students' language development while allowing them to pursue their interests in an English-speaking environment.
The following clubs are offered within the English Preparatory Program:

- English Speaking Club
- Schoolpaper Club
- Drama Club
- Translation Club
- Music Club
- Movie Club
- Board Games Club
- Reading Club

Club activities encourage students to use English naturally outside the classroom while developing their collaboration, communication, creativity, and teamwork skills.

Students who participate regularly in club activities throughout the academic year are awarded a **Certificate of Participation**.

Debates

Debates constitute an important component of the English Preparatory Program curriculum. They are designed to develop students' critical thinking, research, public speaking, and academic communication skills while encouraging them to express and defend their ideas effectively in English. Through debate activities, students have the opportunity to develop:

- critical thinking skills,
- academic discussion skills,
- effective presentation skills,
- persuasive speaking,
- teamwork,
- problem-solving skills.

Debates are not merely co-curricular activities; they are an integral part of the English Preparatory Program curriculum. Students' performance in debate activities is assessed as part of the module assessment process and contributes to their overall module grade.

Prep School–Department Meetings

The English Preparatory Program organizes **Prep School–Department Meetings** to bring preparatory school students together with faculty members from their future academic departments.
These meetings enable students to:

- become familiar with their future departments,
- develop an awareness of the level of English required in their academic field,
- become acquainted with discipline-specific academic and professional terminology,
- gain insight into the academic expectations of their future departments,
- better understand the role of English language proficiency in their undergraduate education.

These meetings facilitate a smoother transition from the English Preparatory Program to undergraduate study and help students prepare more effectively for their academic journey.

STUDENT SERVICES

Students may receive support from the following units regarding academic and administrative matters.

School of Foreign Languages Secretariat

For petitions, official documents, and other administrative procedures, students may contact the **School of Foreign Languages Secretariat**.

📍 **Floor 1 – Office 101**

Information Technology (IT) Office

Students may contact the **Information Technology (IT) Office** for assistance with:

- institutional user accounts,
- internet (Wi-Fi) access,
- OBS,
- Proliz,
- institutional e-mail accounts,
- other technical or digital issues.

📍 **Floor 4 – Office 403**

Study Room

Students who wish to study individually or work in small groups outside class hours may use the **Study Room**. This space provides a quiet and comfortable environment for studying, completing assignments, preparing presentations, and revising for examinations.

📍 **Floor 3 – Room 309**

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

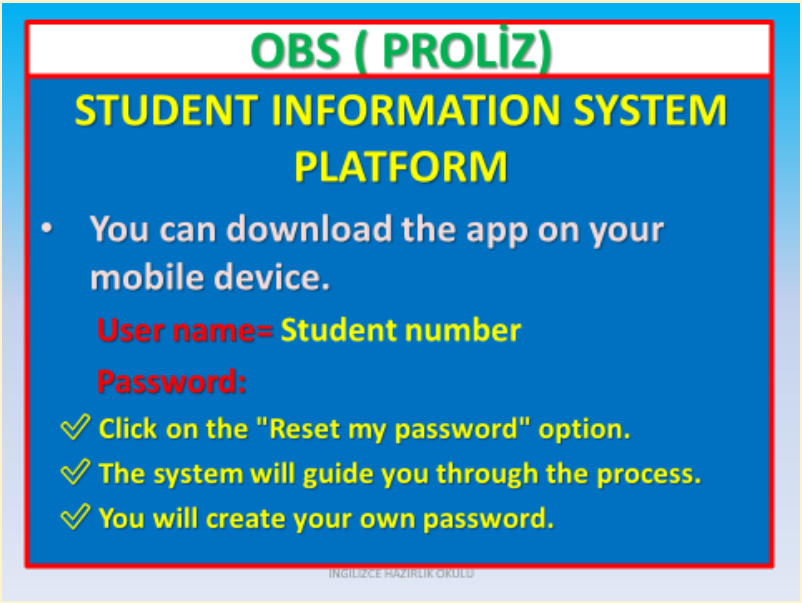
Important Note: ***Your signing to the receipt of this leaflet is your declaration to having thoroughly read this leaflet and pledge to obey the school rules and regulations stated herein.***

ISTANBUL AREL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES -ENGLISH PREPARATORY PROGRAM
2026- 2027 ACADEMIC YEAR CALENDAR

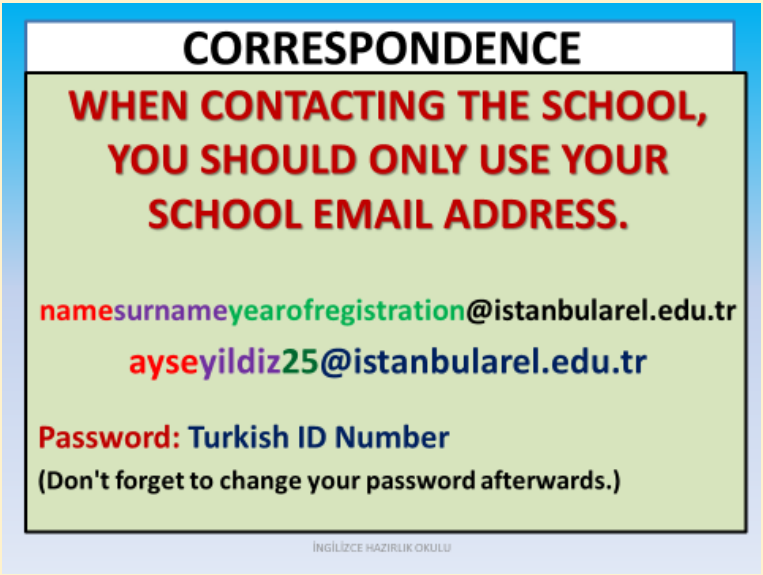
FALL TERM		
Orientation Program	**21 September 2026 Monday**	
MODULE - 1	**Start Date**	**End Date**
Module 1 – Start / End of Classes	22 September 2026 Tuesday	06 November 2026 Friday
Turkish Republic Day	**29 October 2026 Thursday**	
MODULE 1 - End-of-Module Assessment Exams (EMT)	09 November 2026 Monday (EMT Speaking Exam)	10 November 2026 Tuesday (EMT Written Exam)
MODULE - 1 End-of-Module Assessment and Evaluation Week	09 November 2026 Monday	13 November 2026 Friday
MODULE - 2	**Start Date**	**End Date**
Module 2 – Start / End of Classes	16 November 2026 Monday	31 December 2027 Thursday
New Year's Day	**31 December 2026 Thursday- 01 January 2027 Friday**	
MODULE - 2 End-of-Module Exams (EMT)	04 January 2027 Monday (EMT Speaking Exam)	05 January 2027 Tuesday (EMT Written Exam)
MODULE - 2 End-of-Module Assessment and Evaluation Week	04 January 2027 Monday	08 January 2027 Friday
English Preparatory School Final Exam – ARELIFS (For the students who finished B2 Level successfully)	**08 January 2027 Friday (Time: 10.00)**	
SEMESTER BREAK	**11 January 2027 Monday**	**15 January 2027 Friday**
SPRING TERM		
MODULE - 3	**Start Date**	**End Date**
Module 3 – Start / End of Classes	18 January 2027 Monday	05 March 2027 Friday
Ramadan- (Religious Holiday)- Eid-Al Fitr	**09.03.2027 Tuesday**	**11.03.2027 Thursday**
MODULE - 3 End-of-Module Exams (EMT)	15 March 2027 Monday (EMT Speaking Exam)	16 March 2027 Tuesday (EMT Written Exam)
MODULE - 3 End-of-Module Assessment and Evaluation Week	15 March 2027 Monday	19 March 2027 Friday
MODULE - 4	**Start Date**	**End Date**
Module 4 – Start / End of Classes	22 March 2027 Monday	07 May 2027 Friday
National Sovereignty and Children's Day	**23 April 2027 Friday**	
Labor Day	**01 May 2027 Fridayrchesi**	
MODULE - 4 End-of-Module Exams (EMT)	10 May 2027 Monday (EMT Speaking Exam)	11 May 2027 Tuesday (EMT Written Exam)
MODULE - 4 End-of-Module Assessment and Evaluation Week	10 May 2027 Monday	14 May 2027 Friday
Commemoration of Atatürk and Youth and Sports Day	**19 May 2027 Wednesday**	
Kurban- (Religious Holiday)- Eid-Al Adha	**16.05.2027 Sunday**	**19.05.2027 Wednesday**
English Preparatory School Final Exam – ARELIFS (For the students who finished B2 Level successfully)	**25 May 2027 Tuesday (Time: 10.00)**	
MODULE - 5 (SUMMER SCHOOL)	**Start Date**	**End Date**
Module 5 – Start / End of Classes	05 July 2027 Monday	20 August 2027 Friday
Democracy and National Unity Day	**15 July 2027 Thursday**	
MODULE - 5 End-of-Module Exams (EMT)	23 August 2027 Monday (EMT Speaking Exam)	24 August 2027 Tuesday (EMT Written Exam)
MODULE - 5 End-of-Module Assessment and Evaluation Week	23 August 2027 Monday	27 August 2027 Friday
Victory Day	**30 August 2027 Monday**	
English Preparatory School Final Exam – ARELIFS (For the students who finished B2 Level successfully)	**01 September 2027 Wednesday (Time: 10.00)**	

APPENDIX 1

APPENDIX 2



APPENDIX 3



APPENDIX 4

Communication Channel	Purpose
OBS – Proliz	Access to grades, attendance records, examination results, course schedules.
Institutional E-mail	Official correspondence and individual notifications.
School of Foreign Languages Website	Academic Calendar, regulations and guidelines, Student Handbook, announcements, and other important information.
Official Instagram Account	Student activities, club events, reminders, and academic and social announcements.
Program Academic Coordinators	Academic procedures, program implementation, course-related matters, and the evaluation of students' academic questions, suggestions, requests, and feedback.
Academic Advisor	Academic guidance, individual support, and academic advising.
Student Representative	Communicating students' opinions and suggestions to the Program Administration and supporting communication within the School.
School of Foreign Languages Secretariat	Petitions, official documents, student administrative procedures, guidance, and other administrative support.
Information Technology (IT) Office	Assistance with OBS, Proliz, institutional e-mail accounts, user accounts, Wi-Fi access, and other technical or digital issues.