

**KADIR HAS UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM**



**2019-2020
ENGLISH PREPARATORY PROGRAM
STUDENT HANDBOOK**

**KADİR HAS UNIVERSITY
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ENGLISH PREPARATORY PROGRAM**



Dear Students,

We are excited to welcome you at Kadir Has University one of the most respected universities in our country while you are taking your first steps into academic life.

Our primary aim as the English Prep Program is to prepare and equip you with the necessary skills to follow your lessons in your departments. You will be able to read, listen and analyze lesson content and materials and be able to express yourselves verbally and in prose and exchange ideas with your peers and professors.

Together with our dynamic and experienced team we are working hard to apply a **learner and learning** focused program. The English Prep Program aims to provide the best educational environment and has been prepared making use of the most effective and innovative learning methods and tools. Our program does not just offer a blend of general and academic English for you. We also offer extra materials, online study platforms, extra workshops and one-on-one support for our students.

To be successful at the English Prep Program it is of utmost importance that you attend and actively participate in the lessons. However, we also support our students as independent learners who can study on their own outside of class hours. We know that a successful university student is an individual that can stand on their own two feet and work independently.

As the English Prep Program Team we are happy to encourage our learners not to be just a university student that can speak English but also be an individual who is ready to face the realities of the digital era, and is aware of the developments around themselves and the world. An individual that can read and do research in English, can express themselves and their ideas freely, think critically, has strong communication skills, can work as a team, and is creative. In other words, a Kadir Has University student is a student who can make a difference.

We wish you all good luck in your studies,

Belkıs Kılınç Sadak

**Department of Foreign Languages Assistant Chair
English Prep Program Coordinator**

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I. GENERAL INFORMATION ABOUT THE ENGLISH PREPARATORY PROGRAM

One academic year of Kadir Has University English Preparatory Program consists of Fall Semester, Spring Semester and Extended Spring Period. Students who fail to pass the three-stage English Placement and Proficiency Exam (KHAS-EPPE) held at the beginning of each academic year are placed in the English Preparatory Program. Students who successfully pass all three stages of KHAS-IYS are exempted from the English Preparatory Program and have the right to start their academic education in the Faculties/Departments.

1. TRACK SYSTEM AND TRACKS

Kadir Has English Preparatory Program consists of 5 different courses in terms of their level and total hours allocated to each level.

TRACK 1/BEGINNER	(Fall Semester)
TRACK 2/PRE-INTERMEDIATE	(Fall and Spring Semesters)
TRACK 3/ INTERMEDIATE	(Fall, Spring and Extended Spring Semesters)
TRACK 4/UPPER INTERMEDIATE	(Fall, Spring and Extended Spring Semesters)
TRACK 5/ADVANCED	(Spring and Extended Spring Semesters)

Students **will be able to successfully complete their track program** if they reach the required average and meet the requirements for taking the Final Exam.

The conditions for taking the final exam are to fulfil the 85% attendance requirement and to get “C” (Completed) letter grade from the number of portfolio assignments determined by the Track Coordinator at the beginning of the semester. **Students who do not meet these requirements cannot take the final exam.**

2. TRACK PROGRESSION

Students are placed in one of the following four main levels offered by the English Preparatory Program determined by the results of the first phase of the KHAS English Placement and Proficiency Exam (KHAS-EPPE) that takes place at the beginning of the academic year.

TRACK 1

This course is for students whose English knowledge and competence are at the beginner level. It aims to raise students' English knowledge and competence to a level that allows for basic communication. It puts emphasis on

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the development of basic grammar and vocabulary as well as the improvement of basic reading, writing listening and speaking skills. The duration of the course is 16 weeks and offered only in the Fall Semester.

Students who **meet the requirements** for entering the final exam in Track 1 in the Fall Semester and are able to achieve **a grade point average between 65-100** are considered to have successfully completed the Basic Level. These students continue their studies in the **Spring Semester Track 3 program.**

Students who **make a grade point average of 0-64** and/or **do not fulfil the final exam requirements** continue their education in the **Spring Semester Track 2 program.**

FALL		SPRING
TRACK 1	0-64	TRACK 2
	65-100 & Fulfilling final exam requirements	TRACK 3

TABLE 1 *Track 1 Student Progress Requirements*

TRACK 2

This course is for students whose English knowledge and competence are a little above Track 1 level, but are not ready to start Track 3 and still need reinforcement of basic grammar and vocabulary knowledge. It aims to move students' reading, writing, listening and speaking abilities forward and to expand their knowledge of grammar and vocabulary. The course is offered in the Fall and Spring Semesters.

Students who **meet the requirements** for entering the final exam in Track 2 in the Fall Semester and are able to achieve **a grade point average between 65-100** are considered to have successfully completed Track 2. These students continue their studies in the **Spring Semester Track 4 program.**

Students who **make a grade point average of 0-64** and/or **do not fulfil the final exam requirements** continue their education in the **Spring Semester Track 3 program.**

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FALL		SPRING
TRACK 2	0-64	TRACK 3
	65-100 & Fulfilling final exam requirements	TRACK 4

TABLE 2 *Track 2 Student Progress Requirements*

TRACK 3

Students placed in this level are considered to have a strong foundation of English knowledge and competence. This course helps students to further develop their language skills in terms of fluency and accuracy. At this level, students start to improve their academic English skills. The course is offered in the Fall, Spring and Extended Spring Semesters.

Students who meet the requirements for entering the final exam in Track 3 and are able to achieve a grade point average between 65-100 are considered to have successfully completed Track 3. These students continue their studies in the Spring Semester Track 5 program, the highest level.

Students who make a grade point average of 0-64 and/or do not fulfil the final exam requirements continue their education in the Spring Semester Track 4 program.

Students who meet the requirements for entering the final exam in Track 3 and are able to achieve a grade point average of at least 75 points are eligible to enter the KHAS-EPE (see Table 4 on page 6). If they fail from KHAS-EPE, they will continue their education in Track 5.

FALL		SPRING
TRACK 3	0-64	TRACK 4
	65-100 & Fulfilling final exam requirements	TRACK 5

TABLE 3 *Track 3 Student Progress Requirements*

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TRACK 4

This course allows students to further develop their academic knowledge and skills as well as their English competence. It helps students to be able to be more advanced communicators functioning effectively in written and spoken contexts in English and also in the academic level of reading, listening, writing and speaking.

This course is offered in the Fall, Spring and Extended Spring Semesters.

Students who **meet the requirements** for entering the final exam in Track 4 in the Fall/Spring Semesters and are able to achieve **a grade point average between 60-100** are eligible to enter the KHAS-EPE (see Table 5 on page 6). If they fail from KHAS-EPE, they will continue their education in Track 5.

Students who **make a grade point average of 0-64** and/or **do not fulfil the final exam requirements** continue their education in the **Spring Semester Track 5 program**.

Track 4 students are **able to get an exemption from KHAS-EPE** if they **meet the requirements** for entering the final exam in Track 4 and score an average of **at least 75 points** from **mid-term and final exams** (see Table 5 on page 6)

TRACK 5

Track 5 program is the highest level of the Khas English Preparatory Program. The program focuses on ensuring that students' academic knowledge and skills are used at the highest level. At the end of the program, students are expected to be able to understand the academic texts they have read and listened to, even in academic themes / contexts that they are not familiar with, and to demonstrate their communication skills in a written/oral manner. This course is offered only during Spring Semester and Extended Spring Semester.

Students who **meet the requirements** for entering the final exam in Track 5 and are able to achieve **a grade point average between 60-100** are eligible to enter the KHAS-EPE.

Track 5 students are **able to get an exemption from KHAS-EPE** if they **meet the requirements** for entering the final exam in Track 5 and score an average of **at least 65 points** from **mid-term and final exams** (see Table 5 on page 6).

EXTENDED SPRING SEMESTER

Extended Spring Semester is a **free 8-week term** offered by the English Preparatory Program for students who have not been able to improve their English to the desired level in the Fall and Spring Semester. During this extended period, only Track 3, Track 4 and Track 5 courses are offered.

Track 2 students whose grade point average (GPA) is between 0-64 at the end of the spring semester cannot take the proficiency exams at the end of the spring semester or at the beginning of the following academic year. In their

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second year in the prep program, they have to take the Stage 1 of **KHAS-EPPE** and will be placed in a level accordingly.

Track 2 students whose grade point average (GPA) is between 65-100 at the end of the spring semester and fulfill the final exam requirements continue with Track 3 in the extended spring semester. Students who meet the **KHAS-EPE** eligibility requirements (GPA: minimum 75) and final exam requirements can take the **KHAS-EPE** at the beginning of the following academic year. Track 3 students who successfully complete the Spring Semester Program (who meet the semester average and fulfill the requirements for entering the finals) will be subject to the same level of upgrade requirements as in the Fall and Spring Semester. For Track 4 and 5 students the conditions for exemption and eligibility for KHAS-EPE are the same as in the Spring Semester. Track 4 students who fulfill the final exam requirements in Spring semester continue with Track 5 in the extended spring semester. Track 5 students whose GPA is 0-59 and students who are eligible to take KHAS-EPE but do not achieve 60-100, continue with Track 5 in the extended spring semester (see Table 4 below).

However, **students who have not met the requirements for entering the finals in the Spring Semester continue from the same level they have studied in the Spring Semester in the Extended Term.** In order to receive an exemption for KHAS-EPE in the Extended Period, the final exam requirements must be met.

SPRING		EXTENDED SPRING
TRACK 2	0-64	-
	65-100 & Fulfilling final exam requirements	TRACK 3
TRACK 3	Final Requirements not fulfilled	TRACK 3
	0-64 & Fulfilling final exam requirements	TRACK 4
	65-100 & Fulfilling final exam requirements	TRACK 5
TRACK 4	Final Requirements not fulfilled	TRACK 4
	Fulfilling final exam requirements	
TRACK 5	0-59 & Fulfilling final exam requirements	TRACK 5
	Failing KHAS-EPE	

Table 4 *Extended Spring Student Progress Requirements*

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3. KHAS ENGLISH PLACEMENT AND PROFICIENCY EXAM (KHAS-EPPE)

This exam is held on the dates and days specified in the academic calendar of the School of Foreign Languages English Preparatory Program.

- KHAS-EPPE is held only at the beginning of the academic year and consists of three stages.
- KHAS-EPPE Stage 1 is the Placement Exam and is **compulsory for all students** wishing to enter the Preparatory Program. **Students who do not take this exam are not accepted into the English Preparatory Program.**
- Stage 1 of KHAS-EPPE is a test that measures English grammar and vocabulary. In this exam, students who do not pass the threshold are placed in Track 1 and Track 2 in the English Preparatory Program according to their scores.
- In the first stage of KHAS-EPPE, students whose level is determined as intermediate or higher, enter the second stage of KHAS-EPPE.
- Stage 2 measures reading (40%), listening (30%) and writing (30%).
- Those who score 60 or more in the total of Stage 2 are exempted from the English Preparatory Program and are entitled to begin their studies in the Faculties/Departments in the new academic year.

KHAS ENGLISH PROFICIENCY EXAM (KHAS-EPE)

KHAS-EPE is held at the end of Fall and Spring Semesters and consists of three parts which measure reading (40%), listening (30%) and writing (30%).

Students who successfully complete Track 3, Track 4 or Track 5 can take these exams. In order to successfully complete the course schedules, Track 3 students are required to receive a grade point average between 75-100 and Track 4 and 5 students are required a grade point average of 60-100 (see Table 5 on page 6). In addition, these **students are required to have fulfilled the 85% attendance requirement and to fulfil the conditions for having received the letter grade “C”(Completed) from the portfolio assignments** determined by the Track Coordinator at the beginning of the semester.

Track 3	75-100 semester grade point average & Fulfilling final exam requirements
Track 4	60-100 semester grade point average & Fulfilling final exam requirements
Track 5	60-100 semester grade point average & Fulfilling final exam requirements

Table 5 Conditions of Entry to KHAS-EPE

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In addition, students **must be enrolled at the university** to be able to take KHAS-EPE. Students will be exempt from the English Preparatory Program if they have a score of **at least 60 from A and B sections** of the exam. The KHAS-EPE/EPPE result is announced to students as a letter grade.

EXEMPTION FROM KHAS-EPPE/EPE

Track 4 and Track 5 students studying in the English Preparatory Program may receive exemption from KHAS-EPE if they meet the requirements during the academic year. The average of midterm and final exams for Track 4 students has to be between 75-100 and the average of midterm and final exams for Track 5 students has to be between 65-100. In order to be able to take the final exams as in other levels, **it is required to fulfill the 85% attendance requirement and to have received the letter grade “C” (Completed) from the number of portfolio assignments** specified by the Track Coordinator at the beginning of the semester. These students cannot get exemption from EL101, EL102, EL201 and EL202 courses which are given as compulsory courses together with the courses in their Faculties.

Track 4	75-100 semester grade point average & Fulfilling final exam requirements
Track 5	65-100 semester grade point average & Fulfilling final exam requirements

Table 6 KHAS-EPPE/EPE Exemption Conditions in Academic Year

Students can also be exempt from the English Preparatory Program if they provide documents with the obtained scores of the internationally recognized English proficiency exams accepted by the Kadir Has University Senate. Accepted exam result documents need to be no more than 2 calendar years old and should be submitted to the Directorate of the School of Foreign Languages through the institutions that give the exam. The exemption status of these students from EL101, EL102, EL201 and EL202 courses as compulsory courses is determined according to the grade they have received from the relevant exam and the equivalence scores accepted by the Senate.

The international language exams accepted for exemption from the English Preparatory Program and the minimum scores required for these exams are as follows.

TOEFL-IBT	CAE	CPE	PTE-Academic
78	C	C	60 (minimum 59 from each section)
valid for 2 years	valid for 3 years	valid for 3 years	valid for 2 years

Table 7 Scores Accepted in International Language Exams

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In order for the **TOEFL IBT score to be recognized**, it must be taken at a test center owned by a state university in Turkey using the Kadir Has University institution code (7524). In addition, TOEFL-IBT scores taken in the US, GB, The Netherlands and Canada are accepted. Students who take the exam in these countries should use the Kadir Has University institution code (7524) in their application. Applications that do not meet the requirements are not accepted.

As for valid TOEFL IBT scores taken before, if applicants did not indicate Kadir Has University prior to taking the test, they can order additional score reports by mail, fax or online (www.ets.org/toefl) and request an official score report for the institution using the assigned code number for Kadir Has University (7524) as detailed in the TOEFL IBT Information and Registration Bulletin.

Students who wish to apply for the exemption must send their **PTE Academic score through Pearson's official portal**. We do not accept paper or PDF versions of PTE Academic score reports.

EXEMPTION FROM COMPULSORY ENGLISH COURSES (EL) IN THE DEPARTMENTS/FACULTY

Students receive exemption from compulsory English courses in Faculty/Departments according to their KHAS-EPE/EPPE results. For required exemption scores and their letter equivalents for EL courses check the table below.

KHAS-IYS SCORES		EXEMPTION
A+	95-100	EL 101-102-201-202
A	90-94	EL 101-102-201
B	80-89	EL 101-102
C	70-79	EL 101
D	60-69	Pass (no exemption)
FF	59 and below	Fail

Table 8 Exemption for EL courses

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4. COURSEBOOKS

Coursebooks that will be used throughout the academic year can be purchased from the book stands provided by the publishing companies in the first week. Using **original books** and online materials that can only be accessed through these books affect students' success and grades in the program. Also, since the use of pirated and photocopy books is a criminal offence, students are required to use **original books**. **Students who insist on not using original books** will be asked to provide a signed letter indicating that they have been warned and informed about the crime by **SFL**.

5. COURSE CONTENT

Our program emphasizes enhancement of speaking, listening, reading and writing skills in each level. During the courses, students learn the basics of the English language, including grammar and use of vocabulary. They improve their reading comprehension skills, reading strategies and vocabulary knowledge by reading scientific essays, stories, literary texts, articles, poems and newspaper reports, which are determined according to their levels. Their writing skills are fostered through in-class and homework, portfolio tasks and extracurricular activities.

Our students should improve their habits to work independently outside the class and increase the time they devote to speaking, listening, reading and writing activities in English. Online programs offered over the internet are very suitable tools for this. Students can get support from the instructors during their office hours. Each instructor offers **two office hours per week** and announces these hours to students at the beginning of the term. During office hours the instructor regularly gives one-to-one feedback on the development of the Learning Portfolio work, and in addition, our students can receive support from the instructor according to their personal needs.

6. ASSESSMENT AND EVALUATION

Students' grade point averages (GPA) at the end of each semester are calculated based on these assessment tools below.

Quizzes	%20
Midterm Exam	%30
Final Exam	%40
Independent Study Skills	%5
Performance Portfolio Grade	%5

Table 9 Exams and mid-term grade weights*

* The percentages in this table may vary for different Tracks.

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Quizzes

Quizzes are held in order to understand how our students developed in the homework and classwork subjects. At the end of each of these quizzes, our instructors and our students should strive to make the learning activity more effective by recognizing their needs. The content of the quizzes can be either grammar or vocabulary or both.

Mid-Term Exam

The Mid-Term exam evaluates all the skills that have been taught and studied until that time. The results of this exam are designed to measure how far the students in the program have come. The content of the mid-term exam can be grammar and vocabulary and one or more of the following skills: reading, comprehension, listening, writing.

End of Semester Final Exam

The End of Semester Final exam evaluates all the skills that have been taught/studied in that semester. The results of this exam are designed to measure how far the students in the program have come. The content of the final exam can be grammar and vocabulary and one or more of the following skills: reading, comprehension, listening, writing, speaking.

Students will receive detailed information regarding assessment/exam content from their teachers during the semester.

Independent Study Skills

Developing individual learning and study skills is a necessity of becoming equipped for university education. In the English Preparatory Program, students are expected to strive for class participation, take responsibility and do their homework regularly and on time. This assessment aims to ensure that our students are individuals who continue to learn on their own.

REQUIREMENTS TO TAKE THE FINAL EXAM

Learning Portfolio (LP)

Learning Portfolio assignments are designed to help our students improve their English writing and speaking performance. These assignments enable our students to improve their English performance skills and prepare them for the sections in the midterm and final exams where performance is evaluated. At the beginning of the semester, the coordinator of the Track Team announces the number of the assignments and the number of how many “C” (Completed) letter grades that need to be achieved to fulfil requirements of final exam eligibility.

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Attendance

English Preparatory Program students **are obliged to attend a minimum of 85 percent of courses in each semester. Absenteeism is not a right** and 15% flexibility is given for accidents, illnesses or other problems. For the development of our students it is ideal **to attend and to participate in classes.** Each student is responsible for keeping track of his/her attendance.

Students who fail to attend the classes cannot take the final exams and the English Proficiency Exam (KHAS-EPE). Students who do not attend the lesson for any reason, who are late or leave the class before the end of the lesson are recorded as absent. **Instructors do not have the authority to take the initiative and permit students to be absent from class.** In cases when the time and place of a class is changed, or a make-up lesson is arranged at times other than class hours, attendance taking process still applies and students are required to **be present at the announced place and time.**

7. OBJECTION TO EXAM RESULTS

Objections to the final exam results, end-of-term averages and KHAS-EPE exam results can be made within three working days as of the date of the announcement date of the grades. Objections made after three business days are not taken into consideration. Appeals are addressed to the Directorship of School of Foreign Languages and signed by the student in person. The appeal should be given to the Student Affairs Office of the English Preparatory Program. The midterm exam, quiz and portfolio grades cannot be objected to by means of a petition since feedback on these are given to the students by their instructors during the term.

8. SPARKS

Sparks is an online database established for students to be able to keep track of their exam grades and state of attendance. It is the responsibility of the students to monitor their attendance. The password is a 6-digit password that is sent to the students' e-mail address during the registration process. For general problems related to SPARKS, applications should consult the Student Affairs Office and for problems related to the user password, the IT Support Unit should be visited.

9. iLEARNING CENTER

The aim of the iLearning Center is to help all members of our university improve their written and verbal communication skills in English. In our center, individual requests, deficiencies and needs of our students in English learning are determined, and studies and directions are made in accordance with these needs and student's learning tendencies.

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Our key priorities include helping students to develop individual and independent learning skills, as well as supporting and strengthening English courses at our university. There are course programs designed to identify the primary needs of the individual, to prepare study programs for these needs, to provide material and feedback, to follow the development of the students and to provide the necessary guidance and support according to the changing needs over time.

In addition, the iLearning Center offers students the opportunity to participate in additional courses and workshops that will provide them with the opportunity to improve themselves in the subjects and skills they are challenged to improve their English language proficiency. In addition to short lectures, these courses include reinforcing studies, course materials, and exercises that offer practical opportunities. The courses provide students with the opportunity to receive feedback to guide their learning while helping our students develop solutions to specific problematic areas.

The iLearning Center provides activities and opportunities for students to use, develop and practice their English in a comfortable environment outside the classroom in order to develop and promote language learning. Our goal is to provide information about online language learning practices and materials that we think may be useful in learning English, to encourage the use of online resources and to produce maximum suitable materials for our students wherever necessary. The iLearning Center also assists graduates and students of our university in their application for graduate education, internships and job applications abroad. Applications can be made to the iLearning Coordinator for appointments and support from this center.

10. EXEMPTION FROM ATTENDANCE REQUIREMENT

Upon provision of the death certificate, students are permitted to be absent for three days if they lose a family member of first degree (mother, father, sibling, husband/wife).

Health commission reports for **ten days and above**, received from general state or private hospitals, and **sealed by the borough societal health centre (ilçe toplum sağlığı merkezi) or group health directorship (grup sağlık başkanlıkları)**, are accepted and this absence is not taken into account. **Reports not meeting these criteria are not accepted.** Health reports must be submitted to the School of Foreign Languages Directorship within three days following the final day of the report. A student with such a report cannot take classes or exams within the report dates. **Reports shorter than ten days are not accepted as an excuse** and are counted toward the 15 percent absence period allowed. Acceptance of reports for less than ten days taken in exceptional circumstances are subject to the School of Foreign Languages Administrative Board decision, provided that they meet the other criteria specified above.

Student athletes who are actively involved in the university's sports clubs are excused from the attendance obligation only if they are notified to the English Preparatory Program by the decision of the University Executive Board and on the dates determined by the Executive Board.



11. STUDENT CLASS REPRESENTATIVES

At the beginning of each academic semester, a class representative from each class is elected and the Student Representatives meet regularly on the dates announced by the English Program Coordinator throughout the Preparatory Program and, if necessary, by the Track Coordinator on a regular basis. The aim of these meetings is to exchange ideas with the students in order to increase the effectiveness of learning within the English Preparatory Program, to evaluate their ideas and contributions and to ensure continuous communication between management and students.

12. WHERE SHOULD I GO? WHO SHOULD I ASK?

Student Affairs Unit: For the academic program, objection to exam results, announcements, petitions and issues related to Sparks.

Information Technologies Unit: For all password, technical and internet connection issues

II. STUDENT RIGHTS AND RESPONSIBILITIES

1. STUDENT RIGHTS

KHAS Prep School students have

- the right to access all academic and non-academic opportunities offered by the KHAS English Preparatory Program.
- the right to be treated fairly regardless of race, colour, national origin, age, sex, disability and religion.
- the right to be evaluated fairly by the KHAS Preparatory School Program when required.
- the right to free speech and expression within the framework of principles, instruction, regulations and laws of YÖK and the KHAS English Preparatory Program in effect.

The English Preparatory Program is a place where individuals have the freedom to question, think and express themselves. Taking advantage of this freedom requires respect for the rights of everyone in the English Preparatory Program.

2. STUDENT REGULATIONS

- In accordance with the program, at the end of each semester, course instructors and classes change on the basis of the criteria determined by the KHAS English Preparatory program administration. **Any wishes regarding class or instructor changes are not accepted.**
- Students are responsible for coming to class on time. **All prep students have to be in class on time before the lesson starts and the instructor arrives.** Late students are recorded as Absent.
- **Intentionally interfering with the school instruction and systematic operations and / or defacing school property is not tolerated.**

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- **The students are expected to come prepared for the lesson. They should bring their books, notebooks and pens with them, listen to the lesson and attend the lesson.**
- Instructors give homework to the students in order to complete and support the development of the students. Students are required to complete supplementary material assignments on time and according to the instructions given by the instructor,
- Plagiarism is strictly forbidden. It is a form of cheating and involves obtaining or attempting to obtain academic credit by copying the words or ideas of another and passing them off as one's own without documentation – that is, without acknowledging the source with quotation marks, footnotes, and lists of works cited.
- Students should refrain from using their mobile phones in the classroom for personal purposes, eating and drinking without permission, and avoid distracting actions that will disturb other students and disrupt the classroom learning environment. For example, making conversations unrelated to class or speaking in L1.
- Students have to keep an attitude open to communication with the instructors and express their concerns and complaints in a respectful manner.
- The language of communication between students and instructors is English.
- Students are expected to use their ID cards issued by the school. They cannot use anyone else's.

3. EXAM RULES

- Students should come to class on time
- The exams of the students who do not follow the rules or listen to the warnings of the instructor will be voided.
- Students should bring their university ID cards with their picture to show to the instructor.
- Students are not allowed to return to the exam room if they decide to leave early. Please, make sure you have everything you need and you do not need to go to the toilet before the exam starts.
- The exam starts just after the exam papers are distributed by the instructor. Please write your name, surname and student number on them. Suggested time for sections are shown on the exam papers.
- Every student is individually responsible for their exam paper.
- An attempt to cheat during the exam is considered cheating and your exam is voided. Examples of cheating include, but are not limited to the following:
 - communicating answers with another person during an exam,
 - trying to use information from another student or student's paper on an examination,
 - using unauthorized notes, or study aids,
 - using a mobile phone for any reason even for learning the time
 - borrowing any items from other students including pencils and erasersAny attempt to cheat is detected by invigilators during the exam.
- Talking or asking questions during the exam is forbidden. All necessary instructions are already available on the exam papers.
- The test cannot be taken with hats, hoods and similar accessories that hide the face.

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- Students **are not allowed to have their cell phones with them during the exam.** All cell phones need to be turned off and left on the teacher's desk. Students can take your cell phone back after they submit their exam to the instructor. The exam will be voided if a student does not follow the cell **phone rule.**
- Students are not allowed to go into the exam room if they are late for the exam.
- Students must follow the rules read by the instructor. The exams of the students who do not follow the rules or listen to the warnings of the instructor **will be voided.**
- Students must submit all the sections of the exam with the instructors' supervision and sign the signature list when leaving the exam room. The exams of the students who do not sign the signature list will be voided.

Any violation of the student regulations will be subject to disciplinary actions as per the University's Rules and Regulations for Student Discipline. In accordance with YÖK regulation 2547 article 54, a student may be warned, reproached, and/or suspended.

4. MAXIMUM DURATION OF EDUCATION

In the Kadir Has University English Preparatory Program, the maximum duration of education is **two academic years.** Students who are unsuccessful due to any reason at the end of their second academic year are dismissed from the English preparatory program.

Students who are dismissed at the end of two years despite fulfilling the attendance requirements, are granted the right to sit the Kadir Has University English Proficiency exam (KHAS-EPE) given at the beginning of the academic year for three consecutive years.

Students who hold the right to take the exam can sit in Stage 2 of the KHAS-EPPE announced in the academic calendar at the beginning of each academic year. These students are required to apply to the Student Affairs Office of School of Foreign Languages with a petition at least 5 days before the announced exam date. Students who do not apply during this period will not be accepted to the exams. Students who will be dismissed at the end of the maximum allowed period can also use their exam rights by documenting that they have obtained the required score from the international exams accepted by the Senate of Kadir Has University within the specified dates. Students wishing to exercise their exam rights in this way must submit the original document showing that they have fulfilled the requirements for exemption from international examinations, and apply at the beginning of the academic year and within the period of the exemption request determined by the University. Students who pass the KHAS-EPE exam held at the beginning of the academic year or submit an English exemption certificate on the specified dates are re-registered to undergraduate or graduate programs and resume their studies from where they left off. The period in which these students take the exams is not counted as the period of study and the students who participate in these exams cannot benefit from the student rights in any way.

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III. STUDENT HANDBOOK UPDATE

This handbook is written out to introduce the English Preparatory Program, to give detailed information about the courses offered, level progression and exams as well as to remind of the general rules to be obeyed and expectations from the students. The changes aimed to help the improvement of the education and training in the English preparatory program are announced to the students by updating this student handbook. Therefore, School of Foreign Language administration and relevant committees reserve the right to amend and make changes in this handbook if necessary.