

KADİR HAS ÜNİVERSİTESİ
YABANCI DİLLER YÜKSEKOKULU
İNGİLİZCE HAZIRLIK PROGRAMI



2020-2021
ENGLISH PREPARATORY PROGRAM
STUDENT HANDBOOK



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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,

Belkis 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 two-stage **Level Placement and Proficiency Exam (KHAS-LPPE)** held at the beginning of each academic year are placed in the English Preparatory Program. Students who successfully pass both two stages of **KHAS-LPPE** are exempted from the English Preparatory Program and have the right to start their academic education in their departments.

1. TRACK SYSTEM AND TRACKS

Kadir Has English Preparatory Program consists of 5 courses that are different 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)

1.1. TRACK 1

Students who cannot pass the elementary level in Stage 1 of **KHAS-LPPE** are placed in this Track. This course aims to raise the English knowledge and competence of the students to a level that allows for basic communication. It puts emphasis on the development of basic grammar and vocabulary as well as the improvement of basic reading, writing, listening and speaking skills. This course is offered only in Fall Semester.

1.2. TRACK 2

This course is for students whose English knowledge and competence levels are above Track 1, but are not ready to start Track 3 and need further 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. This course is offered in the Fall and Spring Semesters.

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

1.4. 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 Fall, Spring and Extended Spring Semesters.

1.5. TRACK 5

Track 5 is the highest level of the KHAS English Preparatory Program. This course focuses on ensuring that students' academic knowledge and skills are used at the highest level. At the end of the course, students are expected to be able to understand the academic texts they have read and listened to, even in academic themes/contexts 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.

2. TRACK PROGRESSION and PROGRESS REQUIREMENTS

Students will be able to successfully complete their track 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 a “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.

2.1 FALL SEMESTER TRACK PROGRESSION

2.1.1 TRACK 1

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 Beginner Level. These students continue their studies in the Spring Semester Track 3 course.

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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 (see Table 1).

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

Table 1. Track 1 Student Progress Requirements

2.1.2. TRACK 2

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 course.

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 course (see Table 2).

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

Table 2. Track 2 Student Progress Requirements

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2.1.3. TRACK 3

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 course, 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 (see Table 3).

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

Table 3. Track 3 Student Progress Requirements

2.1.4. TRACK 4

Students who do not fulfil the final exam requirements in Fall, repeat Track 4 in Spring Semester.

Students who fulfil the final exam requirements, continue their education in the Spring Semester Track 5 course (see Table 4).

FALL		SPRING
TRACK 4	Final Requirements not fulfilled	TRACK 4
	Fulfilling final exam requirements	TRACK 5

Table 4. Track 4 Student Progress Requirements

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2.2 SPRING SEMESTER TRACK PROGRESSION

2.2.1. EXEMPTION

Track 4 and 5 students are able to get an exemption from KHAS-LPPE if they meet the requirements for entering the final exam and achieve a certain average from mid-term and final exams at the end of Spring Semester. (see Table 7 on page 8).

2.2.2. TRACK 2

Track 2 students who achieve a grade point average between 65-100 at the end of the spring semester and fulfil the final exam requirements continue with Track 3 in the extended spring semester.

Track 2 students who make a grade point averages of 0-64 at the end of the spring semester cannot sit KHAS-LPPE Stage 2 exams at the end of the spring semester or at the beginning of the following academic year. In their second year in the prep program, they have to take KHAS-LPPE Stage 1 and will be placed in a level accordingly.

2.2.3 TRACK 3

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 sit KHAS-LPPE Stage 2 (see Table 6 on page 8). If they fail from KHAS-LPPE, they will continue their education in Track 5 in the Extended Spring Semester.

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 Extended Spring Semester Track 5 program, the highest level. Students who make a grade point average of 0-64 and fulfil the final exam requirements continue their education in the Extended Spring Semester Track 4 program. Students who do not fulfil the final exam requirements continue their education in the Extended Spring Semester Track 3 course.

2.2.4. TRACK 4

Students who meet the requirements for entering the final exam in Track 4 in the Spring Semester and are able to achieve a grade point average between 60-100 are eligible to enter KHAS-LPPE Stage 2 (see Table 6 on page 8). Students who fail from this exam continue their education in Track 5. Track 4 students who are not able to get an exemption from KHAS-LPPE Stage 2 and/or do not fulfil the requirements for entering the final exam continue their education in the Extended Spring Semester Track 5 course. Track 4 students who do not fulfil the requirements for entering the final exam continue their education in the Extended Spring Semester in Track 4.

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2.2.5. TRACK 5

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-LPPE Stage 2. Track 5 students who do not fulfil the requirements for entering the final exam continue their education in the Extended Spring Semester in Track 5 program.

Extended Spring Semester progression requirements are summarized in Table 5 below.

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

Table 5. Extended Spring Semester Student Progress Requirements



2.3 EXTENDED SPRING PERIOD

Extended Spring period is an additional term offered by the English Preparatory Program as an extension of the Spring Semester for students who fail to complete the Spring Semester successfully; and is **free of charge**. During this extended period, only Track 3, Track 4 and Track 5 courses are offered. Track 4 and 5 students are able to complete their program through exemption.

In this period requirements to take the final exam and get exemption are the same as in the Spring semester. However, since this semester is relatively shorter, the criteria used in the evaluation and the weights of such criteria may differ. Track 3, Track 4 and Track 5 students who meet the requirements at the end of the Extended Spring are eligible to take the KHAS-LPPE Stage 2.

3. KHAS ENGLISH LEVEL PLACEMENT AND PROFICIENCY EXAM (KHAS-LPPE)

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

KHAS-LPPE is held at the beginning and end of the academic year and consists of two stages. KHAS-LPPE Stage 1 is the Level 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.

3.1. LEVEL PLACEMENT EXAM (KHAS-LPPE STAGE 1)

Stage 1 of KHAS-LPPE is a test that measures English grammar and vocabulary skills. In this exam, students who do not pass the threshold are placed in Track 1 or Track 2 in the English Preparatory Program based on their scores. Students whose level is determined as B1 or higher in the first stage of KHAS-LPPE, earn the right to take KHAS-LPPE Stage 2.

Students who have to take KHAS-LPPE Stage 1:

- All newly registered students of Kadir Has University
- Students who were not able to succeed in the previous academic year
- All students who are in their second year and who are not registered but want to take the English Proficiency Exam (KHAS-LPPE Stage 2)

3.2 ENGLISH PROFICIENCY EXAM (KHAS-LPPE STAGE 2)

KHAS-LPPE Stage 2 is held at the end of Fall and Spring Semesters and consists of three parts which measure reading (40%), listening (30%) and writing (30%) skills. Those who score 60 or more in total in 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.

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Students who can sit KHAS-LPPE STAGE 2:

- Enrolled students who successfully complete the program (See Table 6)
- Students whose level is determined as B1 or higher in the first stage of KHAS-LPPE
- Dismissed students who fulfilled the attendance requirement and are entitled to sit KHAS-LPPE Stage 2 according to the YÖK (Council of Higher Education) Law 2547 item 44 c.

Students who successfully complete Track 3, Track 4 or Track 5 can take the English Proficiency Exam (KHAS-LPPE Stage 2). In order to successfully complete the courses at the end of the Spring Semester, Track 3 students are required to achieve a grade point average of 75-100 and Track 4 and 5 students are required to achieve a grade point average of 60-100. In addition, these students are required to have fulfilled the final exam requirements (see Table 6).

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

Table 6. Conditions of Entry to KHAS-LPPE Stage 2 at the end of Spring Semester

3.3. EXEMPTION and CONDITIONS OF EXEMPTION FROM KHAS-LPPE STAGE 2

Track 4 and Track 5 students studying at the English Preparatory Program may receive exemption from KHAS-LPPE Stage 2 if they meet the requirements at the end of Spring semester and the Extended Spring period. The average of the midterm and final exams must be between 75-100 for Track 4 students, and between 65-100 for Track 5 students (See Table 7). In addition, these students are required fulfil the final exam requirements.

Track 4	75-100 midterm and final exam average & fulfilling final exam requirements
Track 5	65-100 midterm and final exam average & fulfilling final exam requirements

Table 7. KHAS-LPPE Stage 2 Exemption Conditions

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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 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
valid for 2 years	valid for 3 years	valid for 3 years	valid for 2 years

Table 8. Scores Accepted in International Language Exams

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 share their PTE Academic score with Kadir Has University School of Foreign Languages.

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**. All students will be asked to provide a signed letter indicating that they have been warned and informed about the crime by SFL.



5. COURSE CONTENT, ASSESSMENT, EVALUATION AND EXAMS

Information regarding the course content and exams is shared with students by the Track Coordinators at the beginning of each semester.

6. ATTENDANCE REQUIREMENT

All 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 that might arise. For the development of our students it is ideal to attend and participate in each class. Each student is responsible for keeping track of their attendance themselves.

Students who fail to attend the classes cannot take the final exams and the English Proficiency Exam (KHAS-LPPE). Students who do not attend a 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 excused 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.**

It is compulsory to turn cameras on during online lessons. Students who do not turn their cameras on are marked as absent. The %85 attendance rule also applies to asynchronous classes and students are considered absent for each asynchronous task that is not completed or delivered before the deadline.

7. OBJECTION TO EXAM RESULTS

Objections to the KHAS-LPPE exam results can be made within three working days as of the date of the announcement of the grades. Factual error refers to errors that do not necessitate the re-evaluation of the exam paper and exam papers of which the results have already been announced are not inspected and re-evaluated for anything other than material errors. Objections made after three working 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.

Portfolio grades, short exams, Midterm and Final exams are shown to students by their own instructors, and factual errors if any are determined and corrected. The results of these exams cannot be objected to by means of a petition since during the term results are shown, feedback is given by instructor and students are able to see their mistakes.

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8. SPARKS/KHAS LEARN

Sparks and Learn are online databases provided 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, students should consult the Student Affairs Office and for problems related to the user password, the IT Support Unit should be contacted.

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 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. Applications can be made to the iLearning Coordinator for appointments and support from this center.

10. EXEMPTION FROM ATTENDANCE REQUIREMENT

Students are permitted to be absent for three days upon provision of the death certificate 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. COMMUNICATION WITH STUDENTS

11.1 MEETINGS WITH 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 or by the Track Coordinator on a regular basis throughout the Preparatory Program. 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 students' ideas and contributions and to ensure an ongoing communication between management and students.

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

Students must apply to School of Foreign Languages Administrative Office via prep@khas.edu.tr for issues related to the academic program, objections to exam results, announcements, petitions and Sparks; and to the IT Support Unit via bt@khas.edu.tr for all password, technical and internet connection issues and questions related to information technologies. Students can send e-mails to learn@khas.edu.tr for questions or problems regarding KHAS Learn. The contact information of Track Coordinators is shared with students at the beginning of each semester.

II. 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.

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All Kadir Has University School of Foreign Language students are subject to the practices stipulated in the Regulations Governing the Undergraduate Studies and the Directives Governing the English Preparatory at School of Foreign Languages.

<https://my.khas.edu.tr/uploads/files/mevzuat/regulation-governing-the-undergraduate-studies1.pdf>

<https://my.khas.edu.tr/uploads/files/mevzuat/directive-governing-the-english-preparatory-program-at-school-of-foreign-languages.pdf>

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 followed 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 Languages administration and relevant committees reserve the right to amend and make changes in this handbook if necessary.