

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



**2022-2023
KADIR HAS UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM
STUDENT HANDBOOK**



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Dear Students,

We are excited to welcome you at the Kadir Has University English Prep Program 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 that is equipped with 21st Century skills, a student who can make a difference.

We wish that this semester brings us all health and success,

Belkıs Kılınç Sadak

**School of Foreign Languages
Assistant Director**



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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.

2022-2023 EDUCATION PROGRAM 2022-2023 EĞİTİM PROGRAMI

KHAS English Preparatory Program is semester-based.

Fall Semester: 16 weeks

Spring Semester: 16 weeks

Extended Spring Period: 8 weeks

TRACK SYSTEM AND LEVELS

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

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.

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.



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.

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.

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.

Detailed information regarding course content, materials, books, program, assessment components and weightings is shared at the beginning of each semester by the instructor of each class.

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

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 administered at the beginning of the academic year and is strongly advised for all students wishing to enter the Preparatory Program. Students who do not take this exam are placed in Track 1 and cannot make any demands regarding the change of their level.

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.

**KADİR HAS ÜNİVERSİTESİ
YABANCI DİLLER YÜKSEKOKULU
İNGİLİZCE HAZIRLIK PROGRAMI**



ENGLISH PROFICIENCY EXAM (KHAS-LPPE STAGE 2)

KHAS-LPPE Stage 2 is held at the end of Spring Semester 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.

EXEMPTION FROM KHAS PREPARATORY PROGRAM/KHAS-LPPE

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. 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	67
valid for 2 years	valid for 3 years	valid for 3 years	valid for 2 years

In order for the TOEFL IBT score to be recognized, it must be taken at a test center owned by a state or private university in Turkey using the Kadir Has University institution code (7524). Applications that do not meet the requirements are not accepted. For the PTE Academic exam result to be recognized, the exam must be taken in an official exam center, and the valid score must be shared with Kadir Has University School of Foreign Languages.

SUPPORT AND OPPORTUNITIES OFFERED TO STUDENTS

ORIENTATION

At the beginning of each academic year orientation meetings regarding general rules, regulations and applications regarding the English prep program are administered to ensure the integration of students into the system. It is of utmost importance that students participate in these meetings.



OFFICE HOURS

Each instructor offers two hours of office hours a week to their students and announces the time and dates at the beginning of each semester in class. Students can make an appointment to come to these office hours in order to ask their instructor about details regarding the subjects covered in the lessons or to ask for support regarding language learning in general.

MEETINGS WITH STUDENTS

Meetings with students where issues regarding the English prep program are addressed, are administered throughout each academic semester. 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 ongoing communication between management and students.

İLEARNING CENTER

The SFL iLearning Center helps students in the English preparatory program improve and practice their English language, academic communication and study skills in a number of different ways and offers students a variety of level based activities like support classes, workshops, club and group activities to students who would like to improve themselves. In order to benefit from iLearning center activities students can contact Tuba Biret Burkett at tuba.burkett@khas.edu.tr.

PROGRAM EVALUATION

Students are given a program evaluation survey at the end of each semester in order to provide students with the opportunity to share their ideas and suggestions regarding the program. These are analyzed and then included into the program improvement process.

EDUCATIONAL TECHNOLOGIES

KHAS LEARN is an online education platform where students can reach their course content, follow Track based announcements, and find their grades. SPARKS system is an online database where students can find their weekly timetables and follow their attendance. Keeping record of their grades and attendance is the responsibility of students. Microsoft Teams is a platform where students can keep in contact with their instructors and share notes.

ROSETTA STONE & E-GO

Rosetta Stone is an online learning application that enables students to improve their English autonomously. Students who want to use Rosetta Stone can apply to the Information Center (bilgimerkezi@khas.edu.tr). **E-GO** is an asynchronous online study element offered for Track 1



students and aims to provide students the opportunity to improve their English level and especially their speaking skills by studying on their own.

WHERE SHOULD I GO?/ WHO SHOULD I ASK?

Students can apply to School of Foreign Languages **Administrative Office** via prep@khas.edu.tr for issues related to the academic program, health reports, objections to exam results, announcements, petitions, and Sparks. For all password, technical and internet connection issues and questions related to information technologies students can send e-mails to the **IT Support Unit** via bt@khas.edu.tr, and for questions or problems regarding **KHAS Learn** to learn@khas.edu.tr. Students who would like to get consultation on learning from someone in addition to their instructor can make an appointment with student advisor and assistant director Belkıs Kılınç Sadak via belkis.sadak@khas.edu.tr.

STUDENT RIGHTS AND RESPONSIBILITIES

Expectations in and outside class and English prep program regulations are shared by instructors at the beginning of the academic year. Student rights and responsibilities regarding the English prep program, in general, are given in detail below.

STUDENT RIGHTS

KHAS Preparatory Program 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 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.

All personal information regarding students' evaluation results and attendance is announced on KHAS LEARN and SPARKS keeping student ID's private.

All Kadir Has University School of Foreign Language students are subject to the practices stipulated in the [Regulations Governing the Undergraduate Studies](#) and the [Directive Governing the English Preparatory Program at School of Foreign Languages](#) üstüne



Disciplinary actions are taken in line with previously set and announced procedures as given in the [DISCIPLINARY BY-LAW REGARDING STUDENTS OF INSTITUTIONS OF HIGHER EDUCATION](#).

COMMUNICATION WITH STUDENTS – KHAS E-MAIL

All program-related important announcements are shared with students on their khas.stu.edu.tr e-mails and it is the student's responsibility to keep informed of all announcements sent to KHAS student e-mails.

COURSEBOOKS

Information regarding coursebooks that will be used each semester is shared with students at the beginning of each semester in class. Coursebooks can be purchased from the book stands provided by the publishing companies in the first week or online bookshop links shared with students at the beginning of each semester. Using original books and online materials that can only be accessed through these books affect students' success in the program. 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 approve a form indicating that they have been warned and informed about the crime by the SFL administration.

SPEAKING TURKISH IN CLASS

In class students are expected to communicate in English with each other and their instructor Kadir Has üniversitesinde eğitim dili İngilizce olduğundan ve öğrencilerin dil becerilerinin gelişimi için İngilizceye maruz kalmaları büyük önem taşıdığından İngilizce Hazırlık Programında öğrencilerin birbirleri ve dersin öğretim görevlisi ile İngilizce konuşmaları beklenir.

STUDENT BEHAVIOUR RULES

Students have to use language that is appropriate to be used in a professional and academic environment both in their communication online (e-mail, teams, etc.) and on campus (in class, during office hours, etc.). Behavior and attitude that needs to be avoided are listed below but are not limited to:

- As long as the instructor does not allow it, students
 - speaking among themselves
 - using mobile phones or other electronic devices
 - leaving the class early
- Coming to class late,
- Coming to class without class materials, books, note books, pencils, etc.,
- Pay attention to things not related to the partial lesson or related to other lessons,



- Interfering with/interrupting the lesson flow,
- Interrupting the instructor's or other students' speech,
- Making jokes or comments that might insult other students,
- Damaging the environment physically,
- Polluting the environment, e.g. throwing/leaving trash in the classroom, throwing cigarette buds on the ground.

It is important that students act in line with principles regarding student behaviour in and outside class in order to ensure a healthy and fair learning environment. Any behaviour not complying with the principles above or similar actions might be subject to disciplinary action according to the Disciplinary By-Law Regarding Students Of Institutions Of Higher Education.

COMMUNICATION WITH INSTRUCTORS

Students have the right to express themselves freely without fearing any disciplinary action. However, they should communicate with instructors within the principles and rules of student behavior.

ACADEMIC INTEGRITY

At Kadir Has University, academic integrity is a crucial part of the educational process. Plagiarism refers to the copying of another person's work/writing or the borrowing of another person's original idea. Plagiarism, is under no circumstances an ethical behavior. It is as unethical as theft or lying to another person.

Some types of plagiarism are as follows:

- Stealing somebody's sentences or ideas; or getting help and display as ones own sentences or ideas,
- Using somebody else's work in ones own without making a reference to it,
- Presenting an existing idea or writing as ones own.

Please also check for details: <https://www.khas.edu.tr/en/academic-principles/>

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.