



Kadir Has University

School of Foreign Languages

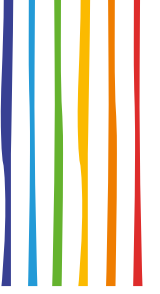
English Preparatory Program

Student Handbook 2024-2025





Dear Students,



We are excited to welcome you at the Kadir Has University English Prep Program where you will be 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 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 implement 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 university students that can speak English but also be individuals ready to face the realities of the digital era, and is aware of the developments around themselves and the world. We do our best to make sure that our students thrive to become individuals who can read and do research in English, express themselves and their ideas freely, think critically, have strong communication skills, work in teams, and are creative. In other words, a Kadir Has University student is one that is equipped with 21st century skills, and is 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
Program Coordinator

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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 earn the right to start the Core Program.



2024-2025 ACADEMIC PROGRAM

KHAS English Preparatory Program is semester-based.

- Fall Semester: 16 Weeks
- Spring Semester: 16 Weeks
- Summer School (8 weeks/fee-based)



TRACK SYSTEM AND LEVELS

KHAS English Preparatory Program consists of six different levels with varying content and class hours.

- **TRACK INTRO/BEGINNER LEVEL**
- **TRACK 1/ELEMENTARY LEVEL**
- **TRACK 2/PRE-INTERMEDIATE LEVEL**
- **TRACK 3/INTERMEDIATE LEVEL**
- **TRACK 4/UPPER-INTERMEDIATE LEVEL**
- **TRACK 5/ADVANCED LEVEL**
- **SUMMER EXIT**

Track INTRO

This level is offered to students identified as beginners based on the KHAS-LPPE 1. The aim of this course is to develop students' English knowledge and skills to a level where they can communicate in basic terms. This level focuses on expanding basic vocabulary, learning fundamental grammar, and developing essential reading, writing, listening, and especially speaking skills. Students beginning at the Track INTRO level must successfully complete three semesters to finish the program. They may complete the third semester either during summer school or in the following academic year by meeting the necessary requirements.

Track 1

Students whose English proficiency is above the beginner level but who do not meet the threshold for the elementary level are placed in this level. The course aims to develop students' English knowledge and skills to enable basic communication and to build a foundation for higher-level academic English skills.

by enhancing their academic vocabulary and skills. This level emphasizes learning basic vocabulary and grammar and improving fundamental reading, writing, listening, and speaking skills.

Track 2

Students with pre-intermediate English skills who need to consolidate their vocabulary and grammar knowledge are placed in this level. The course aims to provide a solid foundation for students to develop their reading, listening, writing, and speaking skills, along with their language and academic skills.

Track 3

This level is for students who demonstrate intermediate general English language skills. The goal is to advance their fluent and accurate language use to a higher level. The course focuses on developing students' academic skills, enabling them to comprehend academic texts and lectures and to write and speak in English on academic topics.

Track 4

The Track 4 program offers students the opportunity to elevate their English knowledge and academic skills beyond the intermediate level. By the end of this course, students are expected to effectively express themselves in English both orally and in writing, comprehend academic texts and lectures, and communicate on academic topics. The aim is for students to reach an upper-intermediate level of academic proficiency.

Track 5

Track 5 is the highest level of the KHAS English Preparatory Program. This program focuses on enabling students to utilize their academic knowledge and skills at an advanced level. By the end of the program, students are expected to understand academic texts and lectures, even on unfamiliar topics and contexts, and to demonstrate their communication skills by expressing themselves effectively in both written and oral forms.

Detailed information on course content, materials, books, course delivery, and evaluation components along with their weightings is shared with students at the beginning of each semester and term by the course instructors.

Summer School

Students who have not successfully completed the KHAS English Preparatory Program by the end of the Fall and Spring Semesters but have met the necessary conditions during the academic year are given the opportunity to continue their education in the summer school for a fee and to complete their studies successfully by the end of the summer school. The conditions for continuing education in the summer school are shared with students at the beginning of each year.





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. All students wishing to enter the English Preparatory Program are strongly advised to take the Level Placement Exam. Students who do not take this exam are placed in Track Intro 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 Intro, 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.

ENGLISH PROFICIENCY EXAM (KHAS-LPPE STAGE 2)

KHAS-LPPE Stage 2 is held at the beginning of Fall Semester and 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 Core Program 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

The locations within Turkey where the TOEFL exam can be taken are determined and announced by the School of Foreign Languages. Additionally, exam result certificates obtained from any TOEFL center abroad are also considered valid. 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. The valid scores 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 are held to introduce students to the general rules, regulations, and procedures of the English Preparatory Program, ensuring their smooth integration into the system. It is highly important that students attend these meetings.

OFFICE HOURS

Each instructor offers two 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.

PROGRAM EVALUATION

Students are given a program evaluation survey at the end of each semester in order to ensure they have the opportunity to share their ideas and suggestions regarding the program. These ideas and suggestions are analyzed and then incorporated into the program improvement process.

MEETINGS WITH STUDENTS

Meetings with students to address issues regarding the English prep program are administered throughout each academic semester. The aims of these meetings are

- 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,
- to ensure ongoing communication between management and students.

EDUCATIONAL TECHNOLOGIES: KHAS LEARN AND SPARKS

KHAS Learn is a learning management system designed for English Preparatory Program students to access course content, level-based announcements, and track exam grades and attendance. The **SPARKS** system is an online student information system that allows students to track their class schedules. It is the students' obligation to keep track of their grades and attendance.



iLEARNING

At our school, the term iLearning refers to all platforms that promote individual and autonomous learning. These platforms include both face-to-face and online environments where students can study independently or in study groups outside of the classroom. The primary goal of these platforms is to help students achieve greater language proficiency, explore their own learning styles, and develop self-study skills. They also encourage autonomous thinking, discussion, and production, which are essential skills in academic life. Some of these platforms include Learning Hub, E-Go, Rosetta Stone, seminars, and workshops.

- **LEARNING HUB**

The Learning Hub 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 them a variety of level-based activities like support classes, workshops, club and group activities. In order to benefit from iLearning center activities students can contact Dr. Şahin Çetin at sahin.cetin@khas.edu.tr

- **E-GO**

E-GO is an asynchronous online study component offered to students, particularly those at lower levels, designed to provide the opportunity to improve their English proficiency by studying online outside of class hours.

- **ROSETTA STONE**

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).

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 in addition to their instructor can make an appointment with student advisor and assistant director Şahin Çetin via sahin.cetin@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, instructions, 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 Languages 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](#).

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 stu.khas.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 opened 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 coursebook rules by the SFL administration.

SPEAKING TURKISH IN CLASS

Instruction at Kadir Has University is conducted in English, and students must be immersed in the language to develop their skills. Therefore, students in the English Preparatory Program are expected to communicate in English with one another and with their instructor during class.

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 states otherwise, students are expected to refrain from

- 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.,
- Keeping themselves busy with any activity not directly related with the lesson,
- Interfering with/interrupting the lesson flow,
- Interrupting the instructor's or other students' speech,
- Making jokes or comments that might insult other students,
- Damaging any property,
- 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 any similar misconduct 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 one's own without making a reference to it,
- Presenting an existing idea or writing as one's 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.



Campus Map

1) A Block

- Rectorate
- General Secretariat
- Faculty of Economics, Administrative and Social Sciences
- Information Center (Library)
- Galata Hall
- Campus Life Office
- Erasmus and Exchange Office
- Directorate of Human Resources
- Career Office
- Directorate of Financial Affairs
- Directorate of Student Affairs
- International Office

2) A Block Garden

3) B Block

- Faculty of Communication
- Computer Lab
- IT Help Desk
- Cibali Hall
- Event Office
- School of Graduate Studies
- Inner Garden

4) C Block

- Faculty of Art and Design
- Rezan Has Museum
- Fener Hall
- 34-14 KHAS Store
- Stage KHAS

5) C Block Amphi Garden

6) D Block

- Faculty of Law
- Faculty of Engineering and Natural Sciences
- Grand Hall (Conference Hall)
- Health Unit
- Cinema A
- Cinema B

7) E Block

8) Research Centers Building

- Directorate of R&D Resources
- Lifelong Education Academy (YBEA)

9) School of Foreign Languages (English Prep Program)

10) Sports Center

Kadir Has University

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www.sfl.khas.edu.tr

 [KhasPrepProgram](#)  [khassfl](#)

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