

# *SCHOOL OF* FOREIGN LANGUAGES

HASAN KALYONCU  
UNIVERSITY



10.  
year

STUDENT HANDBOOK

2018-2019

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# 1. MESSAGE FROM THE RECTOR



Dear Students,

Today, owing to the fact that it has been much easier to reach information, education has spread across our lives, and a cutthroat competition has been prevailing, universities have to establish strong relationships with their local economic, social and cultural resources and get the power to survive from their own studies. With this respect Hasan Kalyoncu University has made a difference by giving priority to elements including research and development (R&D), innovation, entrepreneurship and investment in human beings.

With its big goals and broad and deep vision, and being aware of its responsibility to the society Hasan Kalyoncu University, since its foundation, has aimed to produce information in a free thought environment and help its students reveal their innovative and entrepreneur souls by widening their vision.

Our aim is to produce valuable projects together with you with a scientific approach and in a peaceful environment, and to create a modern “World University” to be able to compete with International Universities in scientific, social and cultural fields.

As Hasan Kalyoncu University, we will not only prepare you for life but also help you with your personal development and career planning. We will provide them with the privilege of getting educated in a living campus. Additionally, we will enable them to be in touch with the universities and participate in International Exchange Programmes.

Most importantly, all our academic and administrative staff as well as our students will have the codes for lifelong education in continuous development. I would like you to contribute to our dream of creating the Ideal University and protect and embrace your institution throughout your life.

Wishing you love, health, happiness and success,

**Prof. Tamer YILMAZ**  
Rector



## 2. MESSAGE FROM THE DIRECTOR OF THE SFL

Dear Students,

Welcome to Hasan Kalyoncu University where your dreams will come true.

On behalf of the SFL Academic Staff, I would like to congratulate you all for your achievement. You are now a valuable member of our big family.

The SFL has provided you with an extensive language program at an international level in order to develop your language skills and knowledge which will enable you to do your studies at your respective departments in the target language.

You should think of this year as a first step or the beginning of a process that will enhance the quality of your academic life and career and provide you with national and international opportunities that you may not even imagine. Always remember that your success in the future depends on what you invest today. That is why, you should wonder, search and feel the pleasure of learning something new and beautify your future.

Wish you all success and a fruitful academic year.

Best regards,

**Mehmet Salih YOĞUN**  
Director  
School of Foreign Languages



### HASAN KALYONCU UNIVERSITY

3.

One of the oldest inhabited cities of the world with a history of close to 6,000 years, Gaziantep has hosted Hasan Kalyoncu University (formerly known as Gazikent University) as its first foundation university. Hasan Kalyoncu University was founded as the first foundation university in Gaziantep in accordance with the decree of the Council of Ministers published in the official gazette on August 19, 2008, numbered 26972. HKU is designed as a centre of education, research and innovation.

The university has 7 faculties comprised of 25 departments, 3 institutes, 3 Continuing Education Centres located in İstanbul, Ankara and Gaziantep, a Distance Learning Centre, a Vocational School of Higher Education and a School of Foreign Languages (SFL) that provides high-quality preparatory program in English for about 8 years. The English Preparatory Program (EPP) is compulsive for English medium departments. Therefore, students whose departmental courses are conducted 100% in English or partially in English have to take EPP education at the School of Foreign Languages for an academic year. EPP is optional for Turkish medium departments.

HKU, with its distinguished and highly qualified faculty members from around the globe, aims to become a world-class university. We aspire to be the leading tertiary learning centre of the Middle East, Europe and of Gaziantep in particular. Our students are equipped to be successful both in business and academic institutions with the high quality education gained during their training with us. With an outstanding English medium education in place, we believe that HKU will also become the preferred site of higher education for international students. We aim to train future generations of excellence who will contribute to the socio-economic development of both the region and the country.



## A UNIVERSITY DESCRIBING ART, LIFE AND HUMAN

*Green And Smart Campus*

# VISION

Hasan Kalyoncu University envisions confident, research-minded and entrepreneurial graduates who, determined to uphold the moral values and virtues of civilization, are well qualified for the challenges of their respective industries. Hasan Kalyoncu University believes in the universality of science, and aims to be a higher-learning institution of great respect and renown. The University is ready and prepared to train its future graduates for a highly competitive world, in which boundaries no longer exist.

Hasan Kalyoncu University embraces a vision based on the principles of: universality of knowledge, research-mindedness, free and critical thinking, respect for people, nature and the environment, equality of opportunity, harmony of knowledge and ethics. One of its fundamental objectives is to provide a student-centered and interdisciplinary education, supported by active learning principles and social and cultural programmes.

# MISSION

In accordance with our mission, we aim to have graduates who are familiar with global changes and may use the knowledge learnt to solve problems. We aspire after building constant dialogues with national and international business and academic world and other various segments of the society to help our graduates in finding appropriate jobs. We aim at educating professionals who are innovative, proactive, research-mindedness and endowed with all essential knowledge in an interdisciplinary approach. We set sight on establishing institutions to educate academics for scientific research.



## 4.

## SCHOOL OF FOREIGN LANGUAGES

School of Foreign Languages (SFL), Hasan Kalyoncu University has provided high-quality language education service to the students at an international level since its foundation, September 2010. The students taking their education at School of Foreign Languages study for five terms in which Elementary, Pre-intermediate, Intermediate, Upper-intermediate and Advanced classes are conducted.

With the motto "Teaching for Real Life", the School of Foreign Languages relates language teaching to real life situations by creating natural interactive environments in the classroom. Our School creates a supportive learning environment to make students' learning meaningful, useful and enjoyable. Features of our English Preparatory Program include:

- » A learner-centred program tailored to students' evolving learning needs
- » Highly qualified and internationally experienced staff who tailor courses for students' enjoyment and success
- » Integration of computer technology into teaching through Computer-Assisted Language Learning (CALL)
- » Carefully selected textbooks and materials
- » English for Specific Purposes (ESP) programs to prepare students for their departments
- » Close monitoring of student progress through an effective advising system
- » Orientation program both for the lecturers and the students
- » Speaking clubs and debate groups
- » A learning environment to foster critical and creative thinking

## MISSION

Our mission is to prepare our students with the language knowledge and skills which they will need during their undergraduate education process so that they can make use of them to become innovative, pro-active and successful professionals in their academic and private lives. In this respect, the SFL aims to provide interactional learning environment in which students can improve their speaking, listening, writing and reading skills supported by their grammar, vocabulary and pronunciation abilities.

## VISION

In consideration of our mission, the SFL aspires after creating an effective classroom environment that is appropriate for achieving the goals stated above with the help of its distinguished academic and administrative staff. For this purpose, an effective advisory support is provided both to overcome the obstacles and develop the present conditions in the teaching and learning process. As a result of these, our vision for our students is to get a foothold at an international level by making use of the skills and knowledge obtained during this process.

## HKU SFL INTERNAL ADMINISTRATIVE STRUCTURE

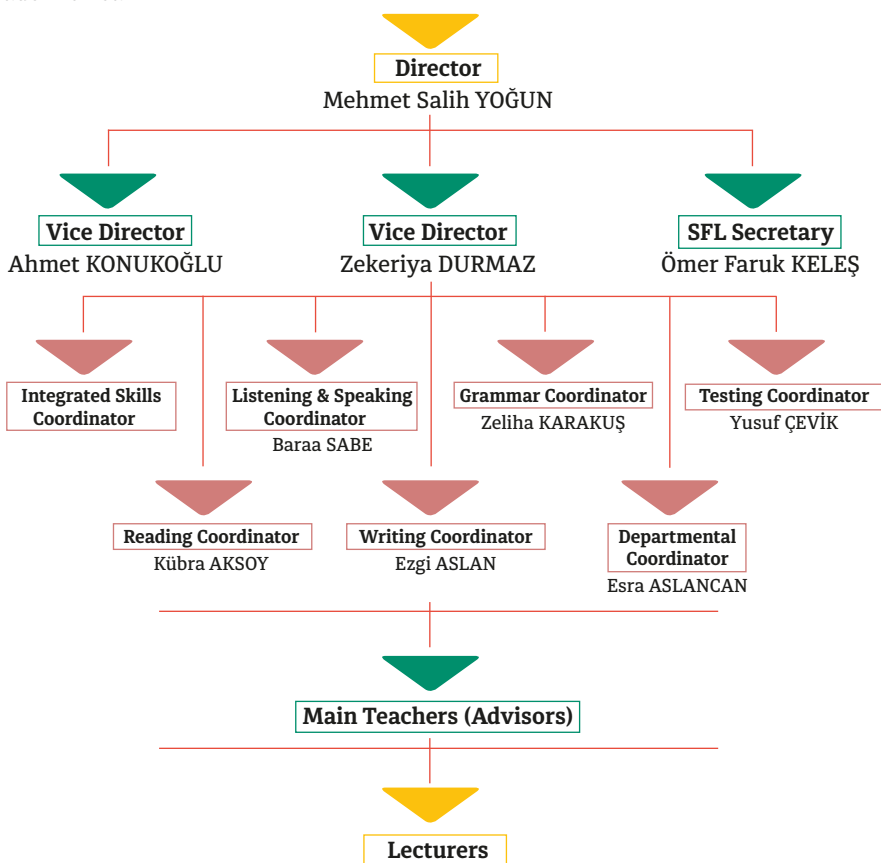
### 4.1

The SFL is organized in five main levels, including the director, vice-directors, committee coordinators, main teachers (advisors), and lecturers. The management of the SFL is administered by the director and two vice-directors. The director is appointed by the Rector of HKU for a term of three years and undertakes a variety of academic and administrative duties at the direction of the Rector. The vice-directors (one is responsible for academic affairs and the other one is responsible for administrative affairs) are appointed by the director and proposed to the HKU administration for approval for a term of three years. They undertake a variety of academic and administrative duties at the direction of the SFL director. The coordinator for each committee is determined by the vice-director responsible for academic affairs after receiving the director's approval and undertakes a variety of academic and administrative duties at the direction of the SFL management. The main teachers (advisors) are determined by the SFL management among the lecturers at the beginning of each term for each class. The lecturers at the SFL teach in discipline areas in which they have specific training and competence. As such, the lecturers are expected to plan, organize, and teach in a manner that is in harmony with the school's doctrinal position, mission and values. They also promote and direct successful student learning in keeping with the learning-centered values and goals of the school. The lecturers undertake a variety of academic and administrative duties at the direction of the SFL main teachers, coordinators and management.

Each committee at the SFL is managed by a coordinator and includes committee members to back with the fulfilment of the studies that should be done by the committees. Any lecturer can be a member of any committee depending on the time and the load of committees. In this respect, there are no certain names for each committee. The lecturers are encouraged to contribute in all of the committees. Thanks to this method, they gain experience in each committee and are trained to be a coordinator in the future.

The internal administrative organizational structure of the SFL is represented in **Chart 1**.

Chart 1: HKU SFL Internal Administrative Organizational Structure for the 2018-2019 Academic Year





## 4.2

**AIMS AND OBJECTIVES**

Both the academic and administrative staff members of SFL are chosen very carefully after a long process of evaluation. We have a clear and worthwhile vision which we all share and understand for the School of Foreign Languages that we use to guide our actions.

With its highly qualified teaching staff the SFL aims to:

- » help students to use all the skills effectively and productively
- » examine our systems and processes to see how we can improve the courses and/or services we offer
- » equip learners with effective communication and academic skills
- » provide language education service that students can make use of both at their departments and in their daily lives
- » create a language school in which all the stakeholders strive for excellence
- » integrate technology into language teaching through Computer Assisted Language Learning (CALL)
- » support students and create an educational bridge between the SFL and the other departments through "English for Specific Purposes" programs

## 4.3

**SFL ENGLISH PREPARATORY PROGRAM**

## 4.3.1

**COURSES**

Hasan Kalyoncu University is an English medium university and the students are encouraged to learn at least one foreign language. Some other courses related to languages are given as selective courses at the departments. As it was stated before, there are 25 departments at HKU. The academic departments at Hasan Kalyoncu University are divided into two main groups in terms of their language of instruction. Three departments of Engineering Faculty, department of Political Science and International Relations, department of International Trade and Logistics and ELT department use 100% or at least 30% English medium of instruction whereas the courses at other departments are conducted entirely in Turkish. Therefore, all students who wish to study any English medium department are required to sit for SFL Proficiency and Placement Exam if they do not have the equivalent proficiency score from exams such as TOEFL, Pearson PTE and YDS which are determined by the HKU Senate. If successful, students go on doing their studies in their respective faculties without having EPP. Students who are not able to pass the SFL Proficiency and Placement Exam or do not have required score from the pre-determined exams are required to attend and successfully fulfilled the requirements of English Preparatory Program provided by the SFL.

The SFL organizes an academic year for an English Preparatory Program that is divided into two long academic terms and one short term. The first academic term consists of an 18-week period. The first week of the term is allocated for an orientation program organized for all the students at HKU. 15 weeks are allocated for teaching two levels and 2 weeks are spared for End of Term Exam (ETE) of each level. The second academic term is formed with a 16-week period. 14 weeks are allocated for the teaching process of two levels while 2 weeks are spared for End of Term Exam (ETE) of each level. And the last term consists of 7 teaching weeks which is followed by ETE.

In EPP, the students are provided an extensive language education in five levels which are Elementary, Pre-intermediate, Intermediate, Upper-intermediate and Advanced. Each level is composed of 26 hours of teaching per week except for Intermediate level which is 24 hours of teaching. At Elementary and Pre-intermediate levels, students follow an integrated skills course that is supported with writing course and listening & speaking course. At Intermediate, Upper-intermediate and Advanced levels, students are offered with skill-based courses in order to provide a chance to develop each of their skills significantly. Following

their skill-based courses, students are offered ESP (English for Specific Purposes) courses in their field of study to create an educational bridge between the SFL and their departments.

In order to fulfil the requirements of EPP successfully, a student studying ELT department must complete Advanced level with an average of 70% or higher or pass SFL Proficiency and Placement Exam that is conducted once a year (at the beginning of academic year). Each level is completed with an average of 70% or more as well. A student studying other departments must complete Upper-intermediate level with an average of 65% or higher or pass SFL Proficiency and Placement Exam that is conducted once a year (at the beginning of academic year). Each level is completed with an average of 65% or more as well.

## SFL PROFICIENCY AND PLACEMENT EXAM

4.3.2

The students who succeed at the SFL Proficiency and Placement Exam conducted at the beginning of the academic year pass to their departments and go on doing their studies. The ones who are not able to pass are placed in the appropriate level and start their language program according to the result obtained from the exam. The SFL Proficiency and Placement Exam will be held on 25-26 September 2018 at the SFL building. The student lists and exam time will be announced on the SFL webpage the week before the exam. The students studying ELT department will take an exam which includes all the skills. The students studying other departments will take an exam including all the skills except for speaking.

## STUDENT ATTENDANCE AND EXAM RESULTS

4.3.3

The lecturers are required to take attendance for each lesson they teach and should enter the records into the Student Review System (SRS). The testing office is responsible for announcing the results of the assessment tools on SRS as well. Students can follow their attendance situation and exam results through SRS. The system can be accessed from the website <http://srs.hku.edu.tr/> by using the students' username (their student number) and password (their ID number).

The students have to attend at least 80% of class hours for each academic term in order to have an opportunity to pass the next level. The students are informed about their attendance limit by their main teachers at the beginning of each academic term and it is main teachers' responsibility to follow students' absenteeism and have an individual meeting with them if needed. For such cases, the main teachers should fill in the Consultation Form and inform the SFL management about the process. Students who exceed the attendance limit receive an automatic failing grade for the relevant academic term and have to repeat the level without considering their exam scores or level passing grade. Considering the importance of the attendance policy, it is a must for the lecturers to enter the attendance records into the SRS accurately and regularly. The students are responsible for checking their absenteeism via SRS.

In case of entering the attendance records wrongly, the lecturers are required to give a notice to the vice-director responsible for the administrative affairs no later than following 5 working days. The students who are not able to attend the class because of some reasonable causes are only marked present if they are given a special permission by the SFL management.

## 4.3.4

## TIMETABLES

Except for intermediate level, all levels at EPP consist of 26 hours per week. First two hours on Monday are allocated for the exam which means that the students have the exams on Monday at the stated time. In addition, students do not have any course after lunch on Friday. So, they have 4 lessons on Monday and Friday. Students have 6 lessons from Tuesday to Thursday. The schedule of teaching hours is as follows:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 - 09.45					
09.55 - 10.40					
10.50 - 11.35					
11.45 - 12.30					
Lunch Time					
13.35 - 14.20					
14.30 - 15.15					

## 4.3.5

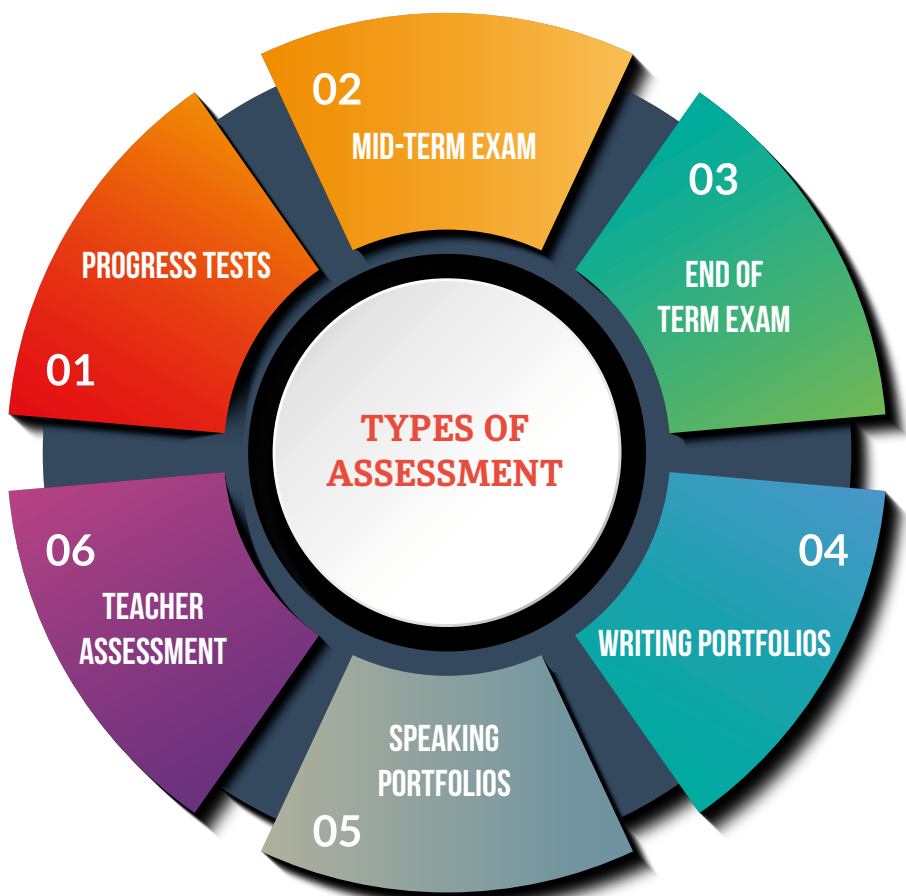
## SFL ASSESSMENT POLICY

Assessment is one of the most important factors that contribute to the educational system as during the teaching process instructional activities should be assessed to see whether the program fulfils the required and predetermined learning objectives. Owing to the fact that assessment plays an important role for the quality of language program provided, the SFL decided to establish Testing Office in 2011. Since then, Testing Office has been responsible for designing, conducting, supervising, improving and marking assessment activities for all the courses at all the levels in the SFL.



After the curriculum is designed by the coordinators and approved by the SFL management, Testing Office starts working on designing different assessment tools to be conducted. The content of the assessment tools is determined in line with the syllabi and different methods are used to check the quality of instructional process.

The Testing Unit shoulders the responsibility of preparing various types of assessment in relation to contents and methodology. Tests measure the knowledge, abilities and skills of the students as specified in the curriculum. Continual testing of students determines whether students should proceed to the next level or not. For each level there exist course-specific as well as level-specific tests.



Progress tests are conducted once in three weeks and except for speaking all the skills are assessed. The aim of these tests is to check whether students' progress is made in line with the learning objectives. Mid-term exam is conducted in the middle of each level and provides information about students' progress. All the skills except for speaking are tested. End of term exam is conducted at the end of each level and the content of all the weeks is assessed. All the skills including speaking are evaluated. Writing portfolio process is encouraged to develop students' writing ability. After an instruction process, students are given a topic to share their ideas about. They write the first draft and then the writing teacher gives both oral and written feedback about their products. In the light of feedback students receive from their teacher, they are asked to write the second draft and keep them in their portfolio files. At the end of each level students submit their writing portfolio and they are all assessed by the writing teacher and they are given a grade. Students conduct one speaking project and at least 3 speaking tasks in a level. The project might be an individual work, pair-work or group work. The speaking project is conducted two weeks before the end of term exam. The teachers give written and oral feedback to students on their performance in the speaking project and speaking tasks. Apart from the assessment criteria stated above, teachers make an evaluation of all the students for their class participation, attendance, homework and being prepared for the courses.

Students' end of level achievement is assessed through regular progress tests, mid-term and end of term exams, writing and speaking portfolios and class participation. Students studying ELT department need to score at least 70% to pass each level. Students who succeed at Advanced level will have completed the requirements of EPP. Students who are studying other departments need to score at least 65% to pass each level. Students who succeed at Upper-intermediate level will have fulfilled the requirements of the EPP.

## 4.3.6

## OBJECTIVES

Since its establishment in 2011, Testing Office has been responsible for all the procedures from pre-administration of exams to the evaluation of outcomes. With a collaborative approach, testing office works with coordinators to develop the assessment policy of the SFL. The main objectives of assessment procedure at the SFL are to:

- » provide all the students with equal access of opportunities to the educational system
- » determine the outcomes of all the assessment tools used clearly and objectively
- » ensure the appropriate evaluation of students' progress during the instructional process and provide both the lecturers and students with a detailed analysis after each assessment activity in order to enhance the learning input
- » prepare different types of assessment methods and activities to find out accurate results
- » make sure that students can go on doing their studies in the target language in their respective departments thanks to the language skills and knowledge they acquire

## 4.3.7

## DEVELOPMENT POLICY FOR LEARNERS

An intensive and instructive orientation program, which takes at least three days, has been provided with the new students of HKU for a long time. The aim of this program is to help the students adapt the university life. Within this program, students are informed about all the academic and administrative units of HKU. The students required to study at SFL are given information about the details of the school and EPP. This orientation program is a compulsory course for all new students registered to any departments at HKU and the points they gained turn into the passing grade for this course in their first year of undergraduate program. It is stated in their transcript as well.

The SFL appoints an advisor for each class to be a bridge between students and the SFL management and guide them during the teaching process. Therefore, students can consult their advisor for any academic or administrative issue.

## 4.3.8

## STUDYING ABROAD

The SFL enables our students to complete their EPP education abroad. In the end of the first academic term, having completed two levels successfully, the top 10 highest-scoring students who apply for this program are given a chance of continuing their education in the UK and the USA across the second academic term. Their tuition fees are paid by the university. On the condition that they complete B2 (Non-Elt groups) and C1 (Elt groups) successfully, they will automatically fulfil all the requirements of the EPP program and pass to their departments. The SFL management closely monitors these students' academic situations throughout the instructional process abroad.

## STUDENT COMPLAINTS

4.3.9

It is essential for the SFL to pay attention to the students' complaints, requests and demands. The SFL conducts questionnaires during the teaching process to learn about their ideas related to the educational system applied at the SFL. With the help of these questionnaires conducted at least twice a year, they can share their demands, complaints, appeals if they want. Additionally, they can submit their complaints in writing to the administrative staff of the SFL. They can find the samples of petition documents on the student affairs website, on the SFL website, or ask the documents from the administrative staff. The main steps for submitting a complaint, which are framed with the regulations of the SFL, can be found on the SFL webpage.

The students can share their complaints about the exam results. They are required to apply to the SFL secretary with a petition within 5 working days after the announcement of the exam results. They are given information about the outcome of the petition by the SFL secretary.

## DISCIPLINARY ISSUES FOR STUDENTS

4.3.10

The SFL takes disciplinary actions against students who do not obey HKU regulations and/or the regulations of Turkish Higher Education law. In case of experiencing such actions by a student, necessary procedures are applied in accordance with the Disciplinary Regulations for Students published in the official gazette on August 18, 2012, numbered 28388. Within the Disciplinary Regulations for Students, the offences that are taken disciplinary actions and penalties that require for each undesired action are stated clearly and the students are expected to obey the relevant rules and regulations. The vice-director responsible for administrative affairs should be informed by the lecturers when such events are experienced in order to start disciplinary process.

## ROAD TO THE ENROLMENT

4.3.11

### Step 1 Graduation from High School

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Students graduate from high school

### Step 2 YKS Exam by OSYM

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After graduation from high school, students apply for and take the exam, University Entrance Examination (YKS) held by OSYM (Higher Education Student Selection and Placement Center).

### Step 3 Announcing the exam results

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Results are announced on OSYM web page, <https://sonuc.osym.gov.tr/>, logging in with their ID and Password.

### Step 4 Selection of university / program

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Depending on the scores they got, students make their university and program preferences on <https://ais.osym.gov.tr/>, logging in with their ID and Password.

### Step 5 Placement to university / program

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According to their scores, students are placed in the program they preferred and this is announced on <https://sonuc.osym.gov.tr/>, logging in with their ID and Password.

### Step 6 Enrolment

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Students register at the Student Affairs of the university they are placed submitting the necessary documents.



## 4.3.12

## FROM ENROLMENT TO CERTIFICATE

**Step 1 Registration**

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Register at HKU Student Affairs submitting the necessary documents.

**Step 2 Orientation**

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Obtain the Orientation Program Booklet and join the mandatory and optional activities/seminars scheduled on the Orientation Program.

**Step 3 Proficiency and Placement Exam**

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Take the Proficiency and Placement Exam at the School of Foreign Languages building on defined date/time on <http://ydy.hku.edu.tr/> in 'announcements' part.

**Step 4 Result of Proficiency and Placement Exam**

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- » If you pass the Proficiency Exam, find your faculty secretary to go on doing your studies in your respective faculty without having EPP.
- » If you do not have required score from the exam, find your level, class and timetable announced on the SFL web page <http://ydy.hku.edu.tr/>.

**Step 5 Study Prep School**

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You are expected to successfully fulfil the requirements of English Preparatory Program provided by the SFL. The length of Preparatory Program changes depending on the entrance level to the program.

**Step 6 Certificate**

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Documents related to certificates of completion for you are prepared by the SFL Secretarial after you complete the English Preparatory Program successfully.

The academic calendar is approved by the HKU Senate and can be found on the HKU and SFL websites. The 2018-2019 academic calendar is as follows:

T. R. HASAN KALYONCU UNIVERSITY 2018-2019 ACADEMIC YEAR SCHOOL OF FOREIGN LANGUAGES ACADEMIC CALENDAR	
FIRST ACADEMIC TERM	
24 September 2018	Term 1 Classes begin
25-26 September 2018	Proficiency and Placement Exam for EPP (Including International and Graduate Students)
	Proficiency and Placement Exam for the Students registered in the 2017-2018 Academic year and before
28-29 September 2018	Proficiency Exam for Departmental Students
29 October 2018	Republic Day (28 October Afternoon off)
26 November 2018	Term 1 End of Term Exam (9 weeks)
28 November 2018	Term 1 Make-up End of Term Exam
3 December 2018	Term 2 Classes begin
21 January 2019	Term 2 End of Term Exam (7 weeks)
23 January 2019	Term 2 Make-up End of Term Exam
28 January-1 February 2019	Semester Holiday for SFL (1 Week)
SECOND ACADEMIC TERM	
04 February 2019	Term 3 Classes begin
25 March 2019	Term 3 End of Term Exam (7 weeks)
27 March 2019	Term 3 Make-up End of Term Exam
1 April 2019	Term 4 Classes begin
23 April 2019	National Sovereignty and Children's Day (1 day)
01 May 2019	Labour Day (1 day)
19 May 2019	Commemoration of Atatürk and Youth and Sport Day (1 day)
20 May 2019	Term 4 End of Term Exam (7 weeks)
22 May 2019	Term 4 Make-up End of Term Exam
FIFTH TERM	
27 May 2019	Term 5 Classes begin
5-7 June 2019	Ramadan Bairam (4 June Afternoon Off)
12 July 2019	Term 5 Classes End
12 July 2019	Term 5 End of Term Exam

## 5. SFL ACADEMIC CALENDAR

# 6. PEARSON ACCREDITATION PROCESS

Hasan Kalyoncu University School of Foreign Languages has been a Pearson Assured Organization since September 2017. Pearson Assured is the world's leading accreditation organisation, with more than 100 years of education and training experience in more than 100 countries.

## **SFL Pearson Accreditation aims;**

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- » development of the qualifications of the Preparatory Program
- » establishment of a regular quality assurance system in own learning programs
- » to develop and regulate its systems and processes in international standards.

## **The main reasons for being a centre with Pearson Accreditation are;**

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- » To have international teaching standards,
- » To differentiate by stressing the importance of quality in foreign language education,
- » To continuously improve quality management through annual audits conducted by Pearson quality consultants,
- » To increase the international recognition of Hasan Kalyoncu University School of Foreign Languages.

Besides Hasan Kalyoncu University School of Foreign Language Preparatory Class Certificate, upon request, the students will be entitled to receive a certificate indicating that the program they have successfully completed is accredited by 'Pearson Assured'. This certificate will help students to acquire the academic and vocational qualifications they have gained and it will support their career in the US, Europe and the Middle East.

## **What is the Pearson Assured service?**

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'Pearson Assured' is an independently verified quality mark from Pearson that's ideal for anyone delivering training or learning programmes that are designed, taught and assessed in-house. This service evaluates your quality processes, and recognises and endorses high quality institutions.

## **How does Pearson Assured work?**

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To achieve Pearson Assured status, we will review your organisation's quality management against standards that we have developed from over 100 years of experience in education and training. We will work with you to ensure your quality processes reach our standard. One of our expert quality advisors will visit your site, and may conduct follow-up visits where required to help you meet the Pearson Assured quality standard. Once achieved you will be able to promote your Pearson Assured status, and claim Pearson Assured certificates for all learners/trainers who successfully complete your programmes.

## WHY BECOME A PEARSON ASSURED ORGANISATION?

### **Set an international benchmark:**

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By demonstrating that your organisation meets the Pearson Assured quality criteria, you ensure that each learner on each programme receives the same standard of education and training provision, whoever they are, and wherever they take the course.

### **Stand out from the crowd**

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Assured organisations can use the Pearson logo on promotional materials, and claim certificates featuring the Pearson logo alongside your organisation's logo.

### **Improve your quality management**

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When our quality advisors review the validity and reliability of your quality procedures, you get detailed feedback on how you can improve your quality systems. Annual visits thereafter help you to improve your quality standard.

### **Assure your learners with an independent benchmark from a credible authority on standards in education and training**

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Becoming Pearson Assured sends a clear message to current and prospective learners that your organisation is accountable and responsible, providing important reassurance to your learners.

### **One simple step, to endorse all your organisation process**

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Because we review your organisation, and not individual programmes, Pearson Assured status involves only one organisation-level review. This means you can receive a quality endorsement for all your programmes from just one review.

## 7. GUIDELINE FOR STUDENTS

If you want to ...	You should ...
Get your student card	Contact your faculty secretary in your department
Renew your student card (lost or broken)	Contact the Student Affairs at the Rectorate building
Get an EPP certificate	Contact the SFL secretary
Resolve your class books' online accounts issues (CALL)	Consult your main teacher
Appeal an exam result	Contact the SFL secretary
Register a request or complaint	Contact the SFL secretary
Submit a medical report and excuse	Contact the SFL secretary
Resolve problems with Student Review System (SRS & OBS)	Contact the SFL Vice-Director responsible for administrative affairs
Get the necessary information about exams, projects, portfolios, etc.	Contact your main teacher and see the bulletin board in your classroom
Do sports and join leisure activities	Find student clubs on the campus or contact them on <a href="http://ogrenci.hku.edu.tr/">http://ogrenci.hku.edu.tr/</a>
Resolve problems with tuition fee	Contact the Financial Affairs at the Rectorate building
Apply for a scholarship	Contact the Student Affairs at the Rectorate building
Conduct residence permit, visa issues (for foreign students)	Contact the Student Affairs at Rectorate building and/or visit <a href="http://www.goc.gov.tr/main/">http://www.goc.gov.tr/main/</a>
Work on the campus while studying	Contact the SFL Vice-Director responsible for academic affairs and/or Health, Culture and Sports Unit
Resolve problems with Wi-Fi	Contact the IT department at the Rectorate building
Meet stationary needs (pen/pencil, paper, Xerox)	Find the stationary shops on the campus.
Resolve a medical problem	See the doctor/nurse in the medical room at the SFL building
Get the sticker for your car, handle parking and security issues	Contact the personnel security at the gate
Be informed about transportation from/to campus	Contact the personnel security at the gate

## Watch

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One of the most effective and enjoyable methods for learning English is to watch something in the target language. You become familiar with the vocabulary and structures used by watching films or videos in English and then you can reflect them in your life easily. Accordingly, you develop your pronunciation as well. At the beginning of the process you may have some difficulties in terms of understanding but do not give up as this is a natural process. When you watch, learning occurs without even realizing it.

## Listen

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One of the resources that you can easily reach is English song. The biggest advantage of this, compared to other methods, is having no limitation in terms of time and place. You can make use of songs to develop your level of proficiency in English when you go somewhere or while doing anything you want. Try to understand the sentences in the songs and practise them. After a while you will realize that you can use the vocabulary and structures, which are in the songs, in your daily life.

## Read

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No matter which language it is, reading a book includes the processes that require using our brain effectively. Reading is the most effective method to develop your vocabulary because it helps us both to add some new words to our vocabulary and see the usage of these words in the sentences. Additionally, the things you acquire thanks to reading are reflected on other abilities, especially in writing. The most important advantage of reading is that the action completely belongs to you. You can find a lot of resources that are appropriate for your interest areas.

## Use Dictionary

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Learning a foreign language cannot be thought without using a dictionary. Pay strict attention to use an English-English dictionary as it provides you with more explanations and examples in the target language. There are so many helpful online dictionaries that you can easily access.

## Ask Questions

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It is essential for the students to ask questions while learning English. If you are not able to find answers for the parts that you haven't understood, you will go on facing problems later on. Do not hesitate to ask when you have difficulties in understanding the points during the process.

## Don't Hesitate to Make a Mistake

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Because we abstain from making mistakes while learning English we remain in the background instead of expressing ourselves comfortably. The mistakes that we make prove that we are in the process of learning. Learning doesn't occur without making mistakes. The learning in the process of correcting our mistakes will definitely be more permanent.

# 8. SUGGESTIONS FOR AN EFFECTIVE LANGUAGE LEARNING PROCESS



## **Review**

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The biggest responsibility in the process of learning belongs to you. Therefore, you must review the things you have learned regularly. The more you repeat, the better you learn. The pauses made will cause you to forget the things you learnt before.

## **Participate Regularly**

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Learning is a successive process. The courses you miss will make your job harder to understand the following topics. Language is a vivid asset and requires being in an effective and interactive environment. The classroom is the best place to benefit from this interactive environment.

## **Make Use of Technology**

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Using Computer Assisted Language Learning (CALL) and online platforms will affect the learning process positively. Make sure that you spend time with these activities regularly and productively.

## **Identify The Best Learning Method for Yourself**

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A good language learner is a person who can find the best method of learning for himself or herself and organize the learning process in the best way. You should concentrate on your learning method. Some prefer to learn by practising, another one learns better by watching or others learn visually. What is your best learning method?

## **Create Learning Opportunities**

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A good language learner should try to use all the opportunities by transferring the things learned in the classroom to the real life. You can communicate with foreign friends or get in touch with them via internet.

## **Never Give Up**

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Being able to cope with the feelings of disappointment and lack of confidence will make the learning process easier. Remember 'obtaining valuable things requires effort' and learning a foreign language necessitates patience and working hard consistently.

## **Use the Time Efficiently**

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The problem is not about having enough time; it is about using it efficiently. Organize your life in a way that you can find enough time to do everything that makes you feel happy.

## For a Better Education

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Most of the books that you are going to study in your respective departments are prepared by making use of the original resources. Knowing a foreign language means reaching the source of information directly. Thanks to the language skills and knowledge you acquire you will enhance your education level by benefitting from the sources of education programs abroad.

## For a Better Career

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Just imagine yourself after 5 years. You have just graduated and you have no experience. What qualifications do you have to be recruited? Don't you have even the language ability or knowledge that is believed to be indispensable? If you know a foreign language, you have more advantages compared to your peers when you graduate because knowing a language makes you more-equipped and helps you to renew yourself continuously throughout your academic career.

## To Develop Your Point of View

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Learning a language provides you with not only the language awareness but also a new point of view that you can use while assessing the things in the world. It widens your point of view, ensures that you look at the things from different angles and improves your evaluation, analysing, problem solving and decision-making abilities.

## For Being Universal

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Unidimensional life is not acceptable anymore. The borders are just on paper now. The world is getting smaller and comes to a position that can fit into our palms. We are not able to reach this universality without learning a foreign language, especially English.

### 1. For Personal Development

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Almost all of the personal development books are either a compilation of original sources or translated from English. Untouched form of the knowledge makes you closer to our self-essence. Knowing English will help you reach the knowledge directly, without any touch on the original form.

## For a Rich Saving

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Of course we do not mention about saving money. We can reflect the cultural novelty that the language learning process provides to all areas of our lives. This will make you different from your peers.

# 9. WHY ENGLISH?

## 10. FREQUENTLY ASKED QUESTIONS

**Is it possible for students to pass their departments without being able to complete the EPP?**

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The students whose departmental courses are conducted 100% or 30% in English have to complete the EPP in order to be able to pass their departments. The students studying ELT Department have to complete Advanced level while the students from other departments have to complete Upper-intermediate level.

**I studied English Preparatory Program at a different university before. Do I have to study again?**

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The ones who studied EPP at any university in Turkey within the last 3 years do not have to take Proficiency Exam or study EPP again on the condition that they prove their completion of required levels (Advanced level for ELT, Upper-intermediate level for other departments). These students have to submit their certificate and transcript to the SFL Secretarial at the beginning of the academic year. The ones whose applications are accepted can go on doing their studies in the departments without studying EPP again.

**Do students have to register for the SFL Proficiency and Placement Exam?**

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There is no need for students to register for the exam. The students who are registered to the departments where the courses are conducted entirely or partially in English should take the exam. Those who don't take the exam are placed in the lowest level.

**How can I buy the books that will be used for EPP?**

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The students are able to buy the books from the publishers who will be at the SFL building for a few weeks or they can buy the books outside the campus as well. The students are required to get their materials as soon as possible in order to follow the lesson without any problem.

**How can students get a document showing that they are studying at the SFL?**

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The students need to contact the SFL secretary and request the document. The SFL secretary provides the document in a short time. If the students want to get their student certificate, then they should apply to Student Affairs.

**What happens if a student misses an exam?**

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The students are informed about the time and content of the exam at the beginning of each academic term by their main teachers. They are expected to be in the classroom on time. If students are not able to take Mid-term and End of Term Exams because of a valid reason, they should write a petition explaining the reason(s) of not taking the exam to the SFL Secretarial. The SFL management makes a decision after the evaluation of the petitions. For the Progress Tests, no justification is accepted. The SFL has make-up exam just for Mid-term and End of Term Exams.

**What happens if a student fails in one level?**

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In EPP, the students are provided an extensive language education in five levels which are Elementary, Pre-intermediate, Intermediate, Upper-intermediate and

Advanced. If a student fails in one of the levels, he/she will be required to complete that level in the fifth term, which means the system provides a chance for the ones who are not able to pass each level respectively. If a student can't complete the EPP at desired time, then he/she needs to prepare for the Proficiency and Placement Exam that will be conducted at the beginning of following academic year.

### **What is the attendance limit for each academic term and what happens if the attendance limit is exceeded?**

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The students have to attend at least 80% of the courses for each level/term. The attendance limit is shared with the students at the beginning of each term by the main teachers. Students who exceed the attendance limit receive an automatic failing grade for the relevant term and have to repeat the level without considering their exam scores or level passing grade.

### **Is it possible to receive a medical report in order not to be marked as absent?**

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The students who are not able to attend the class because of some reasonable causes should only be marked present if they are given a special permission by the SFL management. Unless otherwise is stated, the students are marked as absent. The SFL management may consider medical reports of some serious illnesses.

### **What happens if a student is late for a course?**

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Nobody can be deprived of the education right. That is why the late comers are able to enter the classroom but they are marked as absent. The main criterion here is the teacher's entrance to the classroom.

### **Is it possible to get in touch with the academic staff apart from the course period?**

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The lecturers are always reachable during their working hours, but it is preferable if the students get an appointment from their lecturers as they may have meetings or some other duties that they have to deal with.

### **Is it possible for a student to move to his/her department after the first term?**

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If a student is able to complete the required level, then he/she can move to his/her department even at the end of the first academic term.

### **What happens if the students do not bring their materials with them to the classroom?**

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It is for sure that in order to create an appropriate environment for teaching and learning process the students have to come to class with their materials required. Otherwise, it is highly possible to encounter with undesirable actions as the students do not focus on the course materials but something else. Without necessary materials, it is difficult for students to follow the course and do activities properly. That is why the students are required to bring their materials to the class in order to be successful.

### **Is it possible to ask for a classroom change?**

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The classes are arranged as a result of some academic reasons and purposes. That is why such demands are not met by the SFL management except for the extraordinary situations.

### **What is the procedure to lodge an appeal for the result of exams?**

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The exam papers are checked by three different lecturers to minimize the possibility of making a mistake in terms of marking, but still students may think that they receive a result below their expectation. In such cases, the students can write a petition to the SFL in which they mention about their comments, request or complaints. They need to submit the petition to the SFL secretary within 5 working days after the announcement of the results. They are given information about the result of their petition by the SFL secretary.



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