

STUDENT HANDBOOK





Dear Students,

Welcome to the School of Foreign Languages and congratulations for choosing Işık University. We wish you success and happiness during your years here. We are sure you will be very happy. It is yet another exciting new academic year where we as teachers look forward to seeing new faces while missing the old ones. Personally, I look forward to an opportunity to meet each and every one of you. We hope this coming year will be a rewarding year for all of us.

The following information aims to provide general information about the administrative and academic structure as well as to inform you of the mission, structures, and policies of the SFL. I hope that you will take the time to familiarize yourself with the information contained herein which you will find useful as the year progresses.

Here at the SFL, our main aim is to prepare you for an academic English program of study in order to be successful at the university level. Since Işık University is mainly an English-medium instruction (EMI) university, we offer courses designed to enhance your ability to use English in the areas of speaking, listening, reading, and writing. We also aim to prepare you for the bigger challenges that wait for you at the university level.

The SFL staff and instructors strive for the highest possible standards in teaching, curriculum and materials development and professional development and aim to be as responsive as possible to Işık University SFL students' needs.

Having said all that, it is up to you as the student to take up the opportunity to improve your English-related skills, as well as the more general academic and personal skills, necessary to make the most of your academic studies here at Işık University.

We wish you the best both here in the SFL and in your later academic pursuits, and ask that you use your experiences and knowledge gained here further on to ensure academic success at the university level and indeed in your professional life.

Aslı Divriş
Director
School of Foreign Languages
Işık University

TABLE OF CONTENTS

PLACEMENT PROCEDURES	3
PLACEMENT WITHIN THE SFL PROGRAM	3
ENGLISH PREP PROGRAM CURRICULUM	4
AIMS/FUNCTION OF THE CURRICULUM	4
DESCRIPTION	4
PERSONAL RESPONSIBILITIES THROUGHOUT THE LEARNING PROCESS	4
ATTENDANCE/PARTICIPATION IN CLASSES	4
ENGLISH-ONLY CLASSES	5
STUDENT BEHAVIOR	5
ACADEMIC HONESTY	5
EXAMS IN PREPARATORY PROGRAM AND ASSESSMENT	5
PASSING THE PREPARATORY PROGRAM	5
EXIT EXAMS	6
EARLY EXIT EXAM	6
JUNE EXIT EXAM	6
AUGUST EXIT EXAM	6
SUMMER SCHOOL	7
STUDENT RESOURCES	7
CONTACT	8

PLACEMENT PROCEDURES

After registering, students must show their level of English by taking the Işık University placement test OR by having a valid certificate (see below). Those who take the placement test and earn a score lower than 55 enter the SFL Prep Program directly; others take the exit exam. If students get 70 or above on the exit exam, they can register for their departments.

In order to be exempt from the Prep Program *without* taking the exit exam, a student must;

- Have a TOEFL score of IBT 72 / CBT 199 / PBT 532 or above taken in the last 2 years OR
- Have a score of 60 or above from ÜDS / YDS /e-YDS in the last 5 years OR
- Have a score of 55 or above from PTE Academic in the last 2 years

Students who meet one of these requirements are eligible to start in their departments directly.

PLACEMENT WITHIN THE SFL PROGRAM

Students are placed in one of three levels (tracks) according to their placement test or exit exam results. These levels are: Track 1 (CEFR A1), Track 2 (CEFR A2), Track 3 (CEFR B1). The Exit Level for all tracks is CEFR B2.

ENGLISH PREP PROGRAM CURRICULUM

AIMS/FUNCTION OF THE CURRICULUM

The main objective of the Prep Program is to raise the students' English language to the necessary level for them to study successfully in their department. The Prep Program course components are: **Core Language Development, Reading, Writing, Listening, and Speaking**

DESCRIPTION

Students who are placed in a track (e.g. Track 1) stay in that track until the end of the academic year. All lessons last for 50 minutes and breaks are 10 minutes long. The number of weekly class hours in each track is different. The weekly program of each course is given to students at the beginning of the academic year. Each Academic Year is divided into 4 Modules of about 7 weeks each. The programs of both Track 1 and Track 2 are 4-Module programs; however, Track 3 is a 2-Module program. The Prep Program aims to bring students in all tracks to Upper-Intermediate Level /CEFR B2 level once they have completed the Program.

PERSONAL RESPONSIBILITIES THROUGHOUT THE LEARNING PROCESS

Learning a foreign language requires hard work and determination. It is strongly emphasized in the SFL that students take responsibility for themselves. A student should have the motivation to learn. Teachers support and encourage students' efforts in the process of learning.

ATTENDANCE/PARTICIPATION IN CLASSES

Attendance is compulsory in the SFL. Attending 85% of the classes is required to take the Exit Exam.

All students are required to participate in classroom activities, turn in projects on time and do assigned in-class work and homework. A student who is absent from a lesson is responsible to learn and make up the content of the lesson s/he misses. For the assignments and tests students miss, excuses such as 'I was absent that day' or 'I didn't know' are not accepted.

All SFL students get "performance" grades every module of the academic year. Each instructor of all

classes gives Performance Grades to students in every module; the grade taken from each course in every module is averaged to make up the students' Performance Final Grade.

The performance criteria are based on students' active participation in classes and coming to classes prepared. The Performance Grade constitutes 10% of the total grade the student receives from each course.

ENGLISH-ONLY CLASSES

As there are few opportunities to speak English outside class, SFL students are required to speak "English-only" in classes. Teachers do their best to help students with this; students are all expected to put in a significant amount of effort. A main objective of the Prep Program is to equip students to be successful in the Exit Exam and in their future departments of study, so this rule of "English-only" is very crucial both for the development of English skills and also for students' preparation for the Exit Exam.

STUDENT BEHAVIOR

Students are expected to show proper behavior for a university. Those who disrupt the learning atmosphere, and prevent instructors from teaching effectively and other students from learning in classes, are immediately disciplined. In the case of continuation of improper behavior, they are sent to the Işık University Disciplinary Committee.

ACADEMIC HONESTY

No student is allowed to cheat off another student's work, plagiarize, or use data from any source without giving reference to it. A student who cheats on a quiz or an exam automatically gets a "0" for a score. It is also likely that the student who cheats on an exam can be punished in accordance with the rules and regulations specified in the Işık University Student Handbook. This results in registering the issue in the student's academic file. In case of more serious situations, the student can be suspended from the SFL for a whole semester. Students are responsible for:

- abstaining from the impression that they cheat or intend to cheat
- abstaining from plagiarizing
- referencing and/or citing all sources accurately

EXAMS IN PREPARATORY PROGRAM AND ASSESSMENT

PASSING THE PREPARATORY PROGRAM

In order to pass the Preparatory Program, students are required to have an average score of 70 or above AND pass the Exit Exam. This passing grade score is the average of two semesters of classwork/exams and

the Exit Exam grade. The weight of every semester is 25%, therefore both semesters = 50% yearly. The weight of the Exit Exam is 50%. For Track 3 students who take the Early Exit Exam in January (see below) the first semester average counts 50% toward the Program passing grade.

To take the Exit Exam, 85% class attendance is required. An exit exam grade of “65” or more is calculated with the yearly average to determine if a student has passed; whereas a score of “64” or below equals “0”. For the August Exit Exam and September Proficiency Exam, only exam scores are calculated for faculty entrance. Yearly averages are not assessed.

EXIT EXAMS

EARLY EXIT EXAM

Track 3 is a one-semester program, so each Track 3 student who has attended 85% of classes and completed the semester with an average of 70 or above can sit the Early Exit Exam. To pass the Prep Program, the average of the semester grade and Early Exit Exam score must total at least 70. (With the condition that the Early Exit Exam score is at least 65). Track 3 students who do not pass continue with the Prep Program in the second semester. The second semester of the Track 3 is essentially a repeat program from CEFR B1 to B2 again.

JUNE EXIT EXAM

All Prep Program students must sit the Exit Exam at the end of the academic year (second semester) in order to prove that they have reached the targeted level of English proficiency to become a freshman student in their respective faculty. As described earlier, the semester averages and the Exit Exam score are calculated as follows:

- First semester grade 25%
- Second semester grade 25%
- Exit Exam 50%

If the average of all three components is at least 70%, the student passes the Prep Program (with the condition that the Exit Exam Score is at least 65).

AUGUST EXIT EXAM

Students who cannot reach the targeted level in the Prep Program at the end of the second semester can sit the August Exit Exam at the end of the Prep Summer School. Any track student is welcome to participate in the seven-week intensive program offered during summer provided they meet the conditions (see Summer School below).

Students who cannot sit the June Exit Exam because of too many absences have the right to take the August Exit Exam. Then, the only requirement to pass the English Preparatory Program is to get a score of 70 or higher on this exam.

If the student receives a score below 70 again, s/he has to sit the Proficiency Exam at the beginning of the next academic year. Those with a score of 70 or above from the Proficiency Exam pass the Prep Program and become a freshman student.

Students who have failed the August Exit Exam have the following options:

- Pay the tuition fee and register again, and attend the courses in the Preparatory Program for a second time. Attendance for such a student is not required. This student is considered a Resit student.
- Freeze her/his registration by writing to their faculty before the registration period and keep exam rights.
- Apply to study at a Turkish Department within Işık University or at another university.

SUMMER SCHOOL

Students who do not pass the Exit Exam end of the academic year (June) can attend the Summer School program. Summer school is **not mandatory** and a tuition fee must be paid to attend it. Students on scholarship pay a fee in proportion to their grant. In order to register for the summer school program, a student must meet each of the following criteria:

- His/her yearly average grade must be at least 50.
- His/her Exit Exam score must be at least 50.
- S/he must have attended 85% of classes during the year.

STUDENT RESOURCES

1. Advisor Teacher

Each class in the Prep Program has an advisor teacher. The advisor teacher is usually the Core (core language development) teacher of that class. The advisor teacher is the first person a student should speak to with regarding questions about grades, absenteeism, etc., if s/he would like or needs extra assistance with English, or if any problems arise. The advisor teacher can provide assistance or direct the student to where they can get the answers they are looking for.

2. The Işık University Psychological Center

The Psychological Counseling Center (PCC) is available M-F to provide students with psychological

counseling. The center aims to help students solve their emotional, social, or academic problems on their own but at the same time provides counseling throughout the process of dealing with and solving these problems. The PCC provides its services in Turkish. The individuals who apply for services at the PCC are those who are aware of the fact that they are responsible for themselves. They are the ones willing to take the first step to solve their problems and to ease the difficulties they experience.

Counselors' Contact Information:

Expert Clinical Psychologist: 444 07 99 (5633)

Expert Psychologist: 444 07 99 (5014)

Expert Clinical Psychologist: 444 07 99 (5404)

3. SLC (Student Learning Center)

The SLC "Student Learning Center" is a center which consists of two separate locations (Study Center and Computer Assisted Language Learning Lab) where students can study individually and/or in small groups outside regular learning hours. The SLC provides many opportunities for students to practice their academic skills and what they have learned in the classroom during the academic year. When needed, students may ask for help at any time from the staff in the center. The SLC is unfortunately not available during the online semester.

LOCATION: SFL Building, Floor 3, Room 323

4. SFL Moodle: <http://sflmoodle.isikun.edu.tr/>

5. SFL Website: <http://www.isikun.edu.tr/en/academic/sfl>

6. Useful Links: <http://www.isikun.edu.tr/akademik/sfl/ogrenci-kaynaklari/yararli-linkler>

7. Practice Exams: <http://www.isikun.edu.tr/akademik/sfl/sinavlar>

8. Online resources, CDs and videos for books: Students can access online courses/lessons with the access code supplied in their student course books. The CDs and videos come with the course books.

9. SFL Prep School (İngilizce Hazırlık Prog.) Academic Calendar: <http://www.isikun.edu.tr/akademik-takvim/hazirlik>

CONTACT

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