BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ




School of Foreign Languages

# Student Handbook

2026 – 2027 ACADEMIC YEAR · MANDATORY ENGLISH PREPARATORY PROGRAM









STUDENT HANDBOOK

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This handbook has been prepared on the basis of the 2026-2027 Academic Year Course Plan, the Academic Calendar of Mandatory Foreign Language Preparatory Education, the Orientation Program and the Bandırma Onyedi Eylül University Regulation on Foreign Language Education and Examinations. Please follow **ydyo.bandirma.edu.tr** regularly for current announcements.

# FOREWORD

## Dear Students,

Welcome to the School of Foreign Languages of Bandırma Onyedi Eylül University.

As the School of Foreign Languages, our fundamental aim is to develop our students' foreign language competences within the framework of international standards, guided by contemporary language teaching approaches, a scientific and student-centred understanding of education, and the principle of continuous improvement. By conducting our educational activities in line with the principles of academic quality, effective communication and continuous development, we attach great importance to supporting our students in reaching their academic and professional goals.

This **Student Handbook** has been prepared in order to present, in a systematic manner, essential information on our School's educational processes, academic practices and student life. We hope that it will make it easier for you to reach the information you will need throughout your studies and that it will contribute to your adaptation to academic life at our School.

We wish all our students a productive and successful new academic year, and we wish you a rewarding term of study.



**Lect. Türkan YILMAZ**
Director, School of Foreign Languages

BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ

**1 academic year**
Mandatory preparatory education of 32 weeks across two semesters.

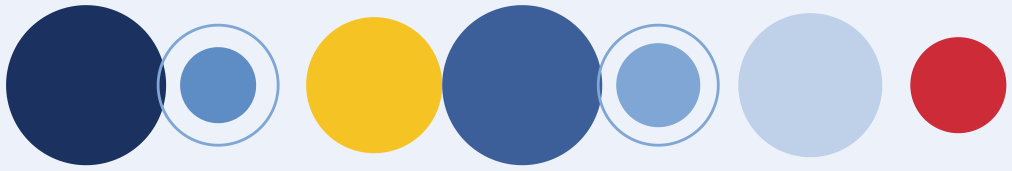
**B1+ exit level**
A five-skill programme structured according to CEFR descriptors.

**Maximum 30 students**
At least three instructors and one advisor in every class.



OUR STUDENTS AND INSTRUCTORS TOGETHER

# OUR SCHOOL



## OUR MISSION

In line with our University's goals of digital transformation, sustainability and internationalisation, our mission is to offer all our Turkish and international students a modern, student-centred and innovative foreign language education that enables them to use the language as a tool for effective communication and critical thinking in their academic and professional lives, and to contribute to raising individuals who think critically, who possess intercultural awareness and a strong sense of global and social responsibility.

## OUR VISION

Our vision is to be a qualified and innovative School of Foreign Languages that develops language teaching models integrated with digitalisation, focused on sustainability and aligned with international standards. We aim to support interdisciplinary interaction and multicultural learning environments, and to add value to our University's national and international visibility by enabling our students to use a foreign language effectively in academic, social and global life. To this end, our School adopts as a fundamental principle the conduct of its educational activities within a framework of quality assurance and continuous improvement, informed by student and stakeholder feedback.

## QUALITY AT OUR UNIVERSITY

BANDIRMA ONYEDİ EYLÜL ÜNİVERSİTESİ

### Five-year full institutional accreditation

Bandırma Onyedi Eylül University has been granted full institutional accreditation for five years by the Turkish Higher Education Quality Council (YÖKAK). Our School's approach to quality assurance and continuous improvement is part of this shared achievement.

## OUR CORE VALUES AND PRINCIPLES

### Student-Centredness

Placing the student at the centre of all educational processes and supporting their academic, personal and social development; involving students' needs, expectations and feedback in decision-making and continuous improvement processes.

### Innovative and High-Quality Education

Offering a high-quality foreign language education based on international standards and contemporary teaching approaches, developing critical thinking, communication, collaboration and problem-solving skills.

### Continuous Improvement and Quality Assurance

Adopting a culture of quality assurance in all processes and ensuring sustainable institutional development through stakeholder feedback and data-driven evaluation.

### Digital Transformation and Innovation

Enriching the learning experience through the effective integration of digital technologies and generative artificial intelligence applications into educational processes.

### Ethical, Participatory and Responsible Governance

Adopting an inclusive, accessible and participatory approach to management in line with the principles of academic integrity, fairness, merit, transparency and accountability.

### Internationalisation and Intercultural Awareness

Broadening students' global perspective by encouraging respect for different cultures and intercultural interaction.

## OUR PROGRAM IN NUMBERS

**32**
WEEKS · TOTAL DURATION OF INSTRUCTION

**4**
CEFR LEVELS: A1 · A2 · B1 · B1+

**17**
IN-YEAR ASSESSMENTS

**5**
CORE LANGUAGE SKILLS ASSESSED

FOLLOW US

### Announcements, events and news

The exam calendar, class lists, the timetable and all current announcements are published on our website and our social media account.

**ydyo.bandirma.edu.tr · @banu.ydyo · ydyo@bandirma.edu.tr**

WEBSITE INSTAGRAM



A STUDENT-CENTRED LEARNING ENVIRONMENT

## Q For which departments is the Mandatory English Preparatory Program compulsory?

Students of the following departments, which are taught partly or wholly in English, are required either to pass the Foreign Language Proficiency Exam or to complete the Mandatory English Preparatory Program.

**English Translation and Interpreting**
The score required in the proficiency and end-of-year exams is **85**.

**Maritime Transportation and Management Engineering (English)**
The required score is **75**.

**Economics (English)**
The required score is **75**.

## Q What is the aim of the program?

The aim of the program is to equip all our Turkish and international students with the foreign language knowledge and the reading, writing, speaking and listening skills they need in order to carry out their academic work effectively and to express themselves in settings where the language is used as a means of communication.

### THE FIVE CORE SKILLS ASSESSED




The proficiency exams, progress tests and end-of-year exam assess all five skills. Quizzes focus on use of English.

## Q How long does the program last?

The period of instruction is one academic year, consisting of 16 + 16 weeks, i.e. 32 weeks in total. In the 2026-2027 academic year, the autumn semester is planned as 77 and the spring semester as 79 teaching days.

### THE EXIT TARGET OF THE PROGRAM

**What is the CEFR?**
The Common European Framework of Reference for Languages (CEFR) is an international framework that describes language proficiency through shared descriptors ranging from A1 to C2. All levels, course content and assessment criteria of our program are structured according to this framework.

**Our target: B1+**
A student who successfully completes the preparatory program reaches a level of competence that allows them to understand academic texts, to express their views coherently in writing and speech, and to follow the English-medium courses in their department.

**How should I use this handbook?** Read it through once at the beginning of the year. The attendance requirement (Section 10), the assessment weightings (Section 9) and exam rights (Section 13) are the parts you will consult most often during the year. You will find the answers to most of your questions in the Frequently Asked Questions list in Section 19.

## PROGRESSION BETWEEN LEVELS

Starting from the level to which they are assigned following the Placement Test, students progress step by step. The exit target of the program is the **B1+** level as defined in the Common European Framework of Reference for Languages.

**A1** Beginner → **A2** Elementary → **B1** Pre-Intermediate → **B1+** Intermediate — exit level → **B2** Upper-Intermediate

| Your starting level | Levels you will study during the academic year |
|---|---|
| **Beginner (A1)** | A1 → A2 → B1 → B1+ |
| **Elementary (A2)** | A2 → B1 → B1+ |
| **Pre-Intermediate (B1)** | B1 → B1+ |
| **Intermediate (B1+)** | B1+ → B2 |

## OUR TEACHING APPROACH

### Communicative language teaching

In our classrooms the language is used interactively, within real communicative situations.

### Task-based learning

Presentations, discussions and project work prioritise the functional use of language.

### Intercultural awareness

Events such as the International Day integrate language learning with cultural experience.

## CLASS STRUCTURE

### Maximum 30 students

The number of students in a class does not exceed 30.

### At least three instructors

In every class at least three different instructors teach, and one of them serves as the class advisor.

**Can my class change during the year?** Yes. Students may be reassigned to different classes where necessary, in line with the results of an examination held at the end of the autumn semester or of the assessments carried out throughout the semester.



OUR STUDENTS AT A SCHOOL EVENT

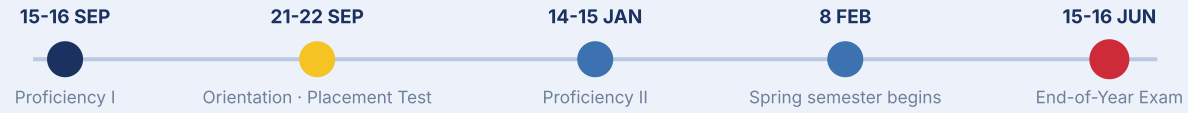
# ACADEMIC CALENDAR

**32**
WEEKS · TOTAL DURATION OF INSTRUCTION

**77**
TEACHING DAYS IN THE AUTUMN SEMESTER

**79**
TEACHING DAYS IN THE SPRING SEMESTER

**2**
FOREIGN LANGUAGE PROFICIENCY EXAMS




## AUTUMN SEMESTER

| Activity | Date |
|---|---|
| Applications for Foreign Language Proficiency Exam I | **18 August – 1 September 2026** |
| Registration renewal and approval (repeat, non-attending, international and second-degree students) | **14 – 20 September 2026** |
| Foreign Language Proficiency Exam I — **Written** | **15 September 2026** |
| Foreign Language Proficiency Exam I — **Speaking** | **16 September 2026** |
| Start of autumn semester instruction and **orientation** | **21 September 2026** |
| **Placement Test** (attendance compulsory) | **22 September 2026** |
| Republic Day | **28 – 29 October 2026** |
| Applications for Foreign Language Proficiency Exam II | **7 – 21 December 2026** |
| New Year's Day holiday | **1 January 2027** |
| End of autumn semester instruction | **8 January 2027** |
| Foreign Language Proficiency Exam II — **Written** | **14 January 2027** |
| Foreign Language Proficiency Exam II — **Speaking** | **15 January 2027** |
| Semester break | **9 January – 7 February 2027** |

**18 August – 1 September**
Application window for Proficiency Exam I. No applications are accepted outside these dates.

**21 September**
Orientation day. You will get to know the program, your advisor and your class on this day.

**22 September**
Placement Test. Attendance is compulsory; students who do not sit it are placed at A1 level.

## SPRING SEMESTER

| Activity | Date |
|---|---|
| Registration renewal and approval (repeat, non-attending, international and second-degree students) | **1 – 7 February 2027** |
| Start of spring semester instruction | **8 February 2027** |
| Ramadan Feast holiday | **8 – 12 March 2027** |
| National Sovereignty and Children's Day | **23 April 2027** |
| Labour and Solidarity Day | **1 May 2027** |
| Feast of Sacrifice holiday (19 May Commemoration of Atatürk, Youth and Sports Day falls within this period) | **15 – 21 May 2027** |
| End of spring semester instruction | **11 June 2027** |
| **End-of-Year Exams** | **15 – 16 June 2027** |
| **End-of-Year Resit Exams** | **29 – 30 June 2027** |

## POINTS TO NOTE IN THE CALENDAR

### Application deadlines are final

Applications are accepted only between the announced dates. Students who do not apply in time are not admitted.

### There is no make-up exam

There is no right to a make-up for the proficiency and placement exams, and these exams are not repeated.

### Follow the announcements

Exam times, session and seating plans and results are published on the School website.

The in-year exam calendar (dates of progress tests, quizzes, portfolio tasks and presentations) is announced separately. You can reach the current calendar on our website under **Student › In-Year Exam Calendar**.

REMINDER

### Save the calendar to your phone

The current academic calendar is published on the School website. If it is updated by a Senate decision, the changes are announced there.

ACADEMIC CALENDAR




CLOSING EVENT OF THE SPRING SEMESTER · SHORT MOVIE CONTEST SCREENING NIGHT

## Q Which courses are taught in the program?

Students take **Main Course** and **Reading-Writing**, offered under the course code **HZL1101**. Both courses have Mandatory Preparatory (ZH) status.

### Main Course

The core course in which use of English, reading, vocabulary and listening skills are developed in an integrated way. Individual presentations are delivered within this course.

### Reading-Writing

The course in which reading, writing and punctuation work is carried out. In-class writing assignments that count towards the portfolio are produced in this course.

### WEEKLY CONTACT HOURS

Your weekly number of class hours is determined by the academic level to which you are assigned, and remains the same in the second semester.

| Starting level | Main Course | Reading-Writing | Weekly total | 2nd semester level |
|---|---|---|---|---|
| **Beginner (A1)** | 22 hours | 8 hours | **30 hours** | B1 |
| **Elementary (A2)** | 20 hours | 8 hours | **28 hours** | B1+ |
| **Pre-Intermediate (B1)** | 18 hours | 6 hours | **24 hours** | B1+ |
| **Intermediate (B1+)** | 18 hours | 6 hours | **24 hours** | B2 |

### DAILY CLASS HOURS

| | | | |
|---|---|---|---|
| **1st hour**<br>08.45 – 09.30 | **2nd hour**<br>09.35 – 10.20 | **3rd hour**<br>10.25 – 11.10 | **4th hour**<br>11.15 – 12.00 |
| **5th hour**<br>12.50 – 13.35 | **6th hour**<br>13.40 – 14.25 | **7th hour**<br>14.30 – 15.15 | Varies by level |

The daily distribution of class hours differs by level. Follow your current timetable on ÜBYS and on our website under **Student › Timetable**.

## Q What happens if I am late for class?

Arriving on time is essential. A delay of up to 15 minutes may be accepted for the first class hour of the day only; for any other delay the student is recorded as absent for that class hour.



FIRST CLASS HOUR OF THE DAY

### 15 minutes

A delay of up to 15 minutes may be accepted in the first class hour.



ALL OTHER CLASS HOURS

### No late entry

In case of delay the student is recorded as absent for that class hour.

### CLASS STRUCTURE AND ADVISING

**Maximum 30 students**
The number of students in a class does not exceed 30.

**At least 3 instructors**
At least three different instructors teach in every class.

**1 class advisor**
Every class has a class advisor; presentation grades are awarded by the advisor.

### WHERE DO I FIND THE INFORMATION?

| Information you need | Source |
|---|---|
| **Timetable** | ÜBYS · website › Student › Timetable |
| **Class lists** | Website › Student › Class Lists |
| **Course syllabi and course plan** | Website › Student › Syllabi / Course Plan |
| **Grades and absences** | ÜBYS (ubys.bandirma.edu.tr) |
| **In-year exam calendar** | Website › Student › In-Year Exam Calendar |
| **Advising hours** | Website › Student › Advising |

**May I come to class without my materials?** No. Students are required to bring all necessary course materials to class, including the coursebooks determined for their level and the supplementary materials prepared by the Curriculum Development and Materials Office.

### WHAT WE EXPECT IN THE CLASSROOM

**Come prepared**
Having completed the previous lesson's homework and looked over the topic to be covered.

**Be punctual**
Arriving on time matters both for your own learning and for your classmates.

**Participate actively**
Your participation directly makes up 10% of your in-year grade.

**Be respectful**
Respect for the learning environment and for one another is the basis of classroom communication.

# COURSEBOOKS AND MATERIALS

## Q Which coursebooks will I use?

**Oxford University Press** publications are used at our School. Book sets are determined according to the level to which you are assigned, and you progress through them step by step during the year.

| Level | Main Course | Reading-Writing |
|---|---|---|
| **A1** | English File 5th Ed. **Elementary**, **Pre-Intermediate** and **Intermediate**<br>Student Book & Workbook | Effective Academic Writing 2nd Ed. **Intro** (Developing Ideas), **1** (Paragraph), **2** (The Short Essay) |
| **A2** | English File 5th Ed. **Elementary**, **Pre-Intermediate** and **Intermediate**<br>Student Book & Workbook | Effective Academic Writing 2nd Ed. **Intro** (Developing Ideas), **1** (Paragraph), **2** (The Short Essay) |
| **B1** | English File 5th Ed. **Pre-Intermediate** and **Intermediate**<br>Student Book & Workbook | Effective Academic Writing 2nd Ed. **1** (Paragraph), **2** (The Short Essay) |
| **B1+** | English File 5th Ed. **Intermediate** and **Upper-Intermediate**<br>Student Book & Workbook | Effective Academic Writing 2nd Ed. **2** (The Short Essay), **3** (The Researched Essay) |

### WHERE DO I OBTAIN MY BOOKS?



#### The stand on campus

Books can be bought from the stand set up on campus by the publisher in the first week of the academic year. In the 2026-2027 academic year the stand was set up on **23-24-25 September 2026** on the 1st floor of the Rectorate Building. The place and dates of the stand are announced on our website every year.



#### Online purchase

Book sets can also be obtained from **englishexpress.com.tr**. Separate purchase links for each level are published on the **Course Materials** page of our website.

COURSE MATERIALS PAGE

**The book set for your level and purchase links**

By scanning the code you can go directly to the current book list for your level and to the online purchase links.

COURSE MATERIALS

## Q How can I access the online content of the books?

Students who buy the coursebook are given the username and password needed to access the online versions, either by the publisher or by their class advisor. Once this has been announced, you must **activate** your book and complete your online work regularly; this work has a direct effect on your portfolio grade.

**1** **Buy the book set**
From the stand or online

→

**2** **Get your login details**
From the publisher or your advisor

→

**3** **Activate the book**
Log in to the online platform

→

**4** **Do the tasks regularly**
Affects your portfolio grade

### SUPPLEMENTARY MATERIALS

**Curriculum Development and Materials Office**
In addition to the coursebooks, support materials suited to your level are prepared by the Office and shared through your instructors.

**Exams and sample papers**
You can reach sample exams from previous years under the **Academic Support and Materials** heading on our website.

**Learning English through technology**
Suggestions for digital resources you can use in your out-of-class study are compiled on our website.

### ASSESSMENT CRITERIA (RUBRICS)

**According to which criteria is your writing and speaking work graded?**
Assessment is carried out using writing and speaking criteria prepared in accordance with CEFR standards and defined separately for each level. Separate rubrics for A1-A2 and for B1 and above, as well as exam rubrics valid for all levels, are published on our website. By studying these criteria you can see your strengths and the areas open to development in advance.

RUBRICS

### MATERIALS CHECKLIST

Having all of the following ready at the start of the year will save you time during the semester.

- **Main Course book and workbook** — The set for your level · from the stand or online
- **Reading-Writing book** — The set for your level · from the stand or online
- **Online access details** — From the publisher or your class advisor
- **Supplementary materials** — Shared through your instructors
- **The rubrics for your level** — Website › Assessment Criteria
- **Student ID card** — Must be with you in all exams

# PROFICIENCY, EXEMPTION AND EQUIVALENCE

| 75 | 85 | B1+ | 5 |
|---|---|---|---|
| SCORE REQUIRED FOR EXEMPTION | FOR ENGLISH TRANSLATION AND INTERPRETING | CEFR LEVEL THE EXAM IS WRITTEN FOR | SKILLS ASSESSED |

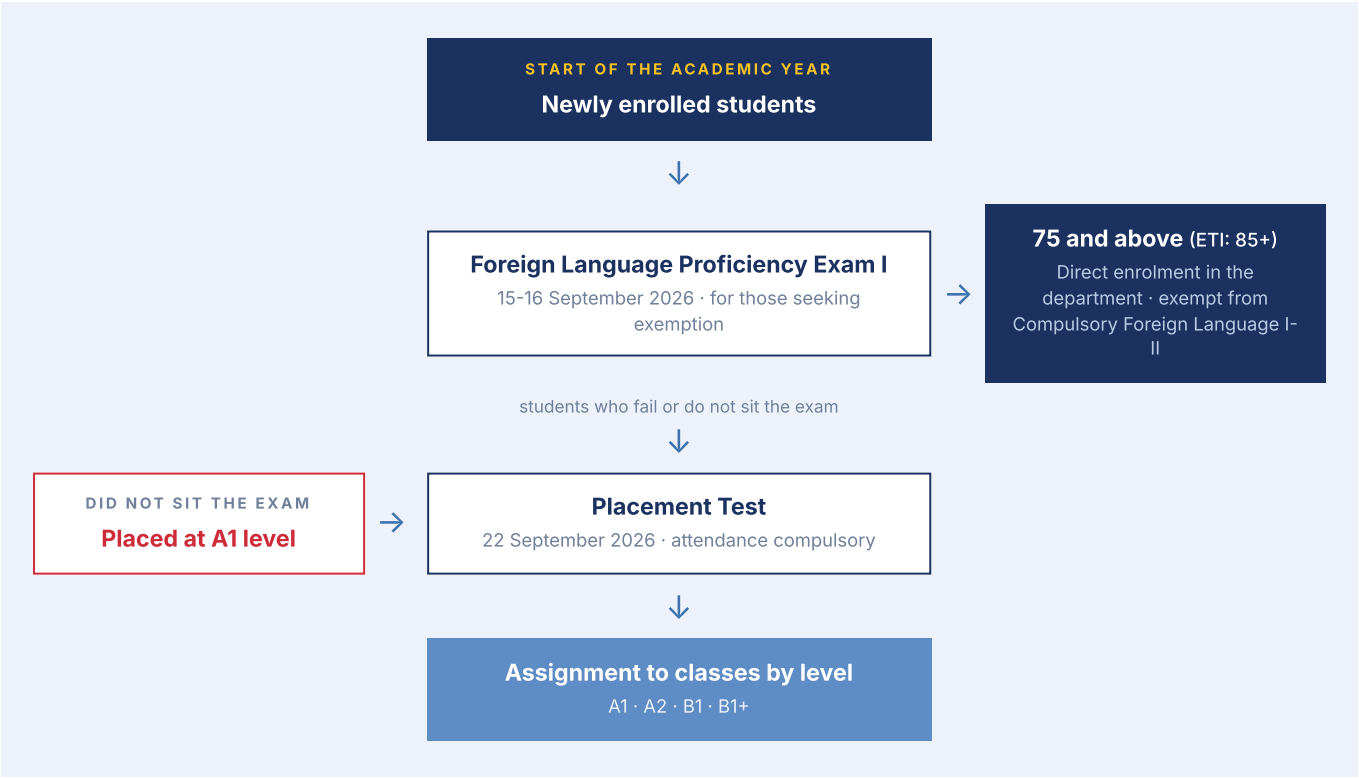
**Q What do I need to do in order to be exempt from the Preparatory Program?**

Students newly enrolled at the University who wish to be exempt sit the **Foreign Language Proficiency Exam I** held at the beginning of the academic year. Students who score **75 or above** out of 100 in this exam are deemed exempt from the program and enrol in their departments. The score required for students of the Department of English Translation and Interpreting is **85**.

**Q If I am exempt, am I also exempt from the English courses in my department?**

Yes. Students who pass the proficiency exam and are deemed exempt are also exempted from the **Compulsory Foreign Language I** and **Compulsory Foreign Language II** courses offered in their departments.

## ENTRY ROUTE INTO THE PROGRAM




ETI = Department of English Translation and Interpreting.

### Q Which skills does the Foreign Language Proficiency Exam assess, and at what level?

The exam is written at **CEFR B1+**, the exit target of the program, and assesses listening, reading, speaking, writing and use of English in full. It is administered in two sessions: a written session and a speaking session.

### Q Can I move on to my department without waiting for the spring semester?

Yes. **Foreign Language Proficiency Exam II** is held during the semester break at the end of the first semester. All students who are enrolled in the Mandatory English Preparatory Program and hold **active student status** may sit this exam upon request. Those who pass are exempted from the second semester and continue in their departments.

**Application**
7 – 21 December 2026

→

**Prerequisite**
Enrolled in the program with active student status

→

**Exam**
14 January (written) · 15 January 2027 (speaking)

→

**Pass**
Continues in the department in the spring semester

#### WHO MAY SIT PROFICIENCY EXAM II?

**Students in the preparatory class**
All students enrolled in the program with active student status. The in-year average and attendance requirements do not apply to this exam.

**Repeat students**
Students who took mandatory preparatory education in the 2025-2026 academic year and did not pass.

#### CASES OF EXEMPTION WITHOUT SITTING THE EXAM

- Students who have studied in a country where the language of instruction is spoken as a native language, at secondary education institutions attended by citizens of that country, and who completed **at least the last three years** of their secondary education at such institutions.
- Students who have obtained **at least 75** (85 for English Translation and Interpreting) from the central foreign language exams recognised by the Council of Higher Education, or an equivalent score from international foreign language exams whose equivalence is recognised.
- Students who have successfully completed preparatory education and who enrol, through central lateral transfer, in another department of our University taught partly or wholly in a foreign language.

**Important:** Students exempt from the mandatory preparatory class are not admitted to the preparatory class and may not request that their exemption scores be disregarded. For a score obtained from a national or international language exam to be taken into account, the period of validity set by the institution administering the exam applies; where no such period is specified, the period determined by the Council of Higher Education applies.

**Exemption with a central exam score.** If you hold a valid national or international foreign language exam result, you may be exempt without sitting the proficiency exam. Which exams are accepted, and where to verify your score, is explained on the next page.

## EXAMS ACCEPTED FOR EXEMPTION

GROUP A

### Central national exams

Exams administered by ÖSYM. The score obtained is taken as the basis **directly**: at least **75**, and at least **85** for the Department of English Translation and Interpreting.

- YDS · e-YDS
- YÖKDİL

GROUP B

### International exams with recognised equivalence

The score is assessed not directly but through **its equivalent in the equivalence table**. The current list and score equivalents are republished each academic year.

- TOEFL iBT · PTE Academic
- Cambridge Linguaskill and others

## HOW IS MY SCORE EVALUATED?

| Exam | Scope | Basis of evaluation |
|---|---|---|
| **YDS / e-YDS** | National · ÖSYM | The exam score itself (75 / ETI 85) |
| **YÖKDİL** | National · ÖSYM | Recognised as equivalent to YDS by decision of the Council of Higher Education |
| **TOEFL iBT** | International | Its YDS equivalent in the ÖSYM equivalence table |
| **PTE Academic** | International | Its YDS equivalent in the ÖSYM equivalence table |
| **Cambridge Linguaskill** | International | Its equivalent in our School's equivalence table |

This table introduces the types of exam. What is binding is the equivalence table published for the current academic year. ETI = English Translation and Interpreting.

## WHERE DO I VERIFY MY SCORE?

**Our School's equivalence table**

ydyo.bandirma.edu.tr › Student › English Exams Equivalence Table

**ÖSYM equivalence table**

osym.gov.tr › Equivalences of Foreign Language Exams

**International exams**

Calendar and application conditions for exams held at our School

## APPLYING FOR EXEMPTION WITH A CERTIFICATE

**1 Verify the certificate**
Do the score and validity period match the equivalence table?

→

**2 Submit a petition**
Apply to the School student affairs office with your result document

→

**3 Evaluation**
Decision of the School Executive Board

→

**4 Exemption**
Enrolment in the department · exempt from Compulsory Foreign Language I-II

**Mind the period of validity.** For a score obtained from a national or international language exam to be taken into account, the period of validity set by the institution administering the exam applies; where no such period is specified, the period determined by the Council of Higher Education applies. Expired documents are not processed.

**Cambridge Linguaskill.** Our School serves as an authorised exam centre under a signed protocol. The exam calendar and application conditions are announced on the **International Exams** page.

# PLACEMENT AND LEVELS

**Q Is it compulsory to sit the Placement Test?**

Yes. All students who do not pass the proficiency exam — in other words, all students who will receive preparatory education — are required to sit the Placement Test. In the 2026-2027 academic year the test will be held on **22 September 2026**.

**Q What is the purpose of this test?**

The test identifies students' level on the CEFR scale so that they can be assigned to classes appropriate to their language level. It is administered in order to determine the **A1, A2 and B1** levels.

**Q What happens if I do not sit the Placement Test?**

Since your level cannot be determined, you will begin your studies in the lowest-level class — at **A1 (Beginner)** level.

## WHAT WILL YOU BE ABLE TO DO AT YOUR LEVEL?

**A1 — Beginner**
Can understand everyday expressions and very basic phrases; can introduce themselves and ask and answer simple questions.

**A2 — Elementary**
Can understand frequently used expressions related to their immediate surroundings; can exchange simple and direct information on familiar topics.

**B1 — Pre-Intermediate**
Can understand the main points of clear standard speech on familiar matters; can describe experiences and opinions coherently.

**B1+ — Intermediate (exit level)**
Can grasp the main ideas of complex texts on both abstract and concrete topics; can express opinions in an organised way with supporting reasons.

**B2 — Upper-Intermediate.** Students who begin at B1+ level study at B2 level in the spring semester. A student at this level can communicate fluently and naturally on academic and professional topics and can produce detailed texts.



A MUSICAL PERFORMANCE BY OUR STUDENTS

## YOUR PROGRESSION THROUGH THE YEAR

| Your starting level | 1st semester | 2nd semester | Weekly hours |
|---|---|---|---|
| **Beginner (A1)** | A1 → A2 | B1 → B1+ | **30** |
| **Elementary (A2)** | A2 | B1 → B1+ | **28** |
| **Pre-Intermediate (B1)** | B1 | B1+ | **24** |
| **Intermediate (B1+)** | B1+ | B2 | **24** |

### Q Can the class I am assigned to change during the year?

Yes. Students may be reassigned to different classes where necessary, in line with the results of an examination held at the end of the autumn semester or of the assessments carried out throughout the semester. The aim of this practice is for every student to study in the group that best matches their own pace of progress.

## CLASS LISTS AND THE TIMETABLE

**1** **Placement Test**
22 September 2026

→

**2** **Class lists announced**
Website › Class Lists

→

**3** **Timetable published**
ÜBYS and the website

→

**4** **Classes begin**
Meeting your class advisor

REMEMBER

### Your level is not a verdict; it is a starting point

The Placement Test is not held in order to rank you, but to provide you with the most suitable learning environment. A student who starts at A1 also completes a program designed to bring them to B1+ by the end of the academic year. What is decisive is not your starting level but the steady work you put in throughout the year.

## TO MAKE THE MOST OF YOUR LEVEL

### Read outside class

Reading texts one step above your level is the fastest way to expand your vocabulary. The online resources that come with your book can be used for this purpose.

### Do not miss chances to speak

Presentations, group work and events are settings in which speaking skills can develop outside the classroom too. Do not be afraid of making mistakes.

### Follow the feedback

The feedback you receive on your writing and speaking work shows you what to pay attention to in the next assessment.

**What should I do to move up a level?** A change of level is not made upon individual request; it is evaluated by the School according to the results of the examination held at the end of the autumn semester and of the in-semester assessments. The surest route, therefore, is to perform consistently in the in-year assessments.

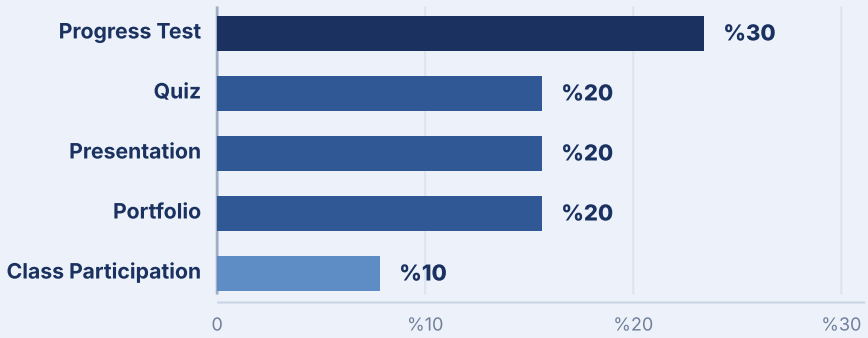
# THE ASSESSMENT SYSTEM

## Q Which assessments is my in-year average calculated from?

The academic achievement score is based on a total of **17 assessments** carried out during the academic year. Each assessment is graded out of 100.

| Type of assessment | Number | Unit weight | Total weight |
|---|---|---|---|
| **Progress Test** | 3 | %10 | **%30** |
| **Quiz** | 4 | %5 | **%20** |
| **Presentation** | 4 | %5 | **%20** |
| **Portfolio** | 4 | %5 | **%20** |
| **Class Participation** | 2 | %5 | **%10** |
| **TOTAL** | **17** | — | **%100** |

### COMPONENTS OF THE IN-YEAR GRADE




Students whose in-year average falls below **65** cannot sit the End-of-Year Exam. For this reason none of the assessments should be neglected.

### WHAT DO THE ASSESSMENTS MEASURE?

**The five skills together**

The progress tests and the end-of-year exam assess listening, reading, writing, speaking and use of English together.

**Use of English**

Quizzes focus on identifying gaps in grammar and vocabulary within the topics covered.

**Production and process**

Presentation and portfolio work assesses your productive use of the language for a real purpose.

**50% is earned outside the exam room.** Presentations (20%), portfolio (20%) and class participation (10%) together make up half of your in-year grade. These components are earned not on exam day but through steady work across the year; consistency is therefore what shapes your in-year average most.

## THE ASSESSMENTS IN DETAIL

### Q When and for what purpose are the Progress Tests held?

Progress Tests are mid-term exams held **three times** during the academic year in order to measure students' in-year performance. They assess listening, reading, use of English, speaking and writing in full. **No classes are held on exam days.**

### Q What do the Quizzes cover?

Quizzes are held **four times** in the academic year and assess use of English. Their purpose is to identify the essential points a student has not yet mastered in the topics covered.

### Q How is my presentation grade made up?

Four **presentation** assessments are carried out during the academic year: two individual presentations and two whole-class group performances. The group performances take place within the **International Day** in the autumn semester and the **Short Movie Contest** in the spring semester. Grades are awarded by the class advisor, and presentations are given only in the advisor's lessons.

### Q What does my portfolio grade cover?

The portfolio assessment consists of four components: the **online assignments** that come with the coursebook (two) and **in-class writing tasks** (two).

### Q According to which criteria is the class participation grade awarded?

The average of the grades awarded by the instructors teaching the class in both semesters is calculated out of 100. The student's attitude in class, participation and classroom performance are taken into account.

## THE FLOW OF YOUR YEAR

**In-year assessments**
17 assessments · 100%

→

**In-year average**
Must be 65 or above

→

**End-of-Year Exam**
75 or above (ETI: 85)

→

**Success**
Moving on to your department

**Where do I follow my grades?** All your in-year grades and your attendance record are followed through **ÜBYS** (ubys.bandirma.edu.tr). The dates and content of in-year exams are announced on our website; following current announcements is the student's responsibility.

WHILE PREPARING

### Study the sample exams

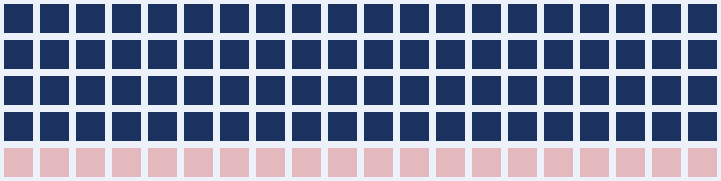
Sample exams from previous years and explanations of the exam formats are published on the page of our website. Knowing the format in advance makes managing your time markedly easier.

SAMPLE PAPERS

# ATTENDANCE REQUIREMENT AND ABSENCES

## Q What is the attendance requirement?

Students are required to attend **at least 80%** of classes within an academic year.



**80% — attendance requirement**
The minimum attendance needed to receive an in-year grade.

**20% — absence allowance**
If this limit is exceeded the student is not admitted to the End-of-Year Exam.

### YOUR ABSENCE ALLOWANCE BY LEVEL

| Starting level | Weekly class hours | Annual absence allowance |
|---|---|---|
| **Beginner (A1)** | 30 hours | **180 hours** |
| **Elementary (A2)** | 28 hours | **168 hours** |
| **Pre-Intermediate (B1)** | 24 hours | **144 hours** |
| **Intermediate (B1+)** | 24 hours | **144 hours** |

The absence allowance is calculated from the weekly class hours of your level, on the basis of the academic year.



### In practice: roughly 30 teaching days

Although the absence allowance is defined in hours, for every level it corresponds to **roughly 30 full teaching days**. For example, the 168-hour allowance of an A2 student with 28 class hours a week works out at about 30 days, at an average of 5.6 hours of class per day. Every full day missed uses up one thirtieth of your allowance.

CHECK ONCE A MONTH

### Follow your absences on ÜBYS

Your absences are recorded on ÜBYS hour by hour. Checking once a month lets you notice that you are nearing the limit without waiting for the end of the year.

ÜBYS

### Q How are absences calculated?

Absences are not calculated separately for each course; **the whole program is treated as a single unit**. The calculation is made over the academic year, that is, over both semesters. You should follow your attendance record on ÜBYS regularly.

### Q Are periods covered by a medical report deducted from my absences?

No. Absences based on a medical report are also included in the total.

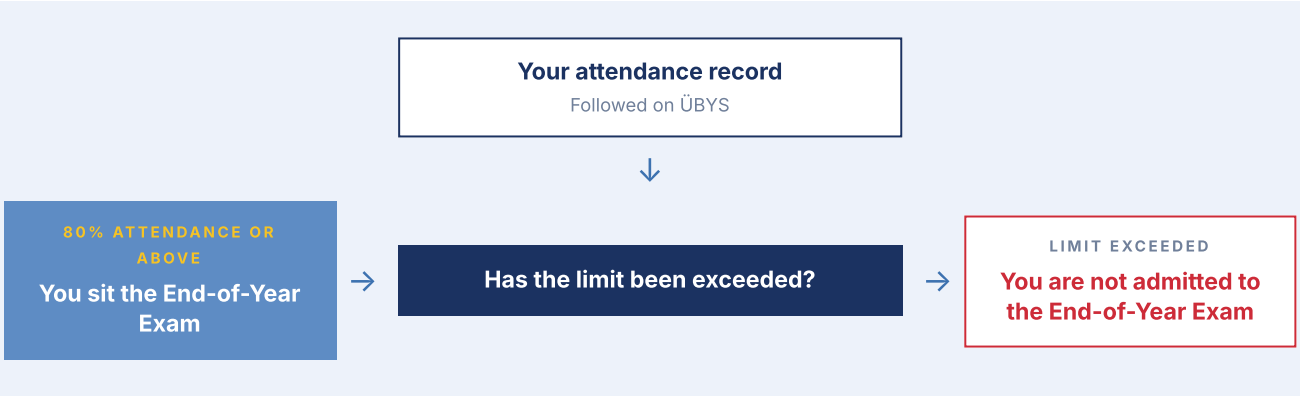
### Q I will take part in an activity representing the University; what should I do?

Students taking part in sporting, cultural, artistic or academic activities representing our country or our University must obtain a letter stating the relevant dates and times from the institution or unit concerned and submit it to the School. If this document is not submitted, the time missed is not deducted from absences and the student may not sit make-up exams.

### Q What happens if I exceed the absence limit?

Students who exceed the absence limit are **not admitted to the End-of-Year Exam**. Students who exceed the limit in the autumn semester are removed from the class lists in the spring semester and are not admitted to exams.

#### CONSEQUENCES OF ABSENCE




**Students who exceed the limit in the autumn semester** are removed from the class lists in the spring semester and cannot sit any exam in that academic year. The first exam such a student may sit is the Foreign Language Proficiency Exam held at the beginning of the autumn semester of the following academic year.

A PRACTICAL NOTE

**Your absence allowance is a limit, not a reserve**

The absence allowance is a share set aside for unforeseen situations such as illness or transport problems. Using it all up in the first half of the year leaves you exposed if an unavoidable situation arises in the second half. Check your absences on ÜBYS every month.

# REQUIREMENTS FOR SUCCESS AND EXAMS

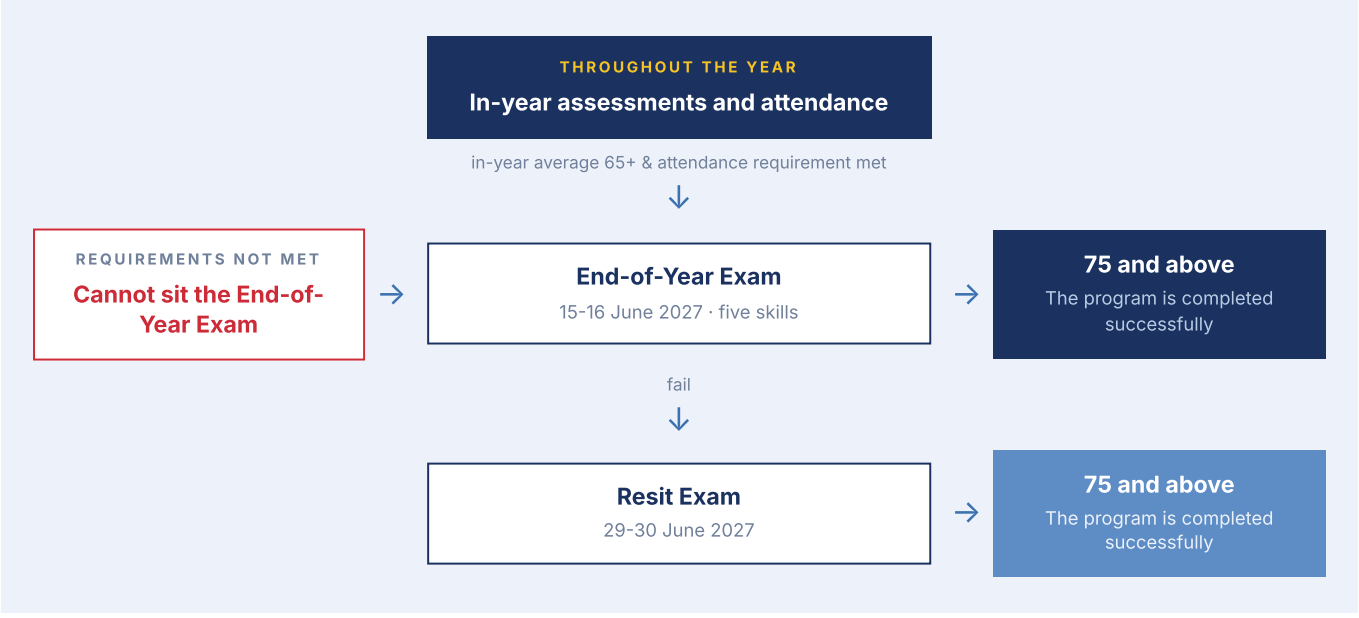
| 65 | 80% | 75 / 85 |
|---|---|---|
| MINIMUM IN-YEAR AVERAGE | MINIMUM ATTENDANCE RATE | PASS MARK IN THE END-OF-YEAR EXAM (ETI: 85) |

**Q Which requirements must I meet to complete the Preparatory Program successfully?**

**All three** of the following requirements must be met.

1. **In-year average.** Your in-year average must be **65 or above**. This average is calculated from the 17 assessments carried out during the academic year.
2. **Attendance requirement.** You must not have failed on attendance grounds, i.e. you must have attended **at least 80%** of classes during the academic year.
3. **End-of-Year Exam.** You must score **75 or above** in the End-of-Year Exam, which you become entitled to sit by meeting the first two requirements. For students of the Department of English Translation and Interpreting this score is **85**.

## THE COURSE OF THE ACADEMIC YEAR




**Please note:** Students whose in-year average falls below 65, or who exceed the absence limit, **cannot sit** the End-of-Year Exam. These two requirements come before exam performance and must be monitored regularly throughout the year.

### Q What is the End-of-Year Exam?

It is the exam that determines whether a student passes the Preparatory Program. It is written at **B1+**, the exit level of the program, and covers listening, reading, writing, speaking and use of English in full. In the 2026-2027 academic year it will be held on **15-16 June 2027**.

### Q If I fail the End-of-Year Exam, do I have a second chance?

Yes. A **Resit Exam** is held to give students who have failed another opportunity to pass. This exam also assesses all five skills and will be held on **29-30 June 2027**.

## THE EXAMS YOU WILL TAKE DURING THE YEAR

| Exam | Number | Skills assessed | Make-up right |
|---|---|---|---|
| **Foreign Language Proficiency Exam I** | 1 | Five skills | None |
| **Placement Test** | 1 | Level identification | None |
| **Progress Test** | 3 | Five skills | Yes |
| **Quiz** | 4 | Use of English | Yes |
| **Foreign Language Proficiency Exam II** | 1 | Five skills | None |
| **End-of-Year Exam** | 1 | Five skills | None |
| **Resit Exam** | 1 | Five skills | None |

## OUR ADVICE FOR SUCCESS

**Attend regularly and on time**
Attendance is not merely an obligation; it follows from the fact that a language is learned through regular repetition.

**Do not skip any assessment**
Even a single portfolio task or presentation is 5% of your in-year average. Small marks become decisive at the 65 threshold.

**Activate your book**
Online assignments make up half of your portfolio grade and remain open throughout the year.

**Ask when in doubt**
Your class advisor is your first point of contact throughout the academic year.

**Study the rubrics in advance.** Knowing the criteria by which your writing and speaking work is graded lets you focus your preparation in the right direction. The assessment criteria for your level are published on our website.

# EXAM RULES AND EXCUSES

**Q Is there a right to a make-up for the proficiency and placement exams?**

No. There is no right to a make-up for these exams and they are not repeated. Students are responsible for following exam dates, application forms, session plans and results on our School's website.

**Q What happens if I cannot sit a Quiz or a Progress Test?**

A student who cannot sit these exams for a valid reason must submit the supporting documents, together with a petition, to the School of Foreign Languages **within five working days** of the end of that situation. A make-up exam is arranged for students whose excuse is accepted by the School Executive Board.

**1** **End of the situation**
The period starts from this date

→

**2** **Petition and documents**
Submitted to the School within 5 working days

→

**3** **Executive Board decision**
Evaluation of the excuse

→

**4** **Make-up exam**
For students whose excuse is accepted

**Q Is a make-up exam arranged if I do not sit the End-of-Year Exam?**

No. Students who do not sit the End-of-Year Exam are not granted a make-up exam.

## WHICH EXAMS HAVE A MAKE-UP?

**Make-up available**

- Progress Tests (3)
- Quizzes (4)

**Make-up not available**

- Foreign Language Proficiency Exams I and II
- Placement Test
- End-of-Year Exam and Resit Exam

## IN THE EXAM ROOM



**Student ID is required**
The instructor may check IDs before or during the exam.



**No electronic devices**
Devices are collected on the instructor's desk; the exam of a student found with a device is cancelled.



**Cheating is a disciplinary offence**
Cheating, helping one another and taking questions out of the room require a disciplinary investigation.

### Q What should I pay attention to when taking exams?

Students are required to bring their student ID to all exams; the instructor may check IDs before or during the exam where deemed necessary. Mobile phones and similar electronic devices are collected on the instructor's desk. If a student is found with such a device during the exam, **their exam is cancelled**.

### Q What are the consequences of cheating in exams?

Under the Higher Education Institutions Student Disciplinary Regulation, cheating or attempting to cheat during an exam, helping one another in writing or orally, and removing exam questions from the exam room by any means constitute disciplinary offences. An instructor who detects cheating is required to refer the student to the School Directorate. **Signing in place of someone else** falls within forgery of documents and therefore requires a separate disciplinary investigation.

### Q Can I appeal against my exam result?

Appeals on grounds of a material error are submitted in writing to the School Directorate within **three working days** following the date the results are announced.

## DEADLINES AT A GLANCE

**5**
WORKING DAYS
To submit supporting documents for progress tests and quizzes — from the end of the situation.

**3**
WORKING DAYS
To appeal in writing against a result on grounds of material error — from the announcement of results.

**0**
MAKE-UP RIGHTS
For the Proficiency, Placement, End-of-Year and Resit exams.

## PRE-EXAM CHECKLIST

- Have you confirmed the date, time and **room** of the exam on the website?
- Have you brought your **student ID**?
- Do you know which skills the exam assesses?
- Are you ready to hand in your phone and smart watch?
- Do you know that the speaking session is on **a separate date**?
- Have you studied the relevant **rubric** in advance?

REMEMBER

**Following announcements is the student's responsibility**

Exam dates, application forms, session and seating plans and results are published only on our School's website and on ÜBYS. No individual notification is sent.

# IN CASE OF FAILURE AND EXAM RIGHTS

## Q What happens if I do not pass at the end of the academic year?

Students who do not pass at the end of the first year of the preparatory class **despite having met the attendance requirement** move to **repeat student** status and are entitled to the following exam rights.

| Right | Exam to be taken |
|---|---|
| **1st right** | The Foreign Language Proficiency Exam at the **beginning** of the following autumn semester |
| **2nd right** | The Foreign Language Proficiency Exam at the **end** of the following autumn semester |
| **3rd right** | The Foreign Language Proficiency Exam at the **beginning** of the autumn semester of the next year |

## Q What happens to my exam rights if I fail on attendance grounds?

Students who fail on attendance grounds in the academic year of their first enrolment are removed from the class lists at the end of the first semester and also lose the right to sit the exams of that academic year. The first exam such students may sit is the Foreign Language Proficiency Exam held **at the beginning of the autumn semester of the following academic year**. If they pass that exam they continue in the program they were admitted to; those who do not pass attend the preparatory class for one additional year.

### THE TWO SITUATIONS COMPARED

**Attendance requirement met, but not passed**

You move to **repeat student** status.

- You have three proficiency exam rights.
- You are not required to attend classes.
- You must complete registration renewal.

**Attendance requirement not met**

You lose **all your exam rights** for that year.

- You are removed from the class lists at the end of the first semester.
- Your first exam right is at the beginning of the next academic year's autumn semester.
- If you do not pass, you attend the preparatory class for one more year.

**In how many years at most must I complete the Preparatory Program?** Students who fail to complete the preparatory class successfully within **two years** are dismissed from the preparatory class. The provisions of the Regulation on the Principles of Foreign Language Teaching and Teaching in a Foreign Language at Higher Education Institutions apply in this respect.

**Do I need to renew my registration as a repeat or non-attending student?** Yes. Non-attending and repeat students taking preparatory education for a second time, as well as international students and students enrolled at a second university, must pay the tuition fee on the dates announced in the academic calendar in order to complete registration renewal and approval. In the 2026-2027 academic year these dates are **14-20 September 2026** and **1-7 February 2027**.

## THE REPEAT STUDENT'S ROADMAP

**1** **Registration renewal**
Paying the fee on the dates announced in the academic calendar

→

**2** **Exam application**
On the dates announced on the website

→

**3** **Proficiency exam**
Written and speaking sessions

→

**4** **75 and above**
Continue your studies in your department

## COMMON SITUATIONS

### Q I am a repeat student; do I have to attend classes?

No. There is no attendance requirement for repeat students; they prepare on their own and sit the proficiency exams. However, registration renewal must be completed on the announced dates.

### Q I transferred laterally or vertically; do the preparatory requirements apply to me as well?

Yes. All conditions relating to the mandatory preparatory class also apply to students enrolling through lateral or vertical transfer in a program taught partly or wholly in a foreign language, as well as to students who are citizens of other countries. Students who do not meet the exemption conditions sit the proficiency exam held by the University; if they fail or do not sit it, they receive preparatory education for two semesters.

### Q I am an evening-program student; do I pay a fee in the preparatory class as well?

Yes. Evening-program students enrolled in the mandatory or optional foreign language preparatory class also pay the tuition contribution or tuition fee during their preparatory education.

DO NOT HESITATE TO ASK FOR HELP

**Act when you notice you are struggling, not at the end of the year**

When you notice that your in-year average is running below the 65 threshold, or that your absences are mounting, speak to your class advisor without waiting for the end of the semester. A problem noticed early can usually be made up during the year; at the end of the year your options are limited.



TOGETHER THROUGHOUT THE YEAR

# WHOM SHOULD I CONTACT?

The order to follow when you encounter a problem is set out below. Each step comes into play if the previous one does not resolve the matter.

1. **Class advisor.** Your first point of contact for any question or request for clarification is your class advisor.
2. **Level coordinator.** If the matter is not resolved by your advisor, contact the coordinator of your level.
3. **Head of Department.** If the matter is still unclear, contact the Head of Department.
4. **Vice Director.** If doubt persists, contact the Vice Directors.
5. **School Director.** If the problem remains unresolved, contact the School Director.

## 2026-2027 ACADEMIC YEAR MANAGEMENT AND COORDINATORS

| Role | Name |
|---|---|
| **School Director** | Lect. Türkan YILMAZ |
| **Vice Directors** | Lect. Dr. Burcu KARADAŞ · Lect. F. İrem OCAKTAN KURGAN |
| **Head of Department** | Lect. Cansu DİNÇ AYAZ |
| **A1 Level Coordinator** | Lect. Tolga AKAR ÇAY |
| **A2 Level Coordinator** | Lect. Ayşe Nur KAPCI |
| **B1 and B1+ Level Coordinator** | Lect. Gülpınar ARSLAN |
| **School Secretary** | Cihad AYDIN (1st floor) |
| **Student Affairs** | Nurgül SARIÇİÇEK · Ülkü ADANIR (ground floor) |

## RULES OF COMMUNICATION

**Use your student e-mail**
Communication with instructors should be conducted through your institutional student e-mail address.

**Mobile numbers are not shared**
Instructors' mobile phone numbers are not shared; please do not request them.

**Respect office hours**
Every instructor holds two hours of student office hours per week; let them know before you come.

## WHO TO ASK ABOUT WHAT

**Course content, homework, exam preparation**
Class advisor

**An error in course materials**
Level coordinator

**Checking absences and grades**
ÜBYS · then your class advisor

**Excuse petitions and document submission**
School Secretariat / Student Affairs

**Appeal against an exam result**
School Directorate (in writing, within 3 working days)

**Class change and placement**
Level coordinator · Head of Department

**Documents and student forms**
Website › Student Forms · ydyo@bandirma.edu.tr

**Support for students with disabilities**
Advisor, Accessible University Student Unit

## YOUR SUGGESTIONS, REQUESTS AND COMPLAINTS

### Write to the Director

You can reach the School Directorate directly through the **About › Write to the Director** form on our website.

### Appointment Request

You can request a face-to-face meeting through the **About › Appointment Request** page.

### Suggestion, Request and Complaint

You can use the Suggestion-Request-Complaint and Satisfaction system on ÜBYS.

## STUDENT REPRESENTATION AND ACCESSIBILITY

### Student representatives

Student representatives elected in our classes convey students' views and suggestions to the School management. Regular meetings are held with the representatives and their feedback is taken into account in improvement processes. You can find the list of representatives on the **Student › Student Representatives** page of our website.

### Accessible University Student Unit

An advisor and program representatives of the Accessible University Student Unit serve at our School. You can apply to the unit for any adjustments you need in teaching and examination processes. The relevant information is announced on our website.

DOCUMENTS AND PETITIONS

### The Student Forms page

You can download the petition you need from the section of our website, fill it in and send it to .

FORMS ADVISING

# ANNOUNCEMENTS AND COMMUNICATION CHANNELS

Every announcement that concerns you — exam dates, homework deadlines, class changes, event calls — reaches you through one of four channels. Following all four is the student's responsibility.

### Google Classroom
Your class's own classroom

The main channel for course announcements, homework and class sharing.

### Our website
ydyo.bandirma.edu.tr

Where official announcements, the exam calendar and results are published.

### ÜBYS
ubys.bandirma.edu.tr

Timetable, grades, absences and official correspondence; also your institutional e-mail.

### Social media
@banu.ydyo

Event calls, project posts and snapshots from student life.

## WHICH ANNOUNCEMENT COMES THROUGH WHICH CHANNEL?

| Type of announcement | Classroom | Website | ÜBYS | Social media |
|---|---|---|---|---|
| Academic calendar and exam dates | ○ | ● | ○ | |
| Class lists and timetable | ○ | ● | ● | |
| In-class announcements and important updates | ● | | | |
| Homework and course materials | ● | ○ | | |
| Exam results and grade notification | | ○ | ● | |
| Your attendance record | | | ● | |
| Event, project and social activity calls | ● | ○ | | ● |
| Official letters, petitions and document procedures | | ○ | ● | |

● primary source · ○ may also be shared

## HOW DOES GOOGLE CLASSROOM WORK?

YOUR CLASSROOM

### A separate classroom for every class at every level

At every level from A1 to B1+, each class has its own Google Classroom. If your class changes you are directed to the new one.

WHAT IS SHARED

### The day-to-day flow of the course

- Instructors' announcements and updates
- Homework and deadlines
- Extra worksheets and resources
- Social event announcements

JOINING

### You receive your class code at the start of the semester

The class code or invitation link is shared by your instructor in the first week. Keeping notifications on is recommended.

**Following announcements is the student's responsibility.** "I was not aware of the announcement" is not accepted as an excuse for missing an exam or failing to submit homework. Check your institutional e-mail and your Classroom notifications regularly.

# STUDENT DEVELOPMENT AND STUDENT LIFE

You are not alone during the preparatory year. Our School builds student development on three pillars: **orientation**, which guides you as the year begins; **academic advising**, which stays with you throughout the year; and **extracurricular activities**, which let you use the language outside the classroom.

A · AT THE START OF THE YEAR

### Orientation

The opening week in which you get to know the program, the calendar and the rules.

B · THROUGHOUT THE YEAR

### Academic advising

Every class has a class advisor whose door is open to you.

C · OUTSIDE THE CLASSROOM

### Extracurricular activities

International Day, short films, choir, social responsibility and representation.

## A · THE ORIENTATION PROGRAM

**1 Introductions** — The School, the management and the teaching staff →

**2 Program** — Levels, course plan and assessment system →

**3 Systems** — ÜBYS, institutional e-mail and Google Classroom →

**4 Materials** — The book set for your level and digital resources →

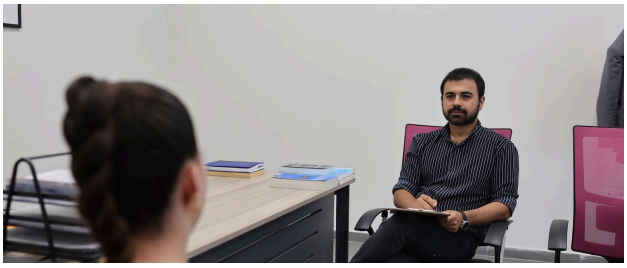
**5 Q&A** — Rules, the attendance requirement and the exam calendar

The orientation presentation is published on our website at the start of the academic year.

## B · ACADEMIC ADVISING

**What can you consult your advisor about?**

- Skills you find difficult, and how to study
- Monitoring your absences if they become risky
- Reviewing your exam results and setting targets
- Procedures for excuses, medical reports and petitions
- Referral to the right unit for exam anxiety and adjustment issues



ACADEMIC STAFF - STUDENT OFFICE HOURS

**List of advisors**

Class advisors by class

### Office hours

Instructors' office hours are announced on ÜBYS. Check them before requesting an appointment.

### Psychological counselling

Psychological guidance and counselling is offered by appointment by the Department of Health, Culture and Sports.

**C · Extracurricular activities** are covered on the following pages: International Day, the Short Movie Contest, choir and social responsibility projects.

The preparatory class is not confined to the classroom. The activities run throughout the year at our School let you use the language you are learning for a real purpose — and some of these activities contribute directly to your in-year grade.

**International Day**
Autumn semester group performance · 5% of the presentation grade

**Short Movie Contest**
Spring semester group performance · 5% of the presentation grade

**Social responsibility**
Campus clean-ups and animal shelter visits

**Representation and research**
Class representative meetings · TÜBİTAK student projects

## THE INTERNATIONAL DAY




A BANÜ SFL TRADITION · INTERNATIONAL DAY WITH COUNTRY STANDS AND COSTUMES

The International Day is one of our School's longest-standing traditions. Each class represents a country and presents its culture, cuisine, music and traditions at a stand prepared in English. With their costumes, display boards and food, our students turn the campus into a world map for a day.

The event is assessed as the autumn semester **group performance** and makes up 5% of your presentation grade. Grading is carried out by your class advisor. Preparing for it is work in which you learn, all at once, to do research, to share tasks within a group and to express yourself in front of an audience in the target language.

## THE SHORT MOVIE CONTEST



AWARDS CEREMONY · BANÜ PREPARATORY SCHOOL SHORT MOVIE CONTEST

In the Short Movie Contest, the most eagerly awaited event of the spring semester, each class competes with a short film it produces from start to finish. Our students write the script in English, share out the roles, shoot and edit the film themselves, design its poster and premiere it before an audience at a gala night.

Awards are given in categories such as Best Film, Best Screenplay and Best Actor, and the event counts as the spring semester **group performance**, making up 5% of your presentation grade. Combining language learning with creative production, it lets you turn the writing, speaking and pronunciation skills you have gained during the year into a real piece of work.

## POSTERS FROM LAST YEAR




STUDENT-MADE FILM POSTERS FROM THE 2025 CONTEST

> **How do I prepare?** The contest calendar and categories are announced at the beginning of the spring semester through your class advisors. Starting early on the screenplay and the shooting plan makes both the quality of the film and the division of work within the group much easier.

## FROM THE AWARDS NIGHT



BEST SUPPORTING ACTRESS AWARD



BEST FILM POSTER AWARD

The Short Movie Contest ends with a screening night. The films are shown on the big screen, after which awards are presented in categories such as Best Film, Best Screenplay, Best Actor and Best Film Poster. The awards are handed to the students by the instructors who have worked with them all year.

## STAGE PERFORMANCES










MUSIC AND STAGE PERFORMANCES BY OUR STUDENTS

The stage is not given over to films alone: the music and stage performances prepared by our classes are also part of the programme. Singing in the target language brings an ease of pronunciation and fluency that is hard to achieve in the classroom.

## OUR SOCIAL RESPONSIBILITY PROJECTS



ANIMAL SHELTER VISIT

### Hearts for Paws — Shelter visits

On these shelter visits, carried out by our students and instructors together, food and supplies are collected and time is spent with the animals. All communication and promotion for the event is carried out in English.



HAND IN HAND FOR A CLEANER CAMPUS

### Hand in Hand for a Cleaner Campus

In our clean-up event, waste is collected on and around the campus. Grounded in sustainability, this work is linked to the United Nations Sustainable Development Goals and carried into our lessons.

## PARTICIPATION AND ACADEMIC WORK



### Meetings with class representatives

Student representatives elected in our classes meet regularly with the School management throughout the semester. At these meetings students' views and suggestions on lessons, materials, exams and events are heard first-hand, and the feedback received is taken into account in improvement processes.

### TÜBİTAK student projects and research training

Training in research methods and techniques is organised within our School as part of TÜBİTAK student projects. Our preparatory students get the chance to use academic English in a real research process and are supported in developing their project ideas and in the application process.

## THE EVENT CALENDAR THROUGH THE YEAR

**September**
Orientation and introductions

→

**December**
International Day

→

**April**
Social responsibility activities

→

**May**
Short Movie Contest and awards ceremony

Event dates are announced separately for each academic year. You can find the current event calendar on the **Events** page of our website.

TAKE PART

### Events are where you use the language, not where you learn it

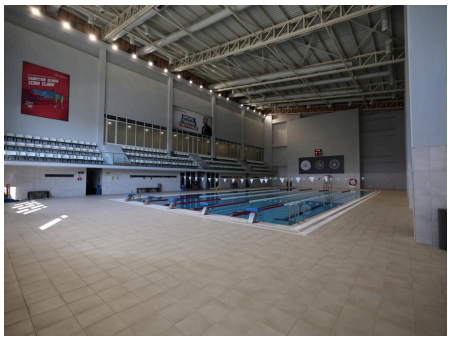
While preparing a stand, writing a screenplay or describing a shelter visit in English, the language stops being a subject to memorise and becomes a tool. The students who take part in our events are the ones who progress fastest in speaking and writing. Speak to your class advisor to join in your class's work.

# CAMPUS FACILITIES

As a student of the School of Foreign Languages you can use all the facilities on our University's main campus. The headings below summarise the facilities presented to our students in the University's general orientation program.

| 94 | 29 | 14 | 5 |
|---|---|---|---|
| STUDENT CLUBS | SPORTS DISCIPLINES | SPORTS FACILITIES | CONFERENCE HALLS |

## SPORTS FACILITIES





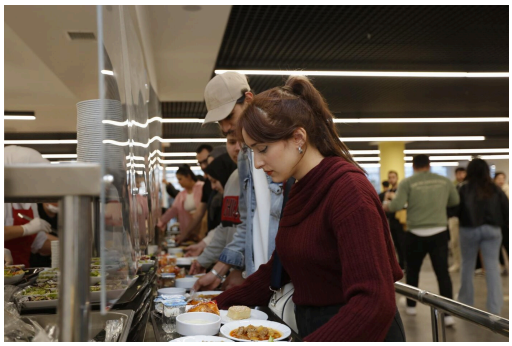


SEMI-OLYMPIC SWIMMING POOL · FITNESS CENTRE · OUTDOOR SPORTS FIELDS

| | | | | | | |
|---|---|---|---|---|---|---|
| Semi-olympic swimming pool | Multi-purpose sports hall | Fitness centre | Multi-purpose dome hall | Outdoor synthetic football pitch | Astroturf pitch | Outdoor basketball courts |
| Outdoor tennis courts | Table tennis hall | Judo hall | Gymnastics hall | Folk dance hall | Modern dance hall | Archery hall |

For conditions of use and reservations: **sportesisleri.bandirma.edu.tr** · Sports Branch, Department of Health, Culture and Sports.

## FOOD AND HEALTH



MAIN CAMPUS STUDENT CANTEEN

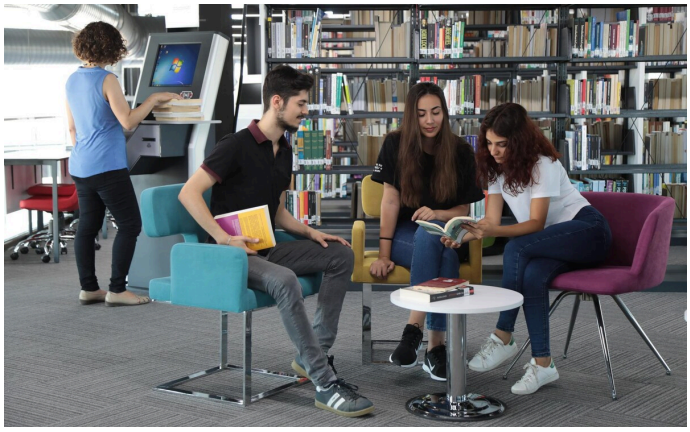
### Canteen

A five-course menu is served every day between **11.30 and 14.00**. You can top up your meal card online or at the kiosk machines. Free drinking water fountains are available across the campus.

### Health and counselling

The Health Centre is open on weekdays from **09.00 to 12.30** and from **13.30 to 16.30**. Psychological guidance and counselling is offered by appointment.

## LIBRARY



PROF. DR. SABAHATTİN ZAİM LIBRARY

### Borrowing hours

Books are borrowed and returned between **08.30 and 22.00** during the teaching period. Reading rooms and individual study areas are open to you.

### For preparatory students

The library holds **graded readers** suited to your level as well as print and electronic language resources.

## STUDENT CLUBS



A STUDENT CLUB STAGE PERFORMANCE

### Choose from 94 clubs

**94 student clubs** are active at our University in the fields of culture, the arts, science, sports and social responsibility. Applications for membership are made through the Department of Health, Culture and Sports. The preparatory year is the best time to join club life: it offers a natural setting in which to use English outside the classroom.

## ACCOMMODATION, TRANSPORT AND DIGITAL FACILITIES

**Student housing**
7,366 places in 9 halls of residence in our region

**İDO discount coupon**
A special discount for our University's students

**Free Wi-Fi**
The eduroam network across the campus

**BANÜ Mobile · ÜBYS Mobile**
Classes, grades and announcements in your pocket

**Erasmus+**
Exchange agreements with 27 universities in 15 countries

## WHERE DO I APPLY?

**Department of Health, Culture and Sports**
Housing, scholarships, meals, clubs
sksdb.bandirma.edu.tr

**Sports facilities**
Reservations and conditions of use
sportesisleri.bandirma.edu.tr

**Career Centre**
Career planning and internship support
kagem.bandirma.edu.tr

# CAMPUS RULES AND DISCIPLINE

Student disciplinary matters are conducted within the framework of **Article 54 of Higher Education Law No. 2547** and the related legislation. This section is a summary for general information; what is binding in practice are the provisions of the legislation.

## DISCIPLINARY PENALTIES ARE GRADED

1 · LIGHTEST

**Reprimand**

Written notification that conduct as a student has been at fault

2

**Suspension from one week to one month**

During this period classes and exams cannot be attended

3

**Suspension for one or two semesters**

The period of suspension counts towards the period of study

4 · MOST SEVERE

**Expulsion from the higher education institution**

Applied for the most serious acts listed in the Law

## THE TWO POINTS THAT MATTER MOST FOR PREPARATORY STUDENTS

EXAM INTEGRITY

### Cheating and attempted cheating are disciplinary offences

Cheating, attempting to cheat or helping someone else to cheat in exams is subject to a disciplinary investigation. See Section 12 for exam rules and conduct in the exam room.

A COMPLETELY SMOKE-FREE CAMPUS

### Smoking and tobacco products are not permitted on campus

Using cigarettes, other tobacco products or electronic cigarettes outside the areas designated by the University Senate is listed in the Law among the acts requiring a reprimand.

## HOW DOES THE PROCESS WORK?

**1 Notification** — The act constituting an offence reaches the competent authority →

**2 Investigation** — An investigator is appointed by the competent authority →

**3 Defence** — The student exercises the right of defence →

**4 Decision** — Decision of the competent authority or board, and its notification →

**5 Appeal** — To the University Executive Board within 15 days

### The right of defence is fundamental

A student under investigation is informed of the alleged act and given time to present a defence. No disciplinary penalty may be imposed without the right of defence being granted.

### The right of appeal is open

Disciplinary penalties may be appealed to the University Executive Board within **15 days** of notification.

**This section contains summary information.** The full list of acts requiring a disciplinary penalty, the procedural rules and the time limits are set out in Higher Education Law No. 2547 and the related legislation. For detailed information, consult the current legislation and guides published on our University's website.

# FREQUENTLY ASKED QUESTIONS

This section is a quick-reference summary of the information in the whole handbook. Next to each question is the page number where the topic is covered in detail.

## THE PROGRAM AND COURSES

**For which departments is the Mandatory English Preparatory Program compulsory?** P. 06

It is compulsory for English Translation and Interpreting, Maritime Transportation and Management Engineering (English) and Economics (English).

**How long does the program last?** P. 06

One academic year: 16 + 16 weeks, 32 weeks in total. In 2026-2027 the autumn semester has 77 and the spring semester 79 teaching days.

**Which courses are taught in the program?** P. 10

Main Course and Reading-Writing, under course code HZL1101. Both have Mandatory Preparatory (ZH) status.

**How many class hours do I have per week?** P. 10

A1: 30 hours · A2: 28 hours · B1: 24 hours · B1+: 24 hours. The weekly total stays the same in the second semester.

**How are the daily class hours arranged?** P. 10

The first class begins at 08.45 and the last ends at 15.15. The daily distribution varies by level; follow your current timetable on ÜBYS.

**What happens if I am late for class?** P. 11

A delay of up to 15 minutes may be accepted for the first class hour of the day only. Otherwise the student is recorded as absent for that hour.

**How many students are there in a class?** P. 11

A class has a maximum of 30 students; at least three instructors teach in each class and one of them serves as the class advisor.

**Where is the School of Foreign Languages located?** P. 45

On the Main Campus, in the New Rectorate Building at Yeni Mahalle, Şehit Astsubay Mustafa Soner Varlık Caddesi No: 77.

## PROFICIENCY AND EXEMPTION

**What do I need to do to be exempt from the Preparatory Program?** P. 14

You need to score 75 or above (85 for English Translation and Interpreting) in Foreign Language Proficiency Exam I at the start of the academic year.

**If I am exempt, am I also exempt from the English courses in my department?** P. 14

Yes. You are also exempted from Compulsory Foreign Language I and Compulsory Foreign Language II.

**Which skills does the proficiency exam assess, and at what level?** P. 15

It is written at CEFR B1+ and assesses listening, reading, speaking, writing and use of English. It has two sessions: written and speaking.

**Can I move on to my department without waiting for the spring semester?** P. 15

Yes. All students enrolled in the program with active student status may sit Proficiency Exam II; the in-year average and attendance requirements do not apply (applications 7-21 December 2026, exam 14-15 January 2027).

**Are there cases in which I can be exempt without sitting the exam?** P. 15

Yes: completing the last three years of secondary education abroad in the language concerned, obtaining an equivalent score in a central or international exam recognised by the Council of Higher Education, or arriving through central lateral transfer after completing preparatory education.

## PLACEMENT AND LEVELS

**Is it compulsory to sit the Placement Test?** P. 17
Yes. All students who will receive preparatory education are required to sit it. In 2026-2027 the test is on 22 September 2026.

**What is the purpose of this test?** P. 17
To identify students' level on the CEFR scale so that they can be assigned to suitable classes. The A1, A2 and B1 levels are determined.

**What happens if I do not sit the Placement Test?** P. 17
Since your level cannot be determined, you will begin at the lowest level — A1 (Beginner).

**Which levels will I study during the year?** P. 18
Starting from A1: A1→A2→B1→B1+; from A2: A2→B1→B1+; from B1: B1→B1+; from B1+: B1+→B2.

**Can the class I am assigned to change during the year?** P. 18
Yes. Students may be reassigned following the examination held at the end of the autumn semester or the in-semester assessments.

## COURSEBOOKS AND MATERIALS

**Which coursebooks will I use?** P. 12
Oxford publications: English File 5th Ed. for Main Course and Effective Academic Writing 2nd Ed. for Reading-Writing. The contents of the set vary by level.

**Where can I buy the coursebooks?** P. 12
From the publisher's stand set up on campus in the first week of the year, or from englishexpress.com.tr. In 2026-2027 the stand was on the 1st floor of the Rectorate Building on 23-24-25 September 2026.

**How do I access the online content of the books?** P. 13
The username and password are provided by the publisher or your class advisor. You must activate your book; the online assignments affect your portfolio grade.

**May I come to class without my materials?** P. 11
No. All materials must be brought to class, including the coursebooks and the supplementary materials prepared by the Coordination Office.

## REQUIREMENTS FOR SUCCESS

**Which requirements must I meet to complete the Preparatory Program successfully?** P. 23
All three: an in-year average of 65 or above, meeting the attendance requirement (80%), and scoring 75 (ETI: 85) or above in the End-of-Year Exam.

**What is the End-of-Year Exam?** P. 24
It is the exam that determines whether you pass the program. It is written at B1+ and covers all five skills. It is held on 15-16 June 2027.

**If I fail the End-of-Year Exam, do I have a second chance?** P. 24
Yes. A Resit Exam is held on 29-30 June 2027; it also assesses all five skills.

## ATTENDANCE AND ABSENCES

**What is the attendance requirement?** P. 21
You are required to attend at least 80% of classes within an academic year.

**How many hours is my absence allowance?** P. 21
A1: 180 hours · A2: 168 hours · B1 and B1+: 144 hours. The allowance is calculated from the weekly class hours of your level over the academic year.

**How are absences calculated?** P. 22
Not separately for each course, but for the whole program as a single unit and over the academic year (both semesters). You can follow your record on ÜBYS.

**Are absences covered by a medical report deducted?** P. 22
No. Absences based on a medical report are also included in the total.

**I will take part in an activity representing the University; what should I do?** P. 22
You must obtain a letter stating the relevant dates and times from the institution or unit concerned and submit it to the School. Otherwise the time is not deducted and you cannot sit make-up exams.

**What happens if I exceed the absence limit?** P. 22
You are not admitted to the End-of-Year Exam. Students who exceed the limit in the autumn semester are removed from the class lists in the spring semester and cannot sit exams.

## IN-YEAR ASSESSMENT

**How is my in-year average calculated?** P. 19
From 17 assessments in total: progress tests 30%, quizzes 20%, presentations 20%, portfolio 20%, class participation 10%.

**When and why are the Progress Tests held?** P. 20
They are held three times during the academic year and assess all five skills. No classes are held on exam days.

**What do the Quizzes cover?** P. 20
They are held four times in the academic year and assess use of English. Their purpose is to identify gaps in the topics covered.

**How is my presentation grade made up?** P. 20
Four assessments: two individual presentations and two group performances (International Day in the autumn, the Short Movie Contest in the spring). Grades are awarded by the class advisor.

**What does my portfolio grade cover?** P. 20
Four components: the online assignments that come with the coursebook (two) and in-class writing tasks (two).

**How is the class participation grade determined?** P. 20
The average of the grades awarded by the instructors teaching the class in both semesters is calculated out of 100; attitude, participation and performance are taken into account.

**According to which criteria is my writing and speaking work graded?** P. 13
CEFR-based writing and speaking rubrics, prepared separately for each level, are used. The rubrics are published on our website.

## EXAM RULES AND EXCUSES

**Is there a make-up for the proficiency and placement exams?** P. 25
No. There is no make-up for these exams and they are not repeated. Following the dates, plans and results on our website is the student's responsibility.

**What happens if I cannot sit a Quiz or a Progress Test?** P. 25
Submit your supporting documents with a petition to the School within five working days of the end of the situation. If the Executive Board accepts it, a make-up is arranged.

**Is a make-up arranged if I do not sit the End-of-Year Exam?** P. 25
No. Students who do not sit the End-of-Year Exam are not granted a make-up exam.

**What should I pay attention to when taking exams?** P. 26
Your student ID is required. Electronic devices are collected on the instructor's desk; if you are found with a device, your exam is cancelled.

**What are the consequences of cheating?** P. 26
Cheating, helping one another and taking questions out of the room are disciplinary offences; the student is referred to the Directorate. Signing in place of someone else is forgery of documents.

**Can I appeal against my exam result?** P. 26
Appeals on grounds of a material error are submitted in writing to the School Directorate within three working days following the announcement of results.

## IN CASE OF FAILURE AND EXAM RIGHTS

**What happens if I do not pass at the end of the academic year?** P. 27
If you have met the attendance requirement you move to repeat student status and are entitled to three proficiency exam rights.

**What happens to my exam rights if I fail on attendance grounds?** P. 27
You lose all exam rights for that year. The first exam you may sit is the proficiency exam at the start of the next academic year.

**In how many years at most must I complete the Preparatory Program?** P. 27
Students who fail to complete it successfully within two years are dismissed from the preparatory class.

**Do I need to renew my registration as a repeat or non-attending student?** P. 27
Yes. Pay the tuition fee on the dates announced in the academic calendar: 14-20 September 2026 and 1-7 February 2027.

**I am a repeat student; do I have to attend classes?** P. 28
No, there is no attendance requirement. However, registration renewal must be completed on the announced dates.

**I came through lateral or vertical transfer; do the preparatory requirements apply to me?** P. 28
Yes. Students who do not meet the exemption conditions sit the proficiency exam; if they fail, they receive two semesters of preparatory education.

**I am an evening-program student; do I pay a fee in the preparatory class too?** P. 28
Yes. The tuition contribution or tuition fee is also paid during preparatory education.

## ANNOUNCEMENTS AND ADVISING

**Through which channels are announcements made?** P. 31
Official announcements on our website, in-class announcements and homework on Google Classroom, grades and absences on ÜBYS, and event calls on social media.

**How do I join Google Classroom?** P. 31
Each class at each level has its own classroom. Your class code is shared by your instructor in the first week of the semester.

**What can I consult my academic advisor about?** P. 32
Study methods, monitoring absences, exam results and excuse procedures, among other things. Office hours are announced on ÜBYS.

## ADVISING, DOCUMENTS AND ACCESS TO INFORMATION

**Whom should I contact when I have a problem?** P. 29
In order: class advisor → level coordinator → Head of Department → Vice Director → Director.

**How can I contact my instructors?** P. 29
Through your institutional student e-mail. Mobile numbers are not shared. Every instructor holds two office hours per week; let them know beforehand.

**How do I submit a request for a document or a petition?** P. 30
Fill in the relevant petition from Student › Student Forms on our website and send it to ydyo@bandirma.edu.tr.

**Where do I follow my grades, timetable and absences?** P. 11
All of them on ÜBYS. The in-year exam calendar, class lists and syllabi are under the Student tab on our website.

**How do I reach sample exams and supplementary resources?** P. 13
Under Student › Academic Support and Materials on our website: Course Materials, Exams and Sample Papers, and Learning English.

**How can I submit suggestions, requests and complaints?** P. 30
Through the Write to the Director and Appointment Request forms on our website, and the Suggestion-Request-Complaint and Satisfaction system on ÜBYS.

**Is there a support unit for students with disabilities?** P. 30
Yes. An advisor and program representatives of the Accessible University Student Unit serve at our School; details are on our website.

**How is the student representative chosen, and what do they do?** P. 30
Representatives elected in each class convey students' views to the management; feedback from regular meetings is used in improvement processes.

## EVENTS AND INTERNATIONAL EXAMS

**Which events are organised in the Preparatory Program?** P. 33
International Day in the autumn and the Short Movie Contest in the spring, plus social responsibility activities and TÜBİTAK student research training.

**Do the events affect my grade?** P. 33
Yes. International Day and the Short Movie Contest are assessed as group performances; each makes up 5% of your presentation grade.

**Which exam scores are accepted for exemption?** P. 16
The scores of ÖSYM's central exams (YDS, e-YDS, YÖKDİL) are taken directly; those of international exams with recognised equivalence are assessed through the equivalence table.

**Which score in which exam corresponds to which score?** P. 16
You can check this on the "English Exams Equivalence Table" page of our website.

**What do you recommend for succeeding in the program?** P. 24
Attend regularly and on time, never skip an assessment, activate your book's online content and work on it regularly, and ask your advisor when in doubt.

## CAMPUS AND RULES

**How do I use the sports, dining and library facilities on campus?** P. 37
You can use all facilities on the main campus; applications go through the Department of Health, Culture and Sports.

**How do I join a student club?** P. 38
94 student clubs are active; membership applications go through the Department of Health, Culture and Sports.

**Where are the disciplinary rules set out?** P. 39
Within the framework of Article 54 of Higher Education Law No. 2547 and the related legislation.

# CONTACT AND QUICK ACCESS

### Address

Yeni Mahalle, Şehit Astsubay Mustafa Soner Varlık Caddesi No: 77
New Rectorate Building
10200 Bandırma / BALIKESİR

### Telephone and fax

0 266 717 01 17
Ext.: 9501 · 9502 · 9503 · 9504 · 9510
Fax: (266) 606 08 83

### E-mail

ydyo@bandirma.edu.tr
KEP: bandirmaonyedieylul@hs01.kep.tr

## QUICK ACCESS CODES

**Our website**
ydyo.bandirma.edu.tr

**ÜBYS**
Grades and attendance

**Student Forms**
Petitions and documents

**Instagram**
@banu.ydyo

## FREQUENTLY USED LINKS

| Service | Address |
|---|---|
| **School of Foreign Languages** | ydyo.bandirma.edu.tr |
| **University Information Management System (ÜBYS)** | ubys.bandirma.edu.tr |
| **Department of Student Affairs** | oidb.bandirma.edu.tr |
| **Institutional e-mail** | eposta.bandirma.edu.tr |
| **Library** | kutuphane.bandirma.edu.tr |
| **Health, Culture and Sports (housing, scholarships, meals)** | sksdb.bandirma.edu.tr |
| **Eduroam (campus network)** | eduroam.bandirma.edu.tr |
| **Campus map** | harita.bandirma.edu.tr |
| **Career Centre** | kagem.bandirma.edu.tr |
| **English exams equivalence table** | ydyo.bandirma.edu.tr › Student › Equivalence Table |

**International exam equivalences.** You can check which score in which exam corresponds to which score on the **Student › English Exams Equivalence Table** page of our website.




# We wish you an academic year full of success.

Keep this handbook as a reference throughout the year. For current announcements, the exam calendar and class lists, follow our website and our social media account regularly.

## CONTACT

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WEB

INSTAGRAM