

ALTINBAŞ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES BASIC ENGLISH DEPARTMENT
ANNOUNCEMENT ABOUT ONLINE CLASSES

Dear Students,

2020-2021 Fall Semester lessons and exams have been decided to be conducted online as of the date of 05.10.2020. The classes will be on UZEM system. Therefore, our students are required to log into UZEM system by using their username and student email password. After our students' accounts are verified on the system, their class /level assignments will be created automatically. Students will be able to access these classes through "my lessons" page. All the students are expected to read the documents attached very carefully and contact uzem@altinbas.edu.tr in case of any technical problem.

80% attendance to online classes is obligatory in the preparatory school program. No make-up will be given in a situation of not attending classes and missing tasks. Students are supposed to inform their teachers in advance if they cannot attend classes.

The daily online class hours are shown in the table below. Each class lasts 45 minutes and break time duration between the classes is 10 minutes. B2 level students are to attend the faculty courses every Wednesday at 14.00-16.00. These courses are highly important for students as they provide students an opportunity to get familiar with their departments during the prep school program.

A1	5 class hours-08.30-12.55	8 weeks
A2	5 class hours 08.30-12.55	8 weeks
B1	5 class hours 08.30-12.55	8 weeks
B2	4 class hours 08.30-12.00	16 weeks

Active participation in online classes is also highly important for students' language learning process. Our students are required to take an active role and participate in the class discussions, projects and all learning activities. Students' online activities on the system are recorded automatically. The students who only log in the system and do not show active participation will be warned officially by their advisor teachers and level coordinators.

Information on the coursebooks that are going to be used in online classes and assignments will be provided by advisor teachers on the first day of online classes. Students can obtain the digital book version of the coursebooks online. It is very important to get the coursebooks as soon as possible in order to have a smooth lesson process without any problems.