

ALTINBAŞ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
TURKISH PREPARATORY PROGRAMME
STUDENT HANDBOOK

TURKISH PREPARATORY PROGRAMME- VISION

To become a benchmark language institution of international standards that integrates the culture of science, research, creativity, and innovation across all its academic and administrative practices.

TURKISH PREPARATORY PROGRAMME- MISSION

To cultivate self-confident and autonomous individuals who effectively utilize 21st-century skills to contribute to universal science; who demonstrate proficiency in world languages within academic, social, and professional contexts; and who create a distinctive impact through their sense of social responsibility and solution-oriented approaches.

1. The Turkish Preparatory Programme System

- The Preparatory School consists of four levels: A1, A2, B1, and B2. A modular system is implemented in the preparatory programme. Each module consists of periods averaging 8 weeks. There are 4 modules in one academic year. One module of instruction is conducted during Summer School. Summer School is subject to additional tuition fees.
- At the beginning of each module, the course schedules and classroom information pertaining to the levels are shared on the announcements page of the school's official website.
- 24 hours of instruction are conducted weekly for each level.
- The curriculum includes reading, writing, speaking, listening, and grammar courses in an integrated manner, and the weighting of these courses varies according to the proficiency level.
- The level definitions are as follows:

A1 ELEMENTARY

A student at this level can comprehend the main ideas of simple topics and extract basic information from conversations. They can understand fundamental notifications, instructions, and information. Furthermore, they are capable of completing basic forms and composing notes that include specific details such as time, date, and location.

A2 PRE-INTERMEDIATE

A student at this level can express their opinions and needs simply within a familiar context. They understand clear expressions in known fields and can comprehend texts, simple books, and signs on familiar topics. They are capable of filling out forms and composing short texts and emails containing personal information.

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B1 INTERMEDIATE

A student at this level can express opinions on abstract and cultural topics in a limited manner, understand advice provided within a known field, and comprehend announcements and instructions. They can generally understand articles containing ordinary, everyday events and grasp new information regarding a familiar subject. Furthermore, they are capable of composing texts or taking notes on familiar topics.

B2 UPPER-INTERMEDIATE

A student at this level can comfortably comprehend or deliver a speech on a familiar topic and communicate across a wide range of subjects. They can rapidly scan information in written texts and understand detailed information or advice. They are capable of taking notes during a lecture or conversation and composing texts in various formats.

2. In-Module Assessment

Active participation in classes is expected from students. Throughout the module, level-appropriate assignments are administered and in-class activities are conducted. While these assignments and in-class activities are subject to variation, they generally include the following:

- Writing Assignments
- Speaking Assignments
- Quizzes
- Class Projects

The quantity, content, and weighting of these assignments and activities may vary based on the instructional duration of the module, the educational environment, student needs, and similar factors. Any modifications are implemented following the oversight of the relevant administrative units of the school.

In addition to these assignments and activities, a midterm examination is administered in each module. The weighting of the midterm exam is **20%**. Midterm examinations assess reading, listening, writing, and speaking skills. Make-up examinations for midterms are possible upon the submission of a valid medical report. There are no make-up opportunities for in-class tasks and activities.

3. Requirements for Eligibility to Take the End-of-Module (Final) Examination

- End-of-module final examinations assess reading, listening, writing, and speaking skills.
- In order to be eligible for the final examination conducted at the end of each module, students must not exceed the attendance limit announced at the beginning of the

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module. Students who exceed the specified attendance limit forfeit their right to take the final exam and must repeat their current level.

- The weighting of the final examination within the module is **40%**. Students who achieve an overall success rate of **60%**—calculated from the total of in-module tasks, in-class activities, and the final examination—advance to the next level.
- The attendance limit may vary according to the total instructional hours conducted in each module. The attendance limit is calculated as **20%** of the total instructional hours held throughout the module.

4. Proficiency Exam

The Turkish Proficiency Examination is administered four times within an academic year: at the commencement of the academic year, at the conclusion of the fall and spring semesters, and at the end of the summer school. Newly enrolled students, as well as students from the previous academic year who were unable to take the proficiency exam or failed despite taking it, are eligible to participate in the proficiency exam held at the beginning of the academic year. These students remaining from the previous year maintain the right to take this examination regardless of their proficiency levels.

Students who have received instruction at the B2 level in the relevant module, achieved a 60% success rate throughout the module, and have not exceeded the attendance limit are eligible to take the proficiency examinations conducted during the academic year. Students who achieve a 60% success rate in the proficiency examination proceed to their respective faculties. The proficiency examination measures reading, listening, writing, and speaking skills.

5. Objection to Examination Results

Objections to examination results may be submitted to the faculty secretariat within five business days from the date the results are announced. Objections are made via a formal petition. The printed objection petition, accessible through the link below, must be completed, signed, and submitted to the faculty secretariat.

6. Attendance Requirements for the Turkish Preparatory Programme Türkçe Hazırlık In the Turkish Preparatory Programme, students are expected to maintain an 80% attendance rate. Students who exceed the 20% absence limit are ineligible to take the final examination. In cases of absence due to health issues, medical reports must be submitted to the Faculty Secretariat within five business days. Medical reports are evaluated within the framework of the decisions made by the administrative board.

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7. Student Representatives

A class representative is elected from each class in every module. The duty of the class representative is to convey the general status or issues regarding their class during periodic meetings held with the management of the School of Foreign Languages, to express requests and suggestions on behalf of the class, and to communicate any messages from administrators or lecturers to their classmates.

8. Student Issues, Suggestions, Requests, and Complaints

If students experience any issues within the classroom regarding their courses or education, they should first share these concerns with the lecturer responsible for their class. In cases where the problem remains unresolved, they must apply to the Head of the THP. If a solution is still not reached with the Head of the THP, they should convey their issues to the SFL Assistant Directors. In the absence of an SFL Assistant Director, students should apply to the School Directorate. Students wishing to submit any suggestions or complaints must deliver their written petitions, addressed to the Altınbaş University School of Foreign Languages, to the School Secretariat located on the 8th floor.

9. Disciplinary Rules

- Students are expected to communicate with faculty members and their peers both inside and outside the classroom in a manner befitting a university student and to refrain from behaviors that would adversely affect learning and teaching.
- Behaviors that disrupt the security and order of the classroom and the building are prohibited. Disciplinary action will be initiated against students who engage in such conduct within the framework of the Council of Higher Education (YÖK) regulations.
- Disciplinary action will be initiated within the framework of the Council of Higher Education (YÖK) regulations against those who attempt to cheat or engage in plagiarism.

10. Student Responsibilities

- Participating actively in lessons.
- Bringing course materials such as books, pens, and notebooks to class.
- Submitting assignments on time.
- Being in the classroom at the scheduled start time of the lesson.
- Monitoring assignment deadlines.
- Following announcements made within the classroom, through official Altınbaş email accounts, or via EWI. Lecturers are not obligated to inform students individually.

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- The score to be received from an assignment depends on its content. The mere submission of an assignment does not guarantee a full grade.
- Disciplinary action will be initiated against those found to have cheated on writing or speaking assignments. The student will receive a grade of "0" for the assignment.

11. Make-up Examinations and Non-Compensable Assessments

- There are no make-up opportunities for in-class assignments and activities. However, in cases of long-term health issues, emergencies, bereavement, etc., students may apply for a make-up request by submitting a petition to the school secretariat. These requests are evaluated by the administrative board, and the student is informed of the positive or negative response.
- Provided that a valid document is presented and deemed appropriate by the SFL Directorate, students may take make-up exams for the placement test, proficiency exam, midterm, or final exam they missed.
- Documents and/or medical reports subject to the excuse for the exam make-up must be submitted to the Faculty Secretariat (8th Floor) within 5 business days from the end date of the excuse/report. Reports not submitted within the specified period will not be evaluated, and the student will not be granted a make-up examination.