



BÜLENT ECEVİT UNIVERSITY

School of Foreign Languages

Student Handbook

2016-2017



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FOREWORD

Dear students,

Welcome to our university. On starting a new academic year, we congratulate our students who are entitled to receive education at our school and we are happy to see you here in 2016-2017 academic year. The aim of the basic English education we are offering as the School of Foreign Languages is to support you through your language learning journey by creating a positive collaborative atmosphere and to equip you in order that you can adapt to the globalizing world. Meanwhile our academic staff will do their best to give you the best possible guidance. I believe that you will also take your own learning responsibility. The handbook you are reading includes necessary information which will help you during the academic year you will be studying at Bülent Ecevit University, School of Foreign Languages. I wish you a successful academic year and life.

Eng. Instr. Okşan DAĞLI
Director of School of Foreign Languages

1. WHO ARE WE?

1.1 Mission

Our mission is to show our students the methods to reach information and to teach them how to assess the information and to develop their second language learning skills by focusing on reading, writing, listening and speaking skills with the help of advanced education technologies and methods.

1.2 Vision

The vision of Bülent Ecevit University, School of Foreign Languages is to be one of the best language education preparatory programs in Turkey by improving its successful position reached by implementing student-centered modern language teaching methods and advanced educational technology with its teaching staff who are bound to Atatürk's principles, ready for teamwork, collaborative, innovative, dynamic, productive and competent.

1.3 Goals

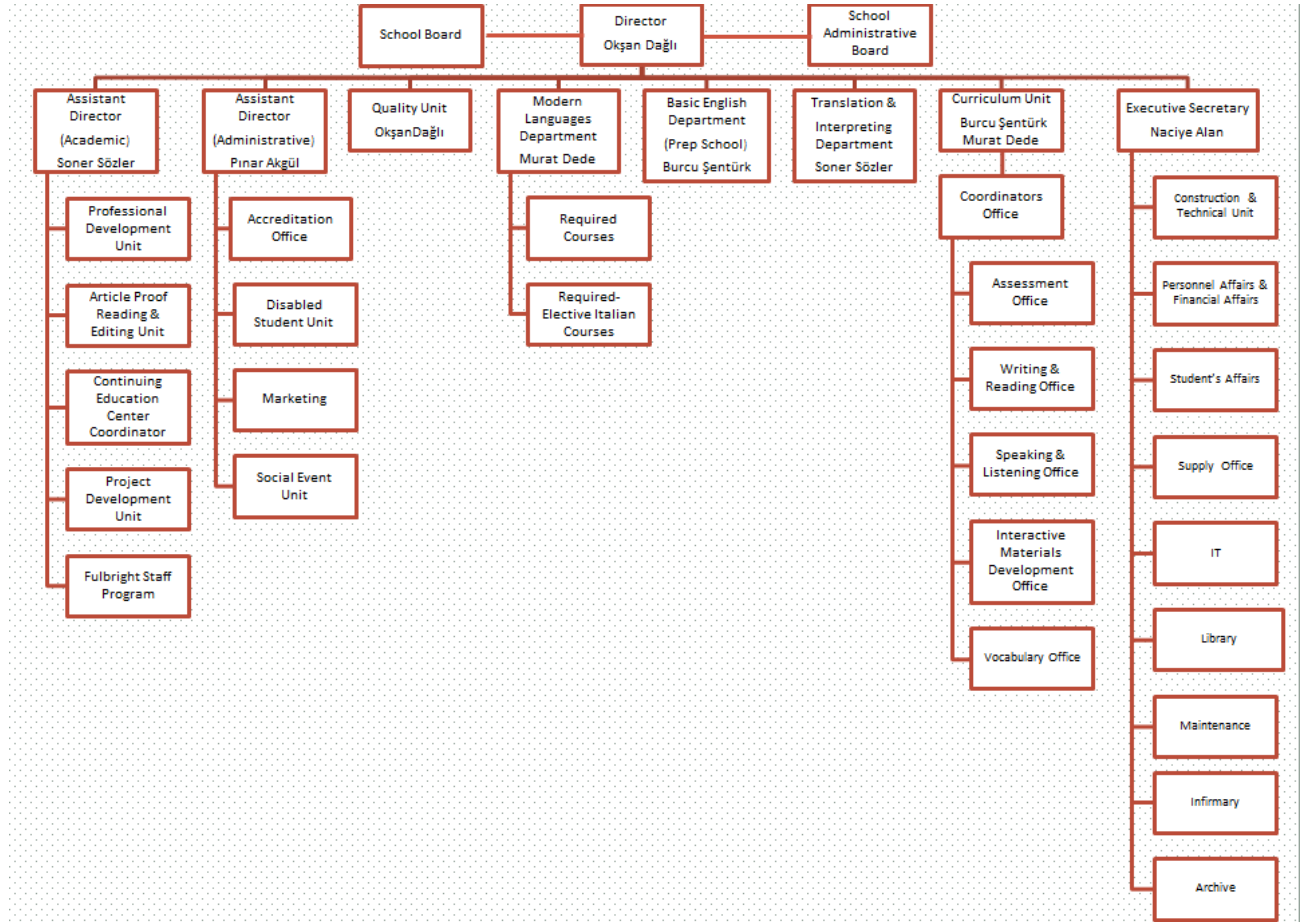
The duration of the preparatory program is one academic year.

At the end of this period students will be able to

- use appropriate words and structures effectively while speaking and writing in English and thus communicate effectively,
- understand in-class and out-of-class English conversations on topics related to their personal interests, join these conversations, explain their personal feelings, thoughts and experiences in detail.
- follow a daily conversation and the main points of spoken topics, listen to English for various purposes such as gathering information and creating ideas,
- read simple technical texts about the areas they are interested in and gather information from them,
- understand long personal letters and messages about emotions, experiences, events, wishes and plans, and official correspondences such as short business letters,

1.4 Organization Chart

Below is our organization chart.



2. CAMPUS LIFE

İncirharmanı Campus where you will take your English Lessons for the following academic year is about 5 km from the Farabi campus. The School of Foreign Languages and State Conservatory are located here and it has a peaceful atmosphere. You can take a “dolmuş” to get to the campus and it is also possible to walk to the campus for those students who stay in Kozlu.

In our school garden there is a basketball-volleyball court, a miniature golf course and a miniature football field where you can enjoy yourself in your free time. There is also a small mosque, a dining hall and a cafeteria.

3. BASIC ENGLISH DEPARTMENT

3.1 Academic Calendar

In academic calendar you can find out such information like the dates of the beginning and end of terms, midterm/final/make-up/final make-up exams and official holiday dates. You can check our website to see the related academic calendar.

3.2 Getting the Course Material

You are going to spend your time learning English during the following academic year. The first thing you will need is your English course book. The faster you get your book the better it will be in academic terms. Before the lessons start, all the course materials are announced on our website and you are expected to get them according to your level which is determined by the placement test.

3.3 Timetable and The number of Lessons

You have 4 or 6 lessons every day. It depends on your level and department. Morning classes start at 9:00, finish at 12:50 or 15:30. Evening classes start at 16:00 and finish at 19:50.

A Sample Timetable

PREP 12											Danışman:	-				
Ders Saatleri		PAZARTESİ			SALI			ÇARŞAMBA			PERŞEMBE		CUMA			
9:00 - 9:50	1	A 104	EF	-	A 104	EF	-	A 104	SPK	-	A 104	EF	-	B 104	EF	-
10:00 - 10:50	2	A 104	EF	-	A 104	EF	-	A 104	SPK	-	A 104	EF	-	A 104	EF	-
11:00 - 11:50	3	A 104	EF	-	A 104	EF	-	A 201 1	SS	-	A 104	EF	-	A 104	EF	-
12:10 - 12:50	4	A 104	EF	-	A 104	EF	-	A 201 1	SS	-	A 104	EF	-	A 104	EF	-
12:50 - 13:40	0															
13:40 - 14:30	5	A 104	EF	-	A 104	EF	-				A 104	EF	-	A 104	EF	-
14:40 - 15:30	6	A 104	EF	-	A 104	EF	-				A 104	EF	-	A 104	EF	-
15:40 - 16:30	7															
16:40 - 17:30	8															

Classrooms and class codes

You can see both your room number and class code on your timetable. After the placement exam, your class code is determined. The class code is a number like Prep 5 or Prep 22. In the exams you will take during the following academic year, you will be expected to write this number on your exam paper as your class code. On the other hand, your room number is like A-105, B-207, D-103. A, B and D represent three different parts of the building where there are classrooms. A room number starting with 1 means that your classroom is on the first floor. Similarly, if the number starts with 2, that means your classroom is on the second floor.

3.4 Exams

Proficiency Exam

At the beginning of the academic year, students who want to exempt from preparatory classes take this exam and if they get the passing grade, they are regarded proficient.

Also, students who couldn't pass their class after one year of formal preparatory education can also take the proficiency exam at the beginning of the following academic year to avoid repeating the year. It is obligatory to take this exam for the students studying at a department with a compulsory preparatory class.

In addition, students aforementioned are regarded exempted from preparatory class if they have a passing grade in any of the exams (must be taken before the proficiency exam) mentioned in the chart below.

Sınavlar	Puanlar
BEU Proficiency Exam	
For undergraduate programs that are partly conducted in English	50
For associate degree programs that are completely conducted in English	60
For English Language and Literature (ELL) Students	75
YDS (associate degree programs)	45
YDS (undergraduate programs)	60
ELL	75
TOEFL IBT (associate degree programs)	54
TOEFL IBT (undergraduate programs)	72
ELL	90
Pearson PTE Academic (associate degree programs)	38
Pearson PTE Academic (undergraduate programs)	55
ELL	75

Placement Exam

Not only the students who don't take the proficiency exam but also the ones who fails it are supposed to be preparatory class students. If you are one of those students, you are expected to take the placement test. Your level and class code are determined in accordance with your placement exam result.

Quizzes

During an academic year, you get 10 quiz grades in total. Some of those grades belong to the written quizzes whose dates are announced earlier. A quiz last for a class period and the other classes are not cancelled. Each quiz has an effect of 2% on your achievement score. Detailed information about quiz types and numbers which may change in accordance with your department will be given in the orientation at the beginning of the year.

Mid-terms

There are four mid-terms in an academic year. They are more inclusive and longer exams compared to quizzes. There are no classes on a mid-term day. Each mid-term has an effect of 5% on your achievement score. Detailed information about mid-terms is in the orientation you get at the beginning of the semester.

Placement Exam II

At the end of the first (fall) semester, a second placement exam is applied to find out about the new English levels of students and new classes are formed according to those new levels. This exam has no effect on your achievement score. Its sole aim is to locate the students into classes which are appropriate for their new English levels.

Final Exam

The students who don't exceed the attendance limit can take the final exam at the end of the academic year. If a student cannot take 50 out of 100 in this exam, s/he directly fails the class. For the students whose grade is at least 50 out of 100, the final exam has an effect of 50% on the achievement score.

Final Make-up Exam

If you cannot take the final exam on time, or your final exam score is below 50 or your achievement score in total is below 60, you can take the final make-up exam. Final make-up exam procedure and its effect on the achievement score is exactly the same as the final exam.

Make-up Exam

There is one make-up exam in an academic year. In order to take the make-up exam students who couldn't take one or more than one of the mid-term exams due to health problems should hand their health reports and a petition addressed to the Student Affairs Office.

3.5 Student Portfolio

In order to raise student autonomy, for it also affects students' language learning positively, we expect our students to keep a Student Portfolio each term. This portfolio, basically, contains your projects, homework or exercises that you have covered during the term. At the end of the term, you are also expected to make a short oral presentation about your portfolio. Vocabulary worksheets, audio and video records, writing homework, reading passages, listening or grammar exercises are types of work that you can put in your portfolio. Student portfolio has an effect of 5% on your achievement score each term. Detailed information about the elements of portfolio which may change in accordance with your department is in the orientation you get at the beginning of the semester.

3.6 How to pass the class

In an academic year, in addition to a number of quizzes there are 4 mid-term exams and a final exam in total. If you don't exceed the limit of absence and if your achievement score is at least 60 out of 100, you pass the class.

Final exam has an effect of 50% on your achievement score, and the other 50% consists of in-term exams and student portfolio. If you can't get 50 in the final exam out of 100, you directly fail but have the right to take the final make-up exam.

For further information, please check:

<http://ogrenci.beun.edu.tr/dosyalar/2016/08/3/beuyabancidiller18.08.2016.pdf>

3.7 Attendance

You have to attend at least 85% of the lessons; otherwise, you directly fail and cannot take the final/final make-up exam at the end of the year. When you fail under this circumstance, if your department doesn't have a compulsory preparatory class you can take the lessons from your department next year, otherwise you have to repeat the preparatory class.

In the orientation at the beginning of the year, you are informed about the exact number of lessons you may miss. Just don't forget that it will be for your benefit not to miss classes.

3.8 Health Report

One of the questions the students ask most is whether the health reports received are valid for the attendance or not. The health reports are not valid for the attendance. However, in case the student has a chronic disease or has to be under permanent doctor observation, the health report submitted to the student affairs will be taken into consideration.

If the student is sick on the day of mid-term she/he has to submit the health report enclosed with the petition addressed to the Office of Head of Department in order that the student could take the Make-up Exam.

4. DEPARTMENT OF MODERN LANGUAGES

4.1 General Information

The department of Modern Languages was established in 2014 within the School of Foreign Languages. This department has been conducting the foreign language course of all the departments. These lessons are English, Italian and Arabic. The education is performed in the form of distant learning. There are 11 lecturers 8 of whom teach English, 2 teaching Arabic and one teaching Italian in different campuses. The department of Modern Languages is located in the C Block of School of Foreign Languages in İncirharmanı Campus.

4.2 English Courses

Course Code and Name

YDL 183 YABANCI DİL I

YDL184 YABANCI DİL II

YDL 185 YABANCI DİL I

YDL 186 YABANCI DİL II

4.3 Course Descriptions

YDL 183 is the foreign language course which is given in the fall term to those first grade students who have compulsory preparatory classes. It is conducted in the form of distant education by the lecturers of the Modern Languages Department. The level of the course is B1 and it aims the students to reach this level at the end of the term. In case the students are not exempt from the course they have to take and pass the class. There is no pre-requisite course for YDL 183.

YDL 184 is the foreign language course which is given in the spring term to those first grade students who have compulsory preparatory classes. It is conducted in the form of distant education by the lecturers of the Modern Languages Department. The level of the course is B2 and it aims the students to reach this level at the end of the term. In case the students are not exempt from the course they have to take and pass the class. There is no pre-requisite course for YDL 184.

YDL 185 is the foreign language course which is given in the fall term to those first grade students who doesn't have compulsory preparatory classes. It is conducted in the form of distant education by the lecturers of the Modern Languages Department. The level of the course is A1 and it aims the students to reach this level at the end of the term. In case the students are not exempt from the course they have to take and pass the class. There is no pre-requisite course for YDL 185.

YDL 186 is the foreign language course which is given in the spring term to those first grade students who doesn't have compulsory preparatory classes. It is conducted in the form of distant education by the lecturers of the Modern Languages Department. The level of the course is A2 and it aims the students to reach this level at the end of the term. In case the students are not exempt from the course they have to take and pass the class. There is no pre-requisite course for YDL 186.

4.4 Achievement Requirements

In order to pass the YDL 183, YDL 184, YDL 185 and YDL 186 courses which are offered via distance education, the students are expected to follow at least the 70 % of the course content and complete the tasks as required. The final score consists of the 40% of their achievement test score and 60 % of their final exam score. All the regulations, decisions on the cut-off score, the pass-grade and the system (i.e. relative evaluation system or absolute evaluation) are also valid to pass the YDL courses.

How to be exempted from the YDL courses

In order to be exempted from the YDL courses, students should receive the required score from the SFL proficiency exam. The cut-off scores are in-line with the assessment regulations in their departments.

4.5 Face-to-face Academic Consultancy Hours

In order to offer academic consultancy and answer students' questions about the courses and the exams, the instructors at Modern Language Department welcome students at their offices at the School of Foreign Languages, C block between 4 p.m. and 5 p.m. every Thursday.

During this consultancy hour, the instructors also try to find solutions to possible student problems related to the courses and the exams.

4.6 Italian Language Courses

Modern Language Department at our university offers Italian language courses to the students at the Departments of Opera, String Instrument Making, Acting and English Language and Literature. Also, the department offers extra-curricular Italian language courses at the BEU Continuing Education Center to the students who will go to Italy via Erasmus Student Exchange Program and to those who would like to pursue their careers in different fields such as art, fashion, cinema, tourism, gastronomy, international affairs, international trade.

4.7 Useful Links

Distance Education: main page

<http://uzem.beun.edu.tr/>

Distance Education: login page

<https://ue.beun.edu.tr/>

Distance Education: guide notes for Common Compulsory Courses

<http://uzem.beun.edu.tr/wp-content/uploads/2017/02/ortakders-2016.pdf>

Distance Education: Technical Problem Form

http://uzem.beun.edu.tr/?page_id=972

5. HOW TO STUDY ENGLISH

Most probably you have had English lessons before, and you may even have taken private English courses. Still, you haven't become a proficient speaker of English, or you are not happy with your proficiency level.

Maybe it is time to study more regularly, and change or improve your study habits. Attending classes regularly, being motivated, having fun learning English, and rather than being a passive listener, being an active learner in the class are key issues to be considered while learning English; in other words, you need to be active in the class activities guided by the teacher and take notes carefully. Participating in the pair and group works effectively gives you the opportunity to practice English. Moreover, it is important to submit the assignments as instructed and before the deadline as they all serve different purposes. Review what you have learned on regular basis, and do not miss lessons unless an emergency exists since learning several topics at the same time is more difficult than studying one topic at a time.

In-class activities and take-home assignments can help you to some extent, yet you need to spend extra time and energy to improve your English. For example, it is helpful and fun to listen to English songs, watch movies and TV series that are broadcasted in English, read books, newspapers, and magazines in English. Choose the one(s) that you like, do it as much as possible, and enjoy doing an activity while learning English. You are very lucky as there

are many websites which offer effective and fun activities for English language learners. Some of them are as follow:

<http://learnenglish.britishcouncil.org/en/>

<https://www.englishgrammar.org/>

<http://tr.duolingo.com>

<http://www.ello.org/>

<http://funeasyenglish.com/>

<http://www.bbc.co.uk/learningenglish/>

<https://www.eslpod.com/index.html>

<https://www.ted.com/>

Make learning English a part of your life. Chat with your friends in English, or focus on your daily utterances and try to decide how you can say them in English. Relax! Millions of people in the world speak this language as a second or foreign language and use it as the language of science. You can also learn and speak English. Believe in yourself.

6. OUR LIBRARY

While learning English, you will realize that reading is an important activity for your English language improvement, so your teachers encourage you to read in English. In our school library, you can find English books, magazines, novels, and short stories to read. Moreover, several other sources such as dictionaries, course books are also available in our library. Every month, we give small prizes to the students who borrow books from our library and read the highest number of books. If you want to borrow books from the library, you need to go there with your student identity card and fill in a form with the required information, and then you can borrow the book you want for a month. At the end of the one-month-period, you need to return the book to the library or go to the library to extend your time. Don't forget that there is a fine for any borrower who fails to return the library materials on or before their due date. You can study and use the computer at our library, but make sure that you obey the rules that are common at all libraries such as the rules about foods, drinks and silence.

7. LANGUAGE LABORATORIES

There are four computer laboratories at our school at present. The students can use these laboratories to study English and do exercises. Depending on the department and the program of the academic year, there are some compulsory laboratory courses.

8. STUDENT REPRESENTATIVES

Students from each class at the Department of Basic English choose a student representative for their classes. These representatives meet regularly and give their opinions regarding to several topics such as educational practices and some other issues related with students. Each representative is responsible for informing his/her classmates about the decisions taken at the meetings.

9. OUR STUDENTS WITH DISABILITES

You can inform us about your illness(es) and/or disabilities by completing the questionnaire given to all the students at the beginning of the academic year. The unit for disabled students will contact you for the meetings and announcements.

10. STUDENT RIGHTS

What are your rights?

- **The right to be informed:** You have the right to receive information on the topics that are relevant to you. You have the right to learn your exam score, to see your exam paper, to get information about sample questions and rubrics, and to ask for your absenteeism record. Your class teacher will show you your exam paper, and in this way, you will learn your exam results. On our website, you can find samples for the proficiency exam, Erasmus exam, quizzes and midterms. Information about the speaking exams, video recording assignments, student portfolio and several other assessment practices which are evaluated using rubrics will be provided prior to the practice. You are responsible for keeping and checking your attendance record, but your advisor will provide you the record every month.
- **The right to equality in education:** We are at equal distance to each student at our school; every student has the right to have a standardized education, to be assessed equally, and to access to equal opportunities with other students no matter their language, religion, race, or gender. None of our practices can favor a specific person, class or group.
- **The right to object to exam results:** Once the results are announced, if you think that your test score is misjudged/miscalculated, you have the right to write a petition letter and submit it to the Student Affairs Office in seven working days.
- **The right to keep your record private:** The information about your exam scores, attendance records is your personal information, and it is not shared with other parties.
- **The right to be represented:** You have the right to be represented in the decision taking procedures at our school via your representatives. (For more information, please see the section titled Student Representatives)
- **The right to write petition letters:** If you face a problem, you have the right to write a petition letter and submit it to the school secretary so that it can be resolved officially.

11. PETITION LETTERS

On our website, you can find a link “forms” which includes templates for petition letters to be written for different purposes such as to object to your exam results or to obtain a document. Students taking Modern Language Departmental courses should submit their petition letters regarding the objection to their test results to their faculties’/vocational schools’ Student Affairs Office.

The petition letters you can find on our website are as follows.

- Request Petition for transcript (Document of achievement)

- Petition letter to object to the exam results
- Petition for makeup examination
- Request Petition for a document of course descriptions

12. SOCIAL LIFE

Unfortunately, it can be said that Zonguldak is a little expensive for students. Rents and food prices can show variety and differ from your hometown, and this is more about your budget plans. There is a street bazaar opposite the bus station in Kozlu on Tuesdays and Fridays. In Zonguldak city center, you can go to bazaar on Wednesdays and Saturdays. Explore Kozlu and Zonguldak. You can walk along the Kozlu beach and along the seaside in the city centre where you can find nice cafes to drink tea with reasonable prices, plus the sea view is amazing. There is a shopping center where you can spend your time. The Municipal Culture Center in the city center offers cultural facilities and courses. Zonguldak is pretty lucky in terms of theatre plays. You have the opportunity to see excellent plays in the State Theatre center. Please be informed. Also, you can attend the conferences, seminars and talks available at our university for free.

13. STUDENT CLUBS AND ORGANIZATIONS

Being a university student gives you the opportunity to spend energy and free time easily for the activities you would like to do when compared to the times you start to work. Thus, having different hobbies and joining student clubs can be good alternatives to take this last opportunity. Bulent Ecevit University offers you a wide selection in this respect. There are 71 active student organizations at our university. You can learn more about these organizations using this link: <http://sks.beun.edu.tr/ogrenci-topluluklari/1/ogrenci-topluluklari.html>

14. STUDENT RESPONSIBILITIES

We are here at this campus to offer you academic and administrative service. We aim to provide you an effective language education in equal conditions and help you with the problems you may encounter during this process. Thus, we also expect you take your own responsibilities which can be summarized as:

- **Hygiene and cleanliness:** As a crowded group, we spend one year together sharing the same campus, the same building, using the same classrooms. Thus, while using common places such as the gardens, classrooms, restrooms, and several places, we expect you to obey the common hygiene rules such as throwing wastes and cigarette butts. You will spend most of your day with your teacher and classmates, so you should also pay attention to your personal hygiene.
- **Attendance:** You have the right not to attend courses to some extent, but we advise you not to use it unless an emergency such as illness exists. The more you attend classes, the more motivated and successful you will be. It is not a good idea not to attend classes and, instead, to spend your time at the school cafeteria with your friends.

- **Respect:** Your teachers will do their best to guide you while you try to learn English. We expect you to show respect to your teachers and classmates, and be tolerant to different opinions so that you can have fun and effective lessons.
- **Enthusiasm / Eagerness to learn:** In your challenging journey of learning English, we are ready to guide you, but we can only help you if you are also ready to learn. Maybe you did not want to study at the preparatory school, maybe you had no information about the compulsory preparatory education, maybe you hoped that you would pass the proficiency exam and start your departmental studies, no matter what the reasons were, you are here now. Instead of complaining all the time and making the situation unbearable for you, do something good for yourself and say “I want to learn English”, and believe that you will. Be active in the lessons, complete your assignments and take your responsibilities. If you have positive attitudes towards learning English here, you spend your time effectively, and you will observe your language improvement at the end of the academic year. In order not to suffer the same fate with the people who say “I understand English, but I can’t speak English”, you should see the education offered here as an opportunity so that you can continue your life as a qualified individual who can use English effectively in his/her academic and social life and find information easily.

15. REGULATIONS

Bulent Ecevit University School of Foreign Languages Rules and Regulations Governing the Department of Basic English, Education and Assessment Practices (Bulent Ecevit Üniversitesi Yabancı Diller Yüksekokulu Temel İngilizce Bölümü Eğitim-Öğretim Sınav Yönetmeliği)

Official Gazette of the Republic of Turkey, issue date: 18.08.2016

Official Gazette of the Republic of Turkey, issue number: 29805

Link: <http://ogrenci.beun.edu.tr/dosyalar/2016/08/3/beuyabancidiller18.08.2016.pdf>

This document includes rules and regulations governing the following topics:

- English proficiency exam
- Proficiency cut-off scores valid for the compulsory language courses (YDL courses)
- Pass and fail conditions for compulsory preparatory class students
- Pass and fail conditions for voluntary preparatory class students
- Attendance
- Testing and assessment
- Objection to test results
- Medical reports and valid excuses
- Certificates of achievement

Bulent Ecevit University, Rules and Regulations Governing Bachelor’s Degree Education and Assessment Practices (Bulent Ecevit Üniversitesi Lisans Eğitim-Öğretim ve Sınav Yönetmeliği)

Official Gazette of the Republic of Turkey, issue date: 28.08.2009

Official Gazette of the Republic of Turkey, issue number: 27333

Link: <http://ogrenci.beun.edu.tr/wp-content/uploads/2011/03/lisans06.07.2015.docx.pdf>

This regulation includes information for the students taking the common compulsory courses offered by the department of Modern Languages (YDL courses) regarding the achievement scores and the steps to be taken for the objection to test.

Higher Education Institutions, Regulations on Student Code of Conduct (Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği)

Official Gazette of the Republic of Turkey, issue date: 18.08.2012

Official Gazette of the Republic of Turkey, issue number: 28388

Link: <http://ogrenci.beun.edu.tr/dosyalar/2016/12/tek/disiplinyon.pdf>

This document includes regulations governing discipline, the conduct of students, and the disciplinary procedures.

Bulent Ecevit University, Rules and Regulations Governing Disabled Students' Education and Assessment Practices (Bülent Ecevit Üniversitesi Engelli Öğrenciler Eğitim-Öğretim ve Sınav Uygulamaları Yönergesi, the University Senate decision dated 26.12.2013 with the issue number 2013/24-10)

Link: <http://ogrenci.beun.edu.tr/wp-content/uploads//2011/03/beuengellisinyon.pdf>

- This document includes regulations governing the following topics:
- Who are disabled students
- Teaching practices
- Course exemption
- Testing and assessment practices

16. CONTACT

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