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Preface

Dear students,

Welcome... You may rest assured that you will have the proud of being a student at Anadolu University for the rest of your life. School of Foreign Languages is the place where you can spend your first year in the university the most efficiently. We wish you a great academic year that help you overcome all your predicaments concerning foreign languages required for your whole life, once you benefit from all the facilities here in our university provided to you and fulfilling all the responsibilities deservedly.

Assoc. Prof. Belgin Aydın

Director, School of Foreign Languages
Where Am I?
You are at School of Foreign Languages (YDYO), Anadolu University, the mission of which is to help students gain necessary knowledge, skills and strategies to be able to participate actively, and follow the education conducted in English, German and French in the departments. With the help of our staff members and our education approach closely following the developing technology and methods, we, YDYO, aim that you will be able to learn a foreign language at a level in which you can conduct your academic studies, and that you can follow international publications throughout your education. It is among our utmost aims to help you use in real life all the language skills you have gained within the classroom environment; and to broaden your vision through raising awareness of different cultures. When you move onto your majors, not only can you graduate with a foreign language knowledge at B2+ level by taking Academic English Courses at different levels, but also if you want you can improve yourself in various foreign languages such as Chinese, Spanish, Italian and Russian.

What kind of an institution is YDYO?
Founded on 4 December, 1998, Anadolu University School of Foreign Languages is an institution which aims to provide foreign language education through democratic and contemporary education approach with its 193 academic staff, 6 of whom are foreigners. We aim to provide foreign language education at international standards with Basic Foreign Language and Modern Language Departments within School of Foreign Languages. It is no one but you who can limit your dreams in this school with a lot of opportunities to perform different kind of activities with 13 computer labs, 3 television rooms, Library, Reading Room, Self-studying Centres, Conference Hall and Multi-purpose Hall. Our academic staff who are well-equipped, dynamic, student-centred and who follow the current methods and our personnel who aim to make your life easier will always support you.

What is the difference between the Basic Foreign Language Department and Modern Language Department?

Basic Foreign Language Department

Some of you have registered in the faculties and departments which have mandatory preparatory school program but some of you have registered in the faculties and departments with optional preparatory school program and you are expected to receive foreign language education for a year. Basic Foreign Languages Department will provide this foreign language education for you with the programs presented in English, German and
French (see Appendix 1 for Academic Calendar). In these programs, we aim that you will be able to use reading, listening, speaking and writing skills efficiently in the languages that you have been educated both in social and academic environment. Our academic staff of 193 people who work at Basic Foreign Languages Department annually helping nearly 3000 students will be the most important supporter of you throughout this process. Moreover, in addition to classes and teaching activities, you can enrich and accelerate your foreign language learning process using Computer Labs, Self-studying Centres and attending the club activities that are organised for you, as mentioned earlier.

Modern Languages Department

As language learning is a long-term process, Modern Languages Department organizes language courses in order not to restrict this process to one year, and in order to improve your language skills without any loss -. While studying at the departments that you are registered to, you can improve your foreign language knowledge and culture taking Academic English Courses at different levels. But if you don’t want to limit yourself with English, you can improve your foreign language knowledge and knowledge of foreign cultures taking elective foreign language courses arranged for you in German, French, Spanish, Russian, Chinese and Italian.

What kind of an organizational chart does School of Foreign Languages have?

Below, you can find our administrative organizational chart consisting of Director, Deputy Directors and Department Heads, and every unit’s mission and responsibilities.
Is School of Foreign Languages an accredited school?

As School of Foreign Languages, we are in accreditation process. Well then, what good is the accreditation to us? What this accreditation contributes is to provide the quality guarantee of management policies, learning management, and assessment and evaluation systems monitored in line with the international criteria. With the certificate that you become entitled to receive after successfully completing the preparatory school, you will be able to certificate your language proficiency in many different fields such as Erasmus programme and job applications (see Appendix 2 for certificate sample).

May I attend preparatory school although it is not mandatory by my department?

If you want to learn a foreign language although it is not mandatory by your department, we will always welcome you with open arms. Every student who demands to attend preparatory school programme while registering in university takes Placement Test at the beginning of the fall term. Students are placed in the levels according to the test results. Those students studying mandatory preparatory school programme, and those studying it optionally are subject to the same regulations. In other words, even if you change your mind later, you can’t move onto your department quitting the preparatory school. But only if you are placed in level B according to the result of your Placement Test, and your current term grades are at least 85 or higher; or only if you are placed in level A and complete this level successfully; and if you become entitled to take Proficiency Exam at the end of the first term and successfully passing it, you can move onto the department that you are registered. But if you
are placed in levels C or D, or if you fail in Proficiency Exam, you have to attend the second term of preparatory school according to the regulations. If you fail again at the end of the second term, you can continue preparatory school for one or two terms, or you can move onto the department that you are registered submitting a petition to School of Foreign Languages Administration and to the Dean of the Faculty where you are a student.

Is it possible for me to be exempt from preparatory school programme before taking Proficiency Exam?
The students with following qualifications listed below don’t need to attend preparatory school programme:

➢ Students with a minimum three years of education in countries where medium of instruction (English, German, French) is spoken as native (official) language, and in institutions where the citizens of the countries attend, and who certify their education.

➢ Students successfully completing the preparatory education of any higher education institution offering preparatory school programme.

➢ Students with the sufficient score determined by Senate at KPDS-ÜDS-YDS or their equivalences recognized by Student Assessment Selection and Placement Center (ÖSYM) [http://osym.gov.tr/belge/120631/yabanci-dil-sinavlari-esdegerlikleri-14022014.html]. For all languages, the language certificates dated as of and after September 2005 are admitted, if validity date is not stated.

I have registered to school, what should I do now?

It can be mandatory or optional to study in the English, German, and French Preparatory School for your department that you are going to have your education. If your department mandates Preparatory school for you or if you state that you are going to study in Preparatory school on registration day even though it is optional you need to take the placement test that is announced according to Anadolu University School of Foreign Languages' regulations and if you succeed in this test you need to take the proficiency exam. You can find detailed information below.
Placement Test

a. Who must take this exam?
- Students who register to university for the first time and take Preparatory education as mandatory or optional.
- Students who register as Undergraduate transfer (within or outside Anadolu University), double major and sub-branch programs
- Students who apply for exemption from the mandatory foreign language classes
- Students who fill/use up their right for face to face education on Preparatory school
- Students who attended preparatory education but failed, and would like to continue it.

b. What is the aim of this exam?
- This test primarily identifies the language level of the students. At the same time, it aims to determine the students who will take the Proficiency test. Students who score 60 points or higher from the test are entitled to take Proficiency test. Students who score 59 points or lower are placed to a class according to their points and start their Preparatory education.

c. What type of questions are in the exam?
- The exam consists of questions for grammar, vocabulary, and reading comprehension (in short texts). In the exam, all of the questions are multiple choice, and the incorrect answers do not get taken down out of the correct ones. The number and type of the questions in each section is as follows: vocabulary (30), grammar (40), and reading comprehension (30). The exam duration is 100 minutes.

Proficiency Exam

a. What is the aim of this exam?
It aims to determine whether students have proficiency in the language for which they take the exam (English, German, and French). The students who score 60 and higher are exempt from the Preparatory school, and they move onto their own majors. Students who score 59 points or lower are placed to a class according to their scores and start their Preparatory education.

b. What type of questions are in the exam?
The exam is conducted in three sessions: 1. Multiple choice (%60); 2. Writing (%20); 3. Speaking (%20)
1st Session: Multiple Choice

- Listening

It consists of short and medium length listening texts. These texts can be as a dialogue or a monologue. These texts are listened twice. Students are recommended to answer the questions in the first take, and to check their answers in the second take.

The questions asked aim to evaluate students' comprehension of general and detailed information about the listening text. In the listening part there are 25 multiple choice questions.

- Reading Comprehension

There are reading texts which include 200-500 words (magazine, newspaper, ads, graphics, etc.). There might be questions about comprehension of general and detailed information, inference, guessing the meaning of the word, reference finding in the text. There are 25 multiple choice questions in this section.

- Vocabulary

There are questions about finding the meaning of vocabulary, assessment of knowledge on vocabulary structure, finding the synonyms and antonyms, assessment of knowledge of the collocations. There are 25 multiple choice questions in this section.

- Grammar

This section can include questions about filling the blanks either in a sentence or in a text and also it can include questions about finding the mistakes in the sentences, which are underlined. There are 25 multiple choice questions in this section.

2nd Session: Writing

Students are given two optional topics to write about, and are expected to choose one and write about it. Writing papers are assessed by a jury of two teachers in terms of content, organization, vocabulary and grammar.

3rd Session: Speaking

It is announced in Foreign Languages' website where, when and with which jury students are going to take the exam. Students take the exam in groups of two at the date and hour they are assigned beforehand. In order not to be late for the exam, it is important to be in the exam building at least half an hour prior to assigned time. Students are asked two personal questions that they can speak individually, and one question that they can speak with one another, which will be cam-corded; and their performances will be evaluated by the jury of two teachers in terms of content, language usage, fluency, vocabulary knowledge and pronunciation.
The points that students get from each of these three sessions are calculated according to their weighted mean, and the results are announced on the announcements section of the Foreign Languages website.

**How often and for whom is the Proficiency Exam conducted?**

The Proficiency Exam held **at the beginning of the fall semester** of each academic year will be taken by;

Students who score 60 or higher over 100 from the Placement Test conducted at the beginning of that semester.

The Proficiency Exam held **at the end of the fall semester/at the beginning of the spring semester** of each academic year will be taken by;

- Students who successfully complete level A at the end of the semester in question
- Students who complete level B with a grade point average of 85 or higher at the end of the semester in question

The Proficiency Exam conducted **at the end of the spring semester** of each academic year will be taken by;

- Students who successfully complete level A at the end of the semester in question
- Students who complete level B with a grade point average of 85 or higher at the end of the semester in question
- Students who score 60 or higher over 100 from the Placement Test conducted at the end of the semester in question.

**What Do I Need to Know during the Semester?**

According to your score in the Placement Exam, you will be placed in one of the following levels: A (Upper-intermediate), B (Intermediate), C (Elementary) and D (Beginner), and you will start your preparation education.

You will follow curriculum prepared based on Global Scale of English (GSE) scaling system in which target behaviours, which you are expected to acquire based on the learning outcomes in Common European Framework of Language, are identified. The curriculum meticulously prepared for you shows step by step which skills you will gain and what you will learn on a weekly basis. In this way, you can also follow your own education and catch up on where you have difficulties. In order to accomplish this, you will have course books you will use in class, online classes you will have with the instructors at computer labs and an online platform which is designed specifically in accordance with your personal needs and level.
This online platform is a golden opportunity provided to you by Anadolu University Rectorate... We have no doubt that you will use this opportunity in the most efficient way. You can buy your course books and the password of online platform which you will learn at labs from the stands set up in the school during the first week.

Detailed information how to provide the books and how to access online platforms will be given during orientation programme that will continue throughout the first week of school.

The table below shows the modulation\(^1\) according to levels and programmes:

<table>
<thead>
<tr>
<th>FALL TERM</th>
<th>STUDENTS WHO SUCCESSFULLY COMPLETE FALL TERM</th>
<th>STUDENTS WHO UNSUCCESSFULLY COMPLETE FALL TERM</th>
<th>PROFICIENCY EXAM AT THE END SPRING TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>C</td>
<td>D(^2) (support)*</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>B</td>
<td>C(^3) (support)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>A</td>
<td>B(^4) (support)</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>A+</td>
<td>PROFICIENCY EXAM AT THE END OF FALL TERM</td>
<td>If students of B1, A, A+, and Pre. Fac. levels pass the exams conducted at the end of the term, they will start studying in their faculties.</td>
</tr>
<tr>
<td>A+</td>
<td>A+</td>
<td>A (support)</td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>A+</td>
<td>A+ (support)</td>
<td></td>
</tr>
</tbody>
</table>

**The prerequisite for all levels is to complete the level successfully.** (Article 12/2)

To be recognized to have completed the level successfully, it is obligatory to score 60 out of 100 from FINAL exam which will be conducted at the end of the term.

%40 of the Final exam + %30 of the first midterm + %30 of the second midterm (assessment during the term: quizzes, e-portfolio, in-class) has to be 70 at least.
(Support): Support groups will start with the revision of the subjects of Spring Term. Revision time may differ for each level.

<table>
<thead>
<tr>
<th>REQUIREMENTS TO TAKE PROFICIENCY EXAM FOR THE LEVELS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL TERM</strong></td>
<td><strong>SPRING TERM</strong></td>
</tr>
<tr>
<td>Students who successfully complete <strong>B₁ LEVEL</strong> with grade point average (GPA) of 85 directly become entitled to take Proficiency Exam.</td>
<td>Students who successfully complete <strong>D₂ LEVEL</strong> take Placement Exam. The students who score 60 and higher are entitled to take Proficiency Exam.</td>
</tr>
<tr>
<td><strong>A/A+/PRE-FAC</strong></td>
<td>Students who successfully complete <strong>C₁ LEVEL</strong> take Placement Exam. The students who score 60 and higher are entitled to take Proficiency Exam.</td>
</tr>
<tr>
<td>Students who successfully complete their levels take Proficiency Exam directly.</td>
<td><strong>B₁ LEVEL</strong>:</td>
</tr>
<tr>
<td></td>
<td>a) Students who successfully complete the level with a GPA of 85 are directly entitled to take Proficiency Exam.</td>
</tr>
<tr>
<td></td>
<td>b) Students who complete the level with a GPA of 70-84 take Placement Exam. The students who score 60 and higher are entitled to take Proficiency Exam.</td>
</tr>
<tr>
<td></td>
<td>Students who successfully complete <strong>A/A+/PRE FAC LEVEL</strong> take Proficiency Exam directly.</td>
</tr>
</tbody>
</table>

As can be seen from the table above, even the students from the lowest level can complete the preparation education in one year by fulfilling all assignments and via regular and efficient class participation. The students who fail at the end of the first semester continue to study **2 weeks back from** the previous class they have completed. At the beginning of the second semester, students who fail because of absence are re-placed according to the results of Placement Test.

Our courses focus on your acquisition of four language skills (Reading, Listening, Writing, and Speaking) in the most efficient way. In line with this purpose, courses are planned in a way that allows teaching these skills in an integrated approach. Apart from four language skills, courses help you learn other components of language such as grammar and the word use. Our main goal is to help you to use what you learn in these classes into real life by converting them to behaviour.

The online activities you will perform with the instructor at computer labs will constitute one part of your education program. Another facility you can utilize is the online activities you can perform either at computer labs or at your personal computers. Thanks to these activities, you can get in touch with users who are native speakers of English/German/French, and you can get feedback from them for your works verbally or orally.

You can get any kind of support and help from your instructors during their office hours. For office hours, you can visit the site [http://ydyo.anadolu.edu.tr](http://ydyo.anadolu.edu.tr)
Our classes for the students at level D include 22-hour face-to-face instruction; 2-hour computer lab exercises with the instructor and 2-hour self-study a week, adding up to 26 hours in total. At levels C, B and A, classes include 20-hour face-to-face instruction, 2-hour computer lab exercises with the instructor and 2-hour self-study a week, adding up to 24 hours in total. With the help of the club activities, we carry out extracurricular activities such as cinema club, conversation club and reading club, and you have the opportunity to develop diverse language skills with local and foreign instructors, and with each other.

**How will be the Assessment during Semester?**
Throughout one semester, there are held two midterms and one final exam. Exam dates are the same for all levels and they can be found at the academic calendar announced at the beginning of the semester. Exam time is announced at least one week prior to the exam date.

- **First Mid-Term Examination**
  It covers all educational content by the date of First Mid-term announced in the academic calendar. It consists of the following sections: reading comprehension, listening comprehension, oral expression and written expression. In addition to these, vocabulary and grammar questions might also be included. Before the examination date, students are informed about question types and the number of questions.

  Multiple-choice sections of the examination are assessed by an optical reader. Written Expression exam papers are individually evaluated by juries of two members according to the criteria previously declared, and the average of two given grades are calculated to determine the final grade.

- **Second Mid-Term Examination**
  Second Mid-Term exam covers process-driven applications used for evaluation within the term. The applications content is made up of pop quizzes done at regular intervals, a product file consisting of various activities and saved electronically, and class participation.

- **Final Examination**
  The exam is prepared in accordance with the academic calendar and learning outcomes of the students’ level. The examination consists of the following sections: reading comprehension, listening comprehension, oral expression and written expression. In addition to these sections, vocabulary and grammar questions might also be included. At least one week before the examination date, students are informed about question types and the number of questions.
As in the first mid-term exam, multiple-choice sections of the examination are assessed by an optical reader. Written Expression exam papers are individually evaluated by juries of two members according to the criteria previously declared, and the average of two given grades are calculated to determine the final grade. For the Oral Expression part, the students are tested in groups of two vis-à-vis two instructors. The jury members evaluate students’ performance individually in accordance with the criteria previously declared, and the average of two given grades are calculated to determine the final grade.

How to Complete a Term Successfully?

In order to complete an education term and to continue your education the next term, the student has to meet the following conditions.

1. The sum of 30% of your First Mid-Term exam and 30% of your Second Mid-Term Exam and 40% of your Final Exam must be 70 or higher.
2. Scoring 60 or higher over 100 in the Final Exam.

Sample Assessment 1
Student A’s grades in preparatory class are as follows:

I. Mid-Term: 70
II. Mid-Term: 85
Final Exam: 60

As the final grade is 60, student’s average is calculated as follows.

Calculation: \[(70 \times 0.3) + (85 \times 0.3) + (60 \times 0.4) = 21 + 25.5 + 24 = 70.5\]

Sample Assessment 2
Student B’s grades in preparatory class are as follows:

I. Mid-Term: 75
II. Mid-Term: 90
Final Exam: 55

As the final grade does not meet the requirement of a minimum of 60 points, it will not be taken into consideration.

Students who exceeds the maximum absence of 15% of the classes will be considered unsuccessful, and therefore have to repeat their current level.
11. What Happens if I Miss the Examinations?
A make-up examination is held for students who could not take their First Mid-Term and Final Exams due to reasons specified by the Senate and whose excuses are accepted by the Executive Board. However, make-up examinations are not held for applications substituting Second Mid-Term exam.

Students who want to take make-up tests have to apply to School Administration via a petition attached the document indicating her/his excuse at least 3 days prior to the date of the beginning of make-up tests week announced in the academic calendar for the given course/courses (see also Appendix 3).

The make-up exam is prepared and assessed in accordance with the related exam's content.

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What Can I Do If I Don't Get the Results I Expected?
If you have not got the results you expected, you can file the petition on Appendix 4 to School Administration within 5 workdays following the announcement of test results and request a reassessment. As multiple-choice sections of the examination are assessed by an optical reader, they are not subject to reassessment. However, written and oral exams are re-assessed by a different commission of instructors from the commission that primarily assessed them. The average of grades assigned by the new commission to your written exam papers and oral exams recorded by a camcorder and grades assigned by first commission make up your final grade. This final grade (whether lower or higher than your initial grade) is then registered in the system as your new grade.

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I couldn't complete preparatory education in one academic year. What should I do next?
If things don't go as planned, and if you cannot complete your preparatory education within an academic year, you have two options;

- Receive preparatory education for another term,
- Improve your language skills on your own and take one of the tests that is offered

In order to do so, you need to have registered within the registration dates in the academic calendar, and to have applied to Anadolu University School of Foreign Languages Administration with a petition indicating your request (Appendix 5). If you have been unable to apply this period, you are considered a student that will continue preparatory education.
Students who choose to improve their knowledge of foreign language themselves can take the proficiency test, provided that they pass the placement test. Should they fail, they will not be able to take the Proficiency Test.

What are your expectations from me as a preparatory student?

Anadolu University is a place where each individual is entitled to think, question and express their opinions freely. All you should do is to remember that everyone else has the same right as you and to respect others.

Our greatest expectation from you during the preparatory trainings is to attend classes and have active participation in classroom activities. A foreign language can be learned best only if it is used. Thus, you should meet the requirements of classes and constantly be in touch with the instructor. Needless to say, you need to be on time for the class with the necessary materials. Do not be afraid to ask anything you do not understand, and to make mistakes! Remember, a language cannot be learned not making any mistakes, and the classroom is the safest environment to make mistakes. The more mistakes you make, the closer you get to the success. Don’t deprive yourself of this opportunity. By the way, we also believe that you can survive without your cellphones during classes!

Also remember that the activities concerning the language learning that you do outside the class is as important as the ones you do in the class. Below is some advice to make your language learning more efficient and useful!

Set a target!

Set short-term and long-term targets for yourself. These targets will motivate and guide you on the way to success. In order to reach your target, making daily and weekly plans, or maybe longer-term plans will lead you through the requirements during the learning process.

- **Study systematically!**
  - Fashion yourself a study plan,
  - Study regularly
  - Study in a relaxing and motivating environment
  - When you feel uncomfortable, talk to somebody who can help getting you through your concerns (family members, friends, instructors or psychological counsellor)
  - When you need help, ask your friends or instructors for it
  - Join the study groups at school or study with your friends
➢ **Revise!**

Revise what you learn daily in the class so that you can reinforce and recall your knowledge. Write down any questions and anything you do not understand, and ask your instructors about these matters during their office hours.

➢ **Read!**

Try to read anything printed/written that you can find in whatever language you are learning. Magazines, books, newspapers, websites are marvellous sources to improve your foreign language skills. Therefore, you can improve both your language and your knowledge of the target culture.

➢ **Write!**

Don’t limit yourself to the writing activities in the classroom. The more you practice, the better your writing skills will get. You can keep a diary, or you can write something about a movie or TV series and TV shows. At that point, you can get to know the relationship between reading and writing skills. The more you read, the easier and better you write.

➢ **Enjoy the technology!**

One of the most important parts of our lives, Technology has also an important role in language learning. To practice, online platforms provided by our school, and the internet with its limitless sources are accessible to all. Thus, you can get in touch not just with your friends and your instructors, but with people all around the world.

➢ **Use every opportunity you are given!**

As The School of Foreign Languages, we do our best to enrich your preparatory training with any possible source, and we advise you to use all of them as much as possible. Join the clubs at our school; watch international channels, foreign TV series, movies and talk shows, listen to songs in different foreign languages in our TV rooms.

➢ **Discover your own learning style!**

Everyone has his own learning method. Focus on the methods that you think you will learn the best. This method will help you save time. The following website might be helpful about your learning style: [http://www.vark-learn.com/Turkish/page.asp?p=questionnaire](http://www.vark-learn.com/Turkish/page.asp?p=questionnaire)

➢ **Never give up!**

Language learning process is an enjoyable one but it is challenging and demanding. It is normal to get confused sometimes and forget a subject you have just learned during the process. So, never give up and always keep on.
How can I have my voice heard?

The school of foreign languages really values your thoughts. Managing this process together is one of our main purposes. In order to do that, you can join “Student Representation” system run by Unit of Students’ Clubs. At the beginning of each semester with the announced by Unit of Students’ Clubs, a student from each class is elected as Class Representative of his/her classroom on a voluntary basis. Class Representatives are responsible for communicating the (written or spoken) opinions, suggestions and complaints of his/her classmates to Level Representative. Level Representatives are elected among the class representatives, again on a voluntary basis. A student from each grade of each foreign language group will act as a Level Representative, and join the periodic meetings with coordinators of Student Clubs, Level coordinators and Testing Unit. In the meetings they communicate the messages, complaints and opinions of Class Representatives. Level Representatives are supposed to inform Class Representatives after the meetings.

Each student of School of Foreign Languages is expected to express their opinions. Students can express their comments, opinions and complaints in any ways possible. In addition to the meetings with Level Representatives, you can find a number of wish boxes placed at certain corners of the school.

For your information!

- According to the regulations of School of Foreign Languages, it is mandatory to attend no less than 85% of the semester. The ones who fail to fulfil this will be considered unsuccessful in their own program, and they will lose the right to take the exams within that semester. These students can continue their education next semester in the classes they will be offered. For the sake of the absence record, Medical reports or committee reports will not be admitted to be excused.

- Law 5846 on Intellectual Property Rights stipulates that it is forbidden to use the pirated or photocopied books, and that students themselves will be accountable for such an action.

- It is the duty of all of us to keep the buildings and classes where we are educated clean, and not to harm any equipment there.

- It is certainly forbidden to use the whole or a part of someone else’s study or homework as if it was your own product; in other words, plagiarism, making up an information or reference that does not exist, using existing information in a changed and/or distorted way.

- Exams start at the announced hour in exam calendar. You must be in the mentioned exam hall before the exam time. The rules to follow regarding the exam are listed below. In accordance with regulations, legal action will be implemented against the students who do not follow these rules and/or against the ones with inappropriate behaviours, and the tests of these students will be considered invalid.
Before the exams, ID cards will be checked. Those students without ID cards, or those who does not produce any ID card such as birth certificates or passports will not be admitted to the exam.

Invigilators will check the ID cards before the exam starts, and in return will ask students for their signatures. After the exam, checking the names and desks, they will collect the papers. The tests of the students who do not sign the sheet will be considered invalid.

Students must not bring their mobiles into the exam. If they have their mobile phones with them, before the exam, they should turn them off, and hand them over to the invigilator. If it is detected that a student’s mobile phone is on his/her, then their exam will be invalid.

During the exam, you are not allowed to leave and return to the exam hall due to excuses such as smoking, need to use the bathrooms, etc. Students cannot leave the exam hall except for the time specified in the exam.

The examinations start when the invigilator hands out the papers. Name, surname and other information must be filled in the requested fields on all the papers handed out. The papers with no names or student ID numbers will not be evaluated.

Each student is individually responsible for the exam papers handed out.

Any attempt to cheat is considered as serious an offence as cheating itself. The followings will also be considered an attempt to cheat: talking or whispering to one another, attempts to see the paper of another student, attempts to look at another paper other than their own, attempt to share items such as eraser, pencil, etc., with other students.

It is not allowed to speak or ask questions to the invigilator during the exam. The exam paper given at the beginning of the exam contains all the necessary explanations.

The warnings by the invigilator must be followed carefully by students. The students who do not follow the rules during the exam do not have to be warned again, and the exams of these students will be invalid.

If one or more of examination rules are violated, it will be considered as a disciplinary offence, and the student may face sanctions such as warning, reprimand and suspension/dismissal pursuant to article 44 of Law 2547 on Higher Education.

What kind of facilities can I take advantage of?

- Transportation

Located in İki Eylül Campus which is one of the two campuses in the centre of Anadolu University, Foreign Languages School (YDYO) is in a location where transportation is very easy. Arriving at the campus by personal vehicle takes 1 km on the beltway turning to the direction of Muttalip Mevkii.
You can also arrive at campus by public transportation vehicles like public buses and minibuses to İki Eylül Campus. The buses numbered Kırmızı (red) 4, 63, Siyah (black) 55 and 56 leave the campus in every half an hour. (For departure hours check out: http://www.eskisehir-bld.gov.tr/otobus_saatleri.php)

- **Food and Drink services**

  The canteen and cafeteria in YDYO building meet students’ needs such as eating and resting during breaks. Besides, by making an online reservation on the automation system https://yemekhane.anadolu.edu.tr, you can make use of the food service served on weekdays for a very reasonable price in the refectory located in İki Eylül Campus. The refectory where you can also buy food without reservation is 2 minutes’ walk to the YDYO building. Dinner is only served in Yunus Emre Campus.

- **Health Services**

  Being one of the duties of Directorate of health Culture and Sports Department, health services for students are presented to students free of charge via medico-social units. Serving within School of Physical Education and Sport (BESYO), Medico is located in İki Eylül Campus, and students can get treated by medical practitioners there; for further examination and treatment, students can be sent to better-equipped hospitals. The charges for all these process are met by the university. The only document needed in this process is student ID card or the document that will be used until the student receives his/her ID card. (For further information about Medico BESYO, you can contact extension numbers 7150 and 7151).

  Directorate of Health Culture and Sports Department also provide services on the fields of scholarship and loans, aliment, accommodation, studying, resting and recreation, transportation and employment.

- **Student Groups**

  Anadolu University students starting their university education on the steps of YDYO can participate in the communities of interest among nearly 60 student clubs within university and established by student groups such as Aviation Club, Sports Club, Dance Club, Jazz Club, Motor Sports Club, red Crescent Club, Photography Club, Entrepreneurship Club, Film Club, Underwater Club, and if they wish, they can establish their own student clubs following various procedures.

- **Sports Services**

  There is a football field, suitable to the international standards, where athletics and football competitions can be conducted in Iki Eylul Campus. Students at Physical Education and Sports School students use the field for their classes. Except for class hours, people from outside the school can also use the facilities on the condition of getting a membership.
Furthermore, in the institution are there the following facilities: indoor athletics hall, fitness hall, squash hall, badminton hall, table tennis hall, gym, folk dance hall, rhythm dance hall. In the sports centre, courses like karate, gymnastics, table tennis, and tennis are organized open to the participation of everybody.

Outside İki Eylül Campus, students can use the following alternate facilities:

- Anadolu Sports Centre (335 05 80/1288)
- Yunusemre Campus Sports Hall (330 76 78 or 335 05 80/1311)
- Natatorium (Indoor Swimming Pool) (335 05 80/3188)
- Tennis Courts (330 76 78 or 335 05 80/1311)
- Football Field.

Psychological Consultation and Guidance Centre

Psychological Consultation and Guidance Centre, which serves with two branch offices, provides service with a total of 10 personnel: 7 psychological consultants, 2 psychologists and 1 social worker. One of these two branch offices is located in School of Foreign Languages building, Block A, 1st floor. In service during the working hours on weekdays, the Centre works with appointment system, and offers consultancy services for individuals or groups. Along with providing assistance in issues such as adaptation to university, family relationship, personal problems, anxiety about the future, etc. which are offered for individuals, assistance in other issues such as group interaction, communication skills, career planning etc. are also offered.

Besides, seminars are also held regarding "How to Adapt to university", "Anger Management", "How to Cope with Exam Anxiety", "How to Be Able to Say No", "Body Language", and students are given participation certificates if they attend 3 seminars in one term. All these services and assistance offered by the Centre are completely free of charge.

For further information about the Centre, you can visit our website or you can get information and make appointments via telephone.

Web: http://pdrm.anadolu.edu.tr
E-mail: pdrm@anadolu.edu.tr
Tel: 6045 (extension)

Library and Reading Hall

Library and reading hall in School of Foreign Languages building are open to students during work hours on weekdays. Students can fill out a form and borrow materials such as books, magazines and CDs for a period of one week from the library, which mostly holds materials in English language, and, if necessary, due dates may be extended.

What’s more, our Library and Documentation Centre in the Central campus offers service for 90 hours a week, and holds the first place for the longest available service hours
among other university libraries in Turkey. In the library with a usage area of more than 12 thousand square-meters, there are 10 reading and study halls along with 25 study rooms. Library which holds two separate exhibition halls has 700 available seats. Annually increasing by 10,000 books, the number of the books in the library is currently over 200,000.

- **Conference Hall and Multipurpose Hall**

  Available and suitable for all kinds of seminars, conferences, etc., the halls within School of Foreign Languages are also used for screening short films and staging theatre plays made by students for their foreign language studies.

- **Computer Labs**

  Computer use is taught in accordance with their curricula of almost every department of Anadolu University, and computer rooms are available in each department for this purpose. All departments of the university have internet access.

  With 13 computer labs used in classes and extracurricular activities at School of Foreign Languages, our students are offered opportunities to improve their foreign languages outside the classrooms, as well.

- **Television Rooms**

  With 3 TV rooms with satellite connections (no channels in Turkish available) open during work hours, students have the opportunity to improve their foreign languages and to learn the language from its source between or after classes. When appropriate, it is also possible for classes to watch a movie or a particular program in these rooms during class hours.

- **Wish Boxes**

  Communication between students and the administrative staff and the teachers is always fresh via wish boxes with which students can express their wishes and demands with ease.

- **Erasmus+**

  Erasmus or Erasmus Plus is the 2014-2020 continuation of Erasmus program that took place between 2007 and 2013. Named after one of the pioneers of humanism movement Dutch Desiderus Erasmus, the program focuses on university student exchange among the member or candidate member States of European Union. Within Erasmus+, our students get their education for a year or for a term in partner universities across Europe. Erasmus+ program aims to improve quality in higher education within Bologna Process and to strengthen the cooperation between higher education institutions and business world.
Erasmus+ is a lifelong learning program that highly attracts the interest of university students. What is meant by lifelong here is that the whole experience and information gained abroad via such a full scale program will stand for a lifetime.

To apply to Erasmus+, students must have completed at least a term in their departments, and have at least 2.20 GPA. Choosing to which partner universities they want to go during their application processes, the students sit for an Erasmus Foreign Language Exam. Erasmus grading score is calculated via the average of GPA (%50) and foreign language score (%50) of the students who score 55 or higher in Erasmus Foreign Language Exam. The students to join the programme are selected via grading made in each department in accordance with Erasmus grading score as criteria.

Those students who have successfully completed preparatory education are known to be more successful in Erasmus Language Exam and during their education in Europe due to language skills they have acquired.

For further information about Erasmus+: http://uib.anadolu.edu.tr/index.php

**Emergencies**

**Power Cuts**

In the case of a power cut during working hours, an electric generator will start after a few minutes to provide electricity for the building.

**Evacuation of the Building**

The alarm system operates to warn students and staff when there is an emergency, such as a fire in the building. The alarm will continue when the building needs to be evacuated. Take the following steps during such emergencies:
First Aid

For minor incidents and emergencies, go to Room A202 (the AUSFL Secretary’s Office) to make use of the first-aid box there, and make contact with a health consultant.
APPENDIX 1 - Academic Calendar

ANADOLU UNIVERSITY
BASIC FOREIGN LANGUAGES DEPARTMENT
2014-2015 ACADEMIC YEAR

FALL TERM:
17 September 2014 Placement Exam 4
18-19 September 2014 Proficiency Exam 5
22 September 2014 Classes Begin
03-07 October 2014 Religious Holiday
28-29 October 2014 National Holiday
10-14 November 2014 Midterm Exams
27-28 November 2014 Resit Exams
01 January 2015 New Year’s Day
09 January 2015 Last Day of the classes
13-14 January 2015 Final Exam
21-22 January 2015 Proficiency Exam 6
9 February 2015 Placement Exam 7
12-13 February 2015 Resit Exam / Proficiency Exam 8

SPRING:
09 February 2015 Registration
16 February 2015 Classes Begin
6-10 April 2015 Midterm Exams
21-22 April 2015 Resit Exams
23 April 2015 National Holiday
01 May 2015 Labor and Solidarity Day
19 May 2015 National Holiday
5 June 2015 Last Day of the classes
9-10 June 2015 Final Exam
15 June 2015 Placement Exam 9
16-17 June 2015 Proficiency Exam 10

4 For the students who;
- enroll in the university for the first time
- were educated at prep school in the previous year, and would like to go on further education
- didn’t get any prep school education or failed it before any double major or minor applications and inhouse/interacademic undergraduate/vertical transfer
- are from the departments that do not require prep school education and would like to be exempt from the mandatory courses offered by ‘YOK’
- do not have the right to get face-to-face education and those who wish to improve their foreign language knowledge at their own request

5 For the students who get 60 or more from the ‘Placement Exam’

6 For the students who finish A level successfully and B level with a grade point average of 85 or more

7 For the students who;
- get 60 or more from the ‘Placement Test’
- who didn’t get any prep school education or failed it before any double major or minor applications and inhouse/interacademic undergraduate/vertical transfer
- do not have the right to get face-to-face education and those who wish to improve their foreign language knowledge at their own request by the beginning of the spring term.

8 For the students who fail the ‘Proficiency Exam’, which will be conducted on 21 January 2015

9 For the students who;
- finish B level successfully at the end of the spring term with a grade point average less than 85
- finish C and D levels successfully
- do not have the right to get face-to-face education and those who wish to improve their foreign language knowledge at their own request by the end of the spring term.

10 For the students who;
get 60 or more from the ‘Placement Exam’
- finish B level with a grade point average of 85 or more by the end of the spring term
- finish A level successfully

For the students who fail the ‘Proficiency Exam’, which will be conducted on 16-17 June 2015
APPENDIX 2 – SAMPLE CERTIFICATE

has completed

with

ORGANISATION ABC

a Pearson Assured programme

AWARDED: OCTOBER 2012

Lesley Davies
Responsible Officer
Pearson Education
APPENDIX 3 - SAMPLE MAKE-UP EXAM PETITION

Anadolu Üniversitesi Yabancı Diller Yüksekokulu Müdürlüğüne,

Üniversitemiz .............................................. Fakültesi/Yüksekokulu ....................................................... bölümü öğrencisiyim.

Aşağıda belirttiğim sınavı/sınavlarını ________________________ nedeniyle giremedim. Mazeretimi gösteren belge ektedir. .............................................. tarihlerinde yapılacak olan mazeret sınavına/sınavlarına girmek istiyorum.

Bilgilerinizi ve gereğini arz ederim.

Adı Soyadı :
Öğrenci No :
Seviye ve Grubu :

Ek: ........
Anadolu Üniversitesi Yabancı Diller Yüksekokulu Müdürlüğüne,

Üniversitemiz ............................................. Fakültesi/Yüksekokulu ....................................................... bölümü öğrencisiyim. Aşağıda belirttiğim sınavım / sınavlarının yeniden değerlendirilmeye alınmasını istiyorum.

Sınav Tarihi
Sınav Sınav Türü
Alınan Not

Bilgilerinizi ve gereğini arz ederim.

Öğrenci No :
Seviye ve Grubu :
Sınava Girdiği Salon:
Sınav Girdiği Jüri ve Saat:
Adres & Tel.
APPENDIX 5 – PETITION FOR GIVING UP FACE-TO-FACE EDUCATION FOR A SEMESTER

Anadolu Üniversitesi
Yabancı Diller Yüksekokulu Müdürlüğüne,

Üniversitemiz ......................................................... Fakültesi/Yüksekokulu
.................................................................................. bölümü öğrencisiyim. ....................... Akademik yılı ve
........................................................................ döneminden sonra okula devam etmeyip yabancı dilimi kendi imkanlarımıla
geliştirmek istiyorum.

Bilgilerinizi ve gereğini arz ederim.

Adı Soyadı : Öğrenci No :

Tarih: İmza: