



2021 – 2022

ATILIM UNIVERSITY

SFL

THE DEPARTMENT OF BASIC ENGLISH

STUDENT'S BOOKLET



Updated 23.06.2022

Education is freedom

PREFACE

Dear Students,

In today's world, "English" is the common language for communication. Thus, we aim to educate our students to become such qualified individuals that they can compete in an international environment.

The objective of the Department of Basic English is to form the basis which will lead you to this, at the same time enabling you to be able to read and speak on social and occupational topics effectively, to take notes during the lessons, to make summaries from what you read by taking notes and to correspond in English on various topics.

We, as the instructors of the Department of Basic English, are available to provide you with any support in order to help you attain this aim.

What we expect from you is you should fulfil your duties in order to benefit from these opportunities to the utmost, being modern, knowledgeable and hard-working young people.

This booklet you are holding is prepared to help you reach your aim successfully.

Welcome to The School of Foreign Languages, The Department of Basic English and we wish you all a very successful academic year.

The Department of Basic English

A. ENGLISH TEACHING PROGRAMMES FOR THE DEPARTMENT OF BASIC ENGLISH

The medium of instruction at Atılım University is English. It is our objective that students will be able to follow their lessons in English in their faculty departments without having any difficulty. The objective of the English teaching programmes is to enable our student's competence of English language to be sufficient for the desired level required by our faculties. Those whose competence level of English language is not sufficient enough are given language education at the Department of Basic English for one academic year. Those who aren't successful at the end of an academic year are entitled to attend the foreign language programme for one more year at most.

The students who complete their language education successfully will reach a level in which they will be able to

- read and speak about social and professional topics
- understand what they read or hear and make a summary
- correspond in English on various topics

The students who have gained the right to register for Atılım University are given the Placement Exam on the day they register. The students who are at Level A take the Proficiency Exam given at the beginning of the academic year. Those who pass the exam are entitled to attend the program of the faculty they are registered with. Those who have been placed in Groups D, C, and B start their education at these levels at the Department of Basic English, and the students of Group A, who have failed the Proficiency exam, start at Level A.

The academic year calendar is organised by the school administration. The lesson hours vary according to the requirements of the programmes. The students can have upto 25-30 hours of lessons a week.

B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH

At the Department of Basic English, a Course System is applied. The Educational Programme consists of four terms, each continuing for 8-10 weeks.

Level D Students

Level D students do not know English at all and take the Proficiency Exam at the end of the year, having completed the courses D, C, B and A. General Achievement Score of D level is 65 / 100. C, B, A levels require a minimum 60/100 General Achievement Score to be successful.

Level C Students

The students who are determined to be at Level C by means of the Placement Test at the beginning of the academic year are trained in C, B and A levels. Language education to be given lasts 8-10 weeks for each course period. General Achievement Score of C level is 60 / 100. Level C students who complete the third course successfully take the Proficiency Exam to be given in June, being offered the Supportive (Prefac) Education in the last term (4th term). This period is subject to the rules of Prefac (Support Level). (Section D)

Level B Students

The students who are determined to be at Level B by means of the Placement Test are made to start their English education at level B by being exempted from the courses D and C, since they have come with some particular background knowledge. These students are given English education in courses B and A, lasting 8 weeks for each course period. General Achievement Score of B level is 60 / 100. Level B students who have completed level A successfully can take the Proficiency Exam to be given in January or February, whereas the students who fail attend the Prefac (Support Level) programme until the Proficiency Exam (APEX) to be given at the end of the year (3rd and 4th course terms). This period is subject to the rules of Prefac (Support Level). (Section D)

Level A Students

The students who are determined to be at Level A by means of the Placement Test and the students who have failed the Proficiency Exam at the beginning of the academic year are given 'A' level course education being exempted from the courses D, C and B, since they have come with some particular background knowledge. In this course, the students are taught for 8 weeks. After the end of the course, the students who have completed this programme

successfully are offered a Support Programme (PREFAC) during the period until the Proficiency Exam to be given in January or February. General Achievement Score of A level is 60 / 100.

While the Level A students, who pass the Proficiency Exam given in January, are entitled to join their respective faculty departments, the students who fail attend the Prefac (support level) programme until the Proficiency Exam to be given at the end of the year (3rd and 4th course terms). This period is subject to the rules of Prefac (Support Level). (Section D)

General Achievement Score to Pass a Level

Evaluation of course success varies according to levels. (Section C). *In general, the composition of the course scores for D, C, B and A levels on all assigned work is as follows:

My Portfolio	20%
*Midterms	60%
Quizzes	10%
Homework	10%

Of all assigned work, the students whose total average is 60 (65 for D level) are entitled to pass to the next level. During the course period, the students whose absenteeism exceeds 20% are not allowed to take the midterms, and their grades are considered invalid. **For absenteeism, no report including suspension due to any disciplinary violation is accepted,** and those who have failed repeat their course.

The students who achieve a total average of 70 in each term they have completed successfully and a total average of 75 of all terms they have completed successfully do not take the Proficiency Exam and they graduate with an average of general success on condition that they do not fail and repeat any courses. The students who have gained this right and are willing to take the Proficiency Exam are entitled to take it, but then, the result of the Proficiency Exam is valid.

1. Midterms

- a) Each academic year consists of 4 (four) terms and in each term 2 (two) midterms are given.
- b) Midterms last 1 ½ to 2 hours.
- c) There is no teaching on midterm days.
- d) Midterms might consist of such components as listening comprehension, speaking, reading comprehension, use of English, vocabulary and writing.
- e) Midterms are assessed out of 100 points. The midterm grades are adjusted to 100 by adding the speaking exams 1 and 2 grades out of 20 points.
- f) Midterms serve as a preparation for the Proficiency Exam.
- g) Before each quarter, midterm dates are announced to the students in the academic year calendar, (and their venue, duration and content) as well as on Moodle system.
- h) If the students who cannot take a midterm exam for a valid reason submit their report or other documents taken from either official health institutions or private hospitals to The Department of Basic English within 3 working days following the end of their report time, they will be given a make-up exam only for the midterms. A make-up exam will not be given for the Proficiency Exam. If the students take any exams during the report time when they are regarded as exempted, the grades they have got will be considered invalid.
- i) The students can apply to the Directorate of SFL Department of Basic English in writing **within 3 working days** and object to a mistake in their exam results. Upon objection, if the Directorate of SFL Department of Basic English detects a mistake at the end of the investigation made, a correction will be made, and the student will be informed about the results of the investigation.
- j) Midterm grades make up 60% of students' course grades.

2. Portfolio Studies:

- **D Level:**

Level D students attend Story lessons, Creative Writing Lessons and Project Lessons in addition to their main lessons. The sum of the points they get from the tasks given in these courses, as 20%, affects the course passing grade.

- **C Level:**

Level C students attend Story lessons, Creative Writing Lessons, and Project Lessons in addition to their main lessons. The sum of the points they get from the tasks given in these courses, as 20%, affects the course passing grade.

- **B and A Levels:**

Level B and A students attend Story lessons, Creative Writing Lessons and Club Lessons in addition to their main lessons. The sum of the points they get from the tasks given in these courses, as 20%, affects the course passing grade.

In club classes, attending at least 4 of the first 8 sessions and (in total) 8 of the all 14 sessions of the clubs is a must to get the outputs marked or else students will get "0"(zero) for the outputs relatively.

3. Quizzes

Quizzes are weekly short exams given at a pre-determined date and time. There are 4 quizzes each quarter. These exams, which are given throughout the year, last 25 minutes and are applied to test the degree of learning of the subjects taught in class and to prepare the students for the midterms. Quizzes do not have make-ups and are given only to the students who are available in class. No matter what the reason is, the students who are absent in class at that date and time will get a mark of "0". Quizzes serve to increase the students' awareness. Quizzes make up 10% of the students' course grades.

4. Speaking and Listening Skills

Listening and listening comprehension skill, which is one of the four basic skills, is very important. Therefore, starting from the beginning of the academic year, the students do some

listening tasks suitable to their levels during the lessons. Through some methods and techniques, this skill is developed. Likewise, the teachers help the students develop their speaking skill by using certain methods and techniques (e.g. role play, pair work and group work). In addition, they help the students use English successfully and develop their self-confidence by organising presentations and debates.

Speaking skill is tested as a separate element for each midterms. Speaking tests are out of 20 points and the scores taken are added to the first and second midterm scores.

5. Homework

In the Department of Basic English, students are given daily and weekly online and physical homework. The effect of homework in the course evaluation is 10%.

6. Attendance

The students of the Department of Basic English have to attend 80% of the lessons. Upon the death of their immediate relatives, if they bring a report, they are deemed 3 working days off beginning from the date of the report. No matter what the reason is, including suspension due to disciplinary punishment, the students who do not fulfil the precondition of attendance cannot take the midterm exams and their grades of that term are not calculated.*

In terms of absenteeism, no health report including a committee report is regarded as a rightful and acceptable excuse, and does not void the absenteeism and its results.

D. PREFAC (SUPPORT) PROGRAMME

The students who have completed the 4 courses successfully and are entitled to take the Proficiency Exam but later fail that exam are given a support education programme (Prefac Programme) to enable them to pass the Proficiency Exam. The students in this group have to take the midterms and do the assignments and projects to be given. An 80% attendance precondition is also valid for this group of students. Thus, the student whose absenteeism is over 20% cannot take the midterms, but s/he does not lose the right to take the Proficiency Exam.

Prefac support program content consists of 5 different courses. Students receive points from homework, quizzes and midterm exams. The courses and their distribution of points are given in detail in the table below.

1	Story Writing	SW-Quiz 1 (2.5) SW 2 (2.5)	SW-Portfolio HW (5)	SW-Story Midterm 2 (10)		20
2	Language Arts	LA-Quiz 1 (2.5) LA-Quiz 2 (2.5)	LA-HW (4)	LA- Vocabulary Journal (HW)(4)	LA-Written Exam- Midterm2 (7)	20
3	Readsten & React	RR-Written Exam Midterm 1(10)		RR-HW (5)	Reaction - Midterm 2 (5)	20
4	Presentational Skills	PS-HW (2)	PS - Presentation 1 (10)		Final Presentation - Midterm 2 (8)	20
5	APEX	Written Exam - Midterm 1 (10)		Written Exam - Midterm 2 (10)		20

Distribution of Scores	**Scores	Subscores (as of T2)
HW:	20	SW Portfolio HW (5) + LA HW (4) + LA Vocab Journal (4) + RR HW (5) + PS HW (2)
Quiz:	10	SW Q1 (2.5) + SW Q2 (2.5) + LA Q1 (2.5) + LA Q2 (2.5)
MT 1	30	Written Midterm 1(RR+Apex) (20) + PS Presentation 1 (10)
MT 2	40	Written MT2(LA+Apex) (17) + SW Story (10)+ RR Final Essay (5)+ PS Final Presentation (8)
	100	

In the Department of Basic English, students who attend the Prefac program are given a 5% (5 points) bonus according to their attendance.

The general success of the student who follows the Prefac programme is projected as 30% towards the Proficiency Exam which will be given after the Prefac Programme. In other words, the English proficiency score is assessed by calculating 70% of the grade taken from the Proficiency Exam given after the Prefac Programme and 30% of the average of general success obtained from the Prefac Programme. The students of the Departments of English Language and Literature, and Translation and Interpretation are entitled to attend their departments by getting 65 points and the students of other departments by getting 60.

Scholarship students who fail the English proficiency exam at the end of the academic year can attend the Summer School by paying the tuition fee and if they are successful in the English proficiency exam (APEX) held at the end of the Summer School term, their scholarship continues.

E. SECOND YEAR COURSE AND PREFAC GROUP STUDENTS

The students who have not been successful in their courses and the Proficiency Exams(APEX) are entitled to complete their courses and pass the Proficiency Exam (APEX) by taking education for one more academic year. Thus, the students pass through the same education process by starting the second year from the course they have failed.

The students who have been studying for two years and have completed the courses but failed the Proficiency Exam take the Proficiency Exam in January or February by being included in a PREFAC class and given special education at a high level within the support programme's coverage. The students who take Prefac education in the second year are subject to the rules of Prefac (Support Level). (Section D)

F. ENGLISH PROFICIENCY EXAM (APEX)

Atilim University Proficiency Exams (APEX) are given at the beginning, in the middle and at the end of each academic year. There is a condition that students have to complete level A course successfully in order to be permitted to take the Proficiency Exam. The passing grade in the Proficiency Exam is 65 for the Departments of *English Language and Literature*, and *Translation and Interpretation*, and 60 for the other departments.

1. Conditions of Exemption from the Proficiency Exam

The students below are exempted from the Foreign Language Placement Exam and Proficiency Exam:

- a. Those who studied and completed their secondary education at secondary schools where English (the medium of education) is spoken as the native language in a country, whose citizens also attend that school, no more than 4 years before the date s/he registered at Atilim University.
- b. Those who got the points determined by the Senate in the National and International Language Exams approved by the Senate.

The National and International Exams approved:

EXAM	Dept of Eng. Lang. and Lit. Dept of Trans. And Interp.	Other Eng. Medium Departments
ATILIM PROFICIENCY (APEX)	65	60
TOEFL IBT (Home Edition is not accepted)	79 with a minimum score of 20 for writing category	75 with a minimum score of 20 for writing category
CPE	C	C
CAE	B	C
FCE	A	B
IELTS	6,5 with a minimum score of 5,5 for each category	6,0 with a minimum score of 5,0 for each category
PTE	65	60

- c. Those who successfully completed English Preparatory Education at universities where English is the medium of education-teaching for either some or all the lessons, no more than 4 years before the date s/he registered at Atılım University.

2. Announcement of the Exam Results

The exam results are announced on the internet address <https://www.atilim.edu.tr/tr/dbe> "Announcements" section and on Moodle system.

3. Excuses

If the students who cannot take the midterm exams due to a valid excuse submit their report or other documents taken from an official health institution to the Directorate of SFL Department of Basic English **within 3 working days** following the midterm exam date, a make-up midterm exam will be given. A make-up exam will not be given for the Proficiency Exam. If the students take any exam during the report period when they are regarded as exempted, the grades taken will be considered invalid. Writing exams and quizzes do not have make-ups.

G. SUMMER SCHOOL

The Department of Basic English can offer a 6-8 week summer teaching programme to those students who have failed the Proficiency Exam or have failed to successfully complete any of the 4 terms during the academic year in accordance with the rules of Atılım University Summer Teaching Regulations. It is up to the students to decide whether they want to attend this programme. Foreign language summer teaching programme has a fee and scholarship students are required to pay this fee determined by the Board of Trustees like other students who attend this programme

Of the students who attend the summer teaching programme, those who are successful in the course they have repeated are entitled to study in an upper course among the ones which will be opened in the following academic year. The students who have successfully completed the 'A' level course but have failed the previous Proficiency Exam and have attended the foreign language summer teaching programme are entitled to take the Proficiency Exam at the end of this programme. The students who pass this exam are entitled to attend the undergraduate, graduate or Master's programmes. The students who have failed the Summer School Proficiency Exam reserve the right to take the Proficiency Exam which will be given at the beginning of the next academic year.

H. LEVELS AND COURSE MATERIALS

Course books

In the 2021-2022 academic year, Atılım University Electronic Teaching Set will contain the following books and platforms:

D Level

Empower A1 (SB + WB) + CLMS

Graded Stories

Material Packs

C Level

Empower A2 (SB + WB) + CLMS

Unlock 1 Reading&Writing (SB+Online WB)

Graded Stories

Material Packs

B Level

Empower B1 (SB + WB) + LMS

Unlock 2 Reading&Writing (SB+Online WB)

Cambridge MyOn 900

Material Packs

A Level

Empower B1+ (SB + WB) + CLMS

Cambridge MyOn 900

Material Packs

PREFAC Support Level

Unlock 3 Reading&Writing (SB + Online WB)

Unlock 3 Listening&Speaking (SB + Online WB)

Material Packs

Student Booklets

H. SELF-ACCESS CENTRE*

Our centre was founded for our students to develop themselves by using additional materials, audio-visual methods and internet connected computers outside the classroom. Here, the students find the opportunity to study, to catch up with the topics they missed in class, to complete their lack of knowledge, and to practise the language.

The centre is managed by administrative personnel and an instructor. The aim of the centre is to:

- Support the students in learning the language by letting them benefit from the computer supported language programs available in the centre, and, in this way, make language learning enjoyable and easy.
- Help the students use the resources by means of using computers, and be able to prepare their assignments and projects by applying contemporary methods.
- Enable the students to benefit from the English books and materials available in the centre and get help from the instructor in charge there.
- Enable the students to do the exercises and solve the tests available in the centre and get help from the instructor in charge there.

This centre is kept open for our university students between the hours of 9.00-17.00 provided excluding their lesson hours.

*Self-Access Centre is closed due to pandemic but this support is available online via Zoom to the students who make an appointment on the following website:

www.picktime.com/DBE

I. STUDENT DEVELOPMENT AND COUNSELLING CENTRE

The Student Development and Counselling Centre at Atılım University was established to help students with their psychological, educational and social development, to enable students to realise their potential and to provide guidance on the path leading to success in academic study. The centre renders services in regard to adaptation to the lifestyle at university, learning techniques, effective and efficient study methods, dealing with exam stress, getting to know themselves, building and developing good relationships with the people around them and finding the aspects hindering their success and focusing on their solutions.

These activities are carried out using psychological counseling principles and techniques.

The most important of our working principles is **confidentiality**; we do not share what we talk about with other people unless you want - within the ethical rules - and the other is **unconditional acceptance**; we always respect personal differences. We are ready to listen to you sincerely whenever you need our support, regardless of your beliefs, values and characteristics.

You can request a meeting by coming to our offices at 612, 613 and 617 on the 6th floor of the School of Foreign Languages between 09:00-17:30 on weekdays or by sending an e-mail to ogdm@atilim.edu.tr.

In the 2021-2022 academic year, interviews will be made face-to-face or via zoom, depending on demand.

J. STUDENT DISCIPLINARY PRINCIPLES AND RULES

Item 54 of the Law of Higher Education, Number 2547:

Investigation, Authorisation and Punishment

- a) The students who, inside or outside the higher education institutions, act against the title, honour and glory of being a student of higher education, those who directly or indirectly limit the freedom of learning and teaching, those who break the institution's tranquility, peace and work order, those who join in such actions like a boycott, occupation or hindrance, or those who encourage or provoke these events, those who assault or show disrespect to the members of higher education or their honour and dignity, and those who are involved in anarchic or ideological incidents are given the punishment of warning, reprimand, and dismissal from a higher education institution.
- b) The Faculty Dean or the Principal concerned is authorised to investigate, directly give the required punishment, or send the case to the discipline committee due to the crimes committed by the students inside or outside the institute or college.
- c) The disciplinary investigation is initiated immediately after the incident has been heard and is concluded within 15 days at the latest.
- d) The student who is subject to investigation is entitled to plead for him/herself orally or in writing. The student who does not plead is considered to have forfeited his/her right.
- e) The student is informed about the disciplinary punishments in writing. The student, the institution supplying the scholarship or credit and the higher education institution are informed about the situation. An objection against the decision of dismissal from the higher education institution can be made to the University Board of Directors within fifteen days. The punishments are entered into the student's file and register.
- f) In accordance with this item, during the process, if needed, the student can be notified through a declaration at the relevant teaching institution.
- g) The decision of dismissal from the higher education institution is declared to all higher education institutions, the Board of Higher Education, security offices and the relevant recruiting office. The students who are given the punishment of dismissal from the higher education institution are no longer accepted by any other higher education institution.

The Rules which have to be obeyed by the students

- a) Students of the Department of Basic English must turn on their cameras in order to ensure regular student participation in online classes and to ensure that students attend the classes. Students who do not turn on a camera are excluded from the lectures and be accepted as “absent” in the relevant lesson. (If online lessons are held.)

- a) The students are expected to come to class on time. The instructor does not have the authority to allow the latecomer to come in or to let the students leave the class. When the student does not come to or leaves the class s/he is registered “ABSENT” on the attendance chart.
- b) The students are required to keep the necessary books and the other stationery with them.
- c) All the students are obliged to participate in the educational and teaching activities and to do any kind of assignments given by the instructor.
- d) During the lesson or break time, the students have to act appropriately to the rules of respect and courtesy in their relationships with the instructors and other students and avoid any act that will disturb the peace.
- e) It is definitely forbidden to eat/drink, chew gum, or be busy with prayer beads or **mobile phone** during the lesson.
- f) Keeping the places we live in clean and well-cared is the sign of being civilized. It is obligatory for the students to care about keeping the building’s inside and outside clean, not damaging the desks and chairs and using the materials in the individual study areas carefully. Otherwise, a disciplinary investigation can be initiated.
- g) The Department of Basic English regards any attempt of cheating during the exams as a very serious crime. In such cases, “0” will be given as the exam grade and a disciplinary investigation is initiated at once.
- h) The students have to keep their identity cards with them all the time and show them when required.
- i) As a precaution against the risk of loss, the students must not leave their private possessions in the classrooms.
- j) The students cannot collect money or sell anything for any reason.

- k) The students cannot enter the rooms which belong to the instructors and staff or empty rooms without permission.
- l) No poster can be stuck or no notification can be delivered in any way without permission.
- m) The students are obliged to read the announcements on Moodle, DBE website and emails.
- n) It is obligatory to speak English during the lessons.
- o) It is forbidden to drive a vehicle in the campus in such a way as to risk others' lives or disturb the peace.

In Article C Item 7 of the Discipline Regulation of Higher Education Institutions, among the actions and situations which require reprimand, the act of “disturbing some work such as a lesson, seminar, practice and laboratory” is mentioned.

In our school, it has been approved that for the acts which require reprimand, some sanctions will be applied gradually, and the first step is that the instructor will send the students who disturb the work order in such environments as a lesson, seminar, practice and laboratory out of this area where order has been disrupted and record that they were absent. In case of repetition of these acts, disciplinary punishments like reprimand and suspension will be given.

K. THE DEPARTMENT OF BASIC ENGLISH PLAGIARISM POLICY

Plagiarism is using someone's ideas or work without mentioning the real source. Any attempts to violate the ethical rules can result in not grading of the assignment based on the following rules.

The following actions are considered as plagiarism:

- using the exact sentences from sources (internet and/or printed) without reference,
- paraphrasing the original source without appropriate reference.

Suspicious Online Assignments with 0% similarity match on Turnitin

If there is 0% match but it is obvious that the work has not been done by the student supported by:

- structures, vocabulary and/or sentences above the level,
- obvious style and level difference from the quiz/midterm writing performance.

In this situation, student's work is graded from the "Partial agreement" part of the rating scale.

Online Submissions with 25% and above similarity match on Turnitin

If the similarity level is higher than 25%, ***the assignment is graded as "0" if the conditions below are met:***

- If the submission has sentences* taken from another source in blocks or individually.
- If the submission has 5 and above sentences taken from another source.

Important Notice: If the similarity level is higher than 25%, **but if both conditions are not met, the assignment is graded according to the rules below.**

Online Submissions with 24% and below similarity match on Turnitin

Level 1: The student has used the given prompt as it is in the given task. This is not accepted as plagiarism.

Level 2: The student's work shows similarity with common knowledge obviously such as 'The sun rises in the east' written in level appropriate or inappropriate sentences.

In this case, the number of exactly similar sentences should be considered. If there are 2 and less sentences matching with some other sources **in separate parts of the submission**, it is

ignored. If these sentences are consecutive, 2 pts are deducted from the total. If there are more than 2 sentences, level 3 terms are followed.

Level 3: The student has used exact sentences from another student's work or any other source in more than 2 instances individually or as a block. This shows the negligence of the student about the integrity of their work, so it is plagiarism. **If there are less than 5 sentences matching, 1 pt is deducted from the total score for each sentence matching (up to 4 points).** If the number of sentences matching is 5 and above, the assignment is graded as "0".

***Sentence:** a sentence taken from original source without reference is considered as a sentence even if some words in it are changed in such a way that the main structure and meaning of it remains intact.

L. HIGH HONOR AND HONOR STUDENTS CRITERIA

Students of the Department of Basic English can also be high honor and honor students like faculty department students. There are some conditions and criteria to be selected as a high honor and honor student.

Prerequisites

1. Not to be involved in any disciplinary offense
2. The APEX exam held in September and at the end of the Summer School is excluded from this assessment.

Criteria for APEX grade

Honor student between 80-84

85 and above High Honor students

Criteria for the average grade (passing with an average of 75)

Honor student between 85-89

90+ High Honors students