



**ATILIM UNIVERSITY**  
**SCHOOL OF FOREIGN LANGUAGES**  
**THE DEPARTMENT OF BASIC ENGLISH**  
**2022 – 2023**  
**STUDENT’S BOOKLET**



The true mentor in life is science.  
M. K. Atatürk

## Table of Contents

PREFACE .....	3
A. ENGLISH TEACHING PROGRAMME OF THE DEPARTMENT OF BASIC ENGLISH .....	4
B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH .....	4
C. ATTENDANCE REQUIREMENT .....	6
D. COURSE EVALUATION (D, C and B Levels) .....	6
E. LEVEL A PROGRAMME AND EVALUATION.....	8
F. PREFACULTY (SUPPORT) PROGRAMME AND EVALUATION.....	9
G. SECOND YEAR COURSE AND PREFAC LEVEL STUDENTS.....	10
H. ENGLISH PROFICIENCY EXAM (APEX) .....	11
I. SUMMER SCHOOL .....	12
J. LEVELS AND COURSE MATERIALS.....	13
K. STUDENT DEVELOPMENT AND COUNSELLING CENTRE .....	14
L . STUDENT DISCIPLINARY PRINCIPLES AND RULES.....	15
M. THE DEPARTMENT OF BASIC ENGLISH PLAGIARISM POLICY .....	18
N. HIGH HONOR AND HONOR STUDENTS CRITERIA .....	18

**Warning:** This booklet has been prepared as error-free as possible. However, there may be some changes in

the rules with the decisions of Atılım University Senate and School of Foreign Languages Administrative Board.

In such cases, those decisions will prevail.

## **PREFACE**

*Dear Students,*

*In today's world, "English" is the common language for communication. We strive to teach you English in the best way possible. In this way, we aim to train you to become qualified individuals that can compete in an international environment.*

*The Department of Basic English aims to form the basis to make you ready for such an international environment while enabling you to read, write, and briefly communicate about social and professional topics freely. Our carefully designed program and skilled instructors are available to provide you with any support you may need while trying to achieve this aim.*

*What is expected from you is to take benefit of the opportunities you are provided with by being hard-working young individuals starting from reading this booklet carefully to learn about the details of our language teaching program*

*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 PROGRAMME OF 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 courses in English in their faculty departments without having any difficulty. The objective of the English teaching program is to enable our student's competence in the English language to be sufficient for the desired level required by our faculties. Those whose competence level in the English language is not sufficient are given language education at the Department of Basic English for one academic year. Those who are not successful at the end of an academic year must attend the foreign language teaching program 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

Students who have the right to register at Atılım University are given a language exam on a day specified in the academic calendar. Students who score 60 points or more in this exam (English Language and Literature and Translation and Interpreting departments 65 points or more) are considered successful and are entitled to continue their undergraduate program. Students who fail in the same exam take the D, C, B and A levels according to the grade they get in the exam and start their education in the Department of Basic English.

The academic year calendar is arranged by the school administration. Course hours vary according to the requirements of the programs. Students can study up to 20-30 hours per week.

## ***B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH***

At the Department of Basic English, a modular system is in effect. The Educational Programme consists of four terms, each continuing for 8-10 weeks. These are the D, C, B and A Levels respectively.

### **Level D Students**

Level D students are those who have a low level of English. After completing D, C, B, and A levels, they take the Proficiency exam (APEX) at the end of the year. A grade of 65/100 is required to pass the D level.

### **Level C Students**

The students who are placed at Level C through the Placement Test at the beginning of the academic year receive instruction at C, B, and A levels. This lasts 8-10 weeks for each module. A grade of 60/100 is required to pass the level.

Level C students who complete the third module successfully take the Proficiency Exam to be given in June, after completing the Support Programme (Prefac) in the last term, that is the 4<sup>th</sup> term. This period is subject to the rules of Prefac Support Programme (see Section F).

### **Level B Students**

The students who are placed at Level B through the Placement Test start their English education at Level B by being exempted from levels D and C. These students are given English education in modules B and A, lasting 8 weeks for each module. A grade of 60/100 is required to pass the level. 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 the proficiency exam attend the Prefac (Support Level) program until the Proficiency Exam (APEX) is given at the end of the year (3<sup>rd</sup> and 4<sup>th</sup> terms). This period is subject to the rules of Prefac (Support Level). (Section F)

### **Level A Students**

Students who are not successful in the exam held at the beginning of the academic year and are placed at A level are exempted from D, C and B levels and their English education at A level. In this module, students receive instruction for 8 weeks. After the end of the course, students who successfully complete this level are given a Support Program (Prefac) until the proficiency exam held in the middle of the academic year. A grade of 60/100 is required to pass the level. Students who are successful in the proficiency exam held in the middle of the academic year transfer to their departments, while students who fail continue to the Prefac program until the proficiency exam which is given at the end of the year (3<sup>rd</sup> and 4<sup>th</sup> term). This period is subject to Prefac rules (See Section F).

### **Scores Necessary to Pass the Levels**

The distribution of the sub scores for D, C, and B levels on all assigned work is as follows:

Midterms	60%
Portfolio Studies	20%
Quizzes	10%

Homework	10%
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Of all assigned work, the students whose total average is 60 (65 for D level) are entitled to pass to the next level. A grade of 65/100 is required to pass the D level. In each module, the students whose absenteeism exceeds 20% are not allowed to take the midterms, and their grades are considered invalid. **For absenteeism, no medical report including suspension due to any disciplinary violation is accepted.** Those who have failed their module because of low absenteeism repeat the same level.

### **Exemption from the proficiency exam for the students who have a high average**

Starting from the term they started at the Department of Basic English until the term when they are qualified to take the proficiency exam, students who get an overall achievement score of 75 and above in all previous terms (provided that a module overall achievement score is at least 70 points), including the quarter in which they passed the A level (for students starting at C level, the Prefac grade is also included in the calculation) do not take the proficiency exam and graduate with a general achievement score. Students who gain this right and want to take the proficiency exam are given the right to take the exam, but in this case, the proficiency exam result is valid.

**Please click the link below for detailed information (Turkish).**

<https://www.atilim.edu.tr/tr/sfl/page/3460/yonergeler>

## ***C. ATTENDANCE REQUIREMENT***

Students of the Department of Basic English are required to attend classes at a rate of 80%.

If they bring a death report in the death of their first-degree relatives, they are on leave for a maximum of 3 days from the date of the report. Students who do not fulfill the attendance requirement for whatever reason, including suspension with a disciplinary penalty, cannot take the midterm exams and the grades of that semester are not calculated. In terms of absenteeism, any medical report, including the committee report, is not accepted as a just and valid excuse, and does not eliminate the absence and its consequences.

## ***D. COURSE EVALUATION (D, C, and B Levels)***

### **1. Midterm exams**

- a) Each academic year consists of 4 (four) terms and in each term 2 (two) midterm

exams are given.

- b) Midterm exams last approximately 1 ½ to 2 hours.
- c) There can be teaching on midterm exam days.
- d) Midterm exams may consist of questions assessing listening comprehension, speaking, reading comprehension, use of English, vocabulary, and writing.
- e) Midterm exams are assessed out of 100 points. The grades are finalized after adding the speaking exam grades out of 20 points to the overall score.
- f) Midterm exam dates are announced on our website before each quarter/term. The place, duration and scope of the exams are announced via the Moodle system and e-mail. It is the student's responsibility to follow these announcements.
- g) 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 exempt, the grades they have got will be considered invalid.
- h) The students can apply to the Department of Basic English in writing **within 3 working days after the exams are announced** and object to a mistake **only** in their midterm and proficiency exam results. Upon objection, if the 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. Since quizzes, portfolio assignments, and in-class homework are within the scope of in-class activities, objections are made to the relevant instructor of the course.
- i) Midterm exam grades make up 60% of students' course grades.

### **Speaking Exams**

Speaking skill is tested as a separate element for each midterm exam. Speaking exams are out of 20 points and the scores taken are added to the first and second midterm exam scores. The score of the first speaking exam is added to the score of midterm 1 and the score of the second speaking exam is added to the score of midterm 2.

## **2. Portfolio Assignments:**

### **Portfolio Assignments in D Level:**

Level D students attend Reading, Creative Writing, and Project courses in addition to their main courses. The sum of the points they get from the tasks given in these courses, as

20%, affects the module passing grade.

### Portfolio Studies in C and B Levels:

Level C and B students attend Reading classes, Creative Writing Courses, and Club Courses in addition to their main courses. The sum of the points they get from the tasks given in these courses, which in total are worth 20% of the module assessment, affects the passing grade.

In club courses, attending at least 4 of the first 8 sessions and (in total) 8 of 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 25-50 minutes and are applied to test the degree of learning of the subjects taught in class and to prepare the students for the midterm exams. A make-up will not be given for quizzes and are given only to the students who are present 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 make up 10% of the student's course grades.

### 4. Homework

In the Department of Basic English, students are given daily and weekly online and written homework. The effect of homework on the course evaluation is 10%. In-class assignments affect the overall achievement score at 2.5 points and the points to be obtained from the online materials from the course book CLMS assignments are 7.5 points.

## E. LEVEL A PROGRAMME AND EVALUATION

A Level 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	<b>Story Writing</b>	SW-Quiz 1 (2.5) SW- Quiz 2 (2.5)	SW-Portfolio HW (5)	SW-Story Midterm 2 (10)		20p
2	<b>Language Arts</b>	LA-Quiz 1 (2.5) LA-Quiz 2 (2.5)	LA-HW (4)	LA-Vocabulary Journal HW)(4)	LA Written Exam – Midterm 2 (7)	20p
3	<b>Readsten &amp;</b>	RR-Written Exam Midterm 1(10)		RR-HW (5)	Reaction -	20p



	<b>React</b>			Midterm 2 (5)	
4	<b>Presentation Skills</b>	PS- HW (2)	PS - Presentation 1 (10)	Final Presentation - Midterm 2 (8)	20p
5	<b>APEX</b>	Written Exam - Midterm 1 (10)		Written Exam - Midterm 2 (10)	20p

Distribution of Scores	**Scores	Sub scores
<b>HW:</b>	20 p	SW Portfolio HW (5) + LA HW (4) + LA Vocab Journal (4) + RR HW (5) + PS HW (2)
<b>Quiz:</b>	10 p	SW Q1 (2.5) + SW Q2 (2.5) + LA Q1 (2.5) + LA Q2 (2.5)
<b>MT 1</b>	30 p	Written Midterm 1 (RR+Apex)(20) + PS Presentation 1 (10)
<b>MT 2</b>	40 p	Written MT2 (LA+Apex) (17) + SW Story (10)+ RR Final Essay (5)+ PS Final Presentation (8)
<b>Total</b>	<b>100 p</b>	

#### ***F. PREFACULTY (SUPPORT PROGRAM) AND EVALUATION***

Support program (Prefac) is given to students who have successfully completed four (D, C, B and A) levels and are entitled to take the proficiency exam, but fail the proficiency exam, or students who have successfully completed the A level but have time until the proficiency exam date. It is obligatory for this group of students to take the midterm exams and complete the assignments and projects given. Students who continue the support program have the right to take the Proficiency Exams held at the beginning of the academic year and in the middle of the academic year. The 80% attendance requirement also applies to this level. Therefore, students who are absent more than 20% cannot take the midterm exams, but they do not lose their right to take the proficiency exams. The content of the Prefac support program consists of 5 different courses. Students get points from homework they do in class, quizzes and midterm exams. Courses and point distributions are given in detail in the table below.

1	<b>Story Writing</b>	SW-Quiz 1 (2.5) SW- Quiz 2 (2.5)	SW-Portfolio HW (5)	SW-Story Midterm 2 (10)	20p
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2	<b>Language Arts</b>	LA-Quiz 1 (2.5) LA-Quiz 2 (2.5)	LA-HW (4)	LA-Vocabulary Journal (HW)(4)	LA Written Exam – Midterm 2 (7)	20p
3	<b>Readsten &amp; React</b>	RR-Written Exam Midterm 1 (10)		RR-HW (5)	Reaction - Midterm 2 (5)	20p
4	<b>Presentation Skills</b>	PS - HW (2)	PS - Presentation 1 (10)	Final Presentation - Midterm 2 (8)		20p
5	<b>APEX</b>	Written Exam - Midterm 1 (10)		Written Exam - Midterm 2 (10)		20p

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

The general achievement score of the student in the Prefac program is added out of 30% to the Proficiency Exam score given after the completion of Prefac Program. In other words, the Proficiency Exam score is calculated by taking 70% of the grade taken from the Proficiency Exam and 30% of the general achievement score obtained from the Prefac Level studies. 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 from the proficiency exam.

## **G. SECOND YEAR AND PREFAC LEVEL STUDENTS**

The students who have not been successful in their levels and the Proficiency Exams (APEX) are entitled to complete their courses and pass the Proficiency Exam (APEX) by taking classes for one more academic year. Students in this situation start in the second year in the level they failed in the last semester they studied, and if they are successful, they start in the next level. Second year students who have completed the levels but failed the proficiency exam are taken to the Prefac class and take the proficiency exam to in

January or February. Students taking Prefac program in the second year are subject to Prefac rules (See Section F).

#### **H. 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. In order to take the proficiency exam, there is a requirement to successfully complete the A level\*. 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.

\*Students who started their education in the 2021-2022 academic year will be subjected to a different application due to the level adjustment process.

#### **H1. 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 in the National and International Language Exams which were approved by the Senate.
- c. Those who completed English Preparatory Education at universities where English is the medium of instruction for either some or all the courses.

**The National and International Exams approved:**

EXAM	Dept. of Eng. Lang. & Lit. Dept. of Trans. And Interpret.	Other English Medium Departments
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<b>ATILIM PROFICIENCY (APEX)</b>	65	60
<b>TOEFL IBT (Home Edition is not accepted)</b>	79 with a minimum subscore of 20 from writing	75 with a minimum subscore of 20 from writing
<b>CPE</b>	C	C
<b>CAE</b>	B	C
<b>FCE</b>	A	B
<b>IELTS (Academic)</b>	6,5 with a minimum score of 5,5 from each category	6,0 with a minimum score of 5,0 from each category
<b>PTE</b>	65	60

- Home edition of all the exams are not accepted (**Date of Senate Decision : 10.1.2023**)

## H2. Announcement of the Exam Results

The exam results are announced on the internet address

<https://www.atilim.edu.tr/tr/dbe> **announcements** section and [moodle.atilim.edu.tr](https://moodle.atilim.edu.tr) with exclusive access to students themselves.

## H3. 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 Department of Basic English **within 3 working days** following the announcement of midterm exam results, 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 their medical leave period when they are regarded as exempt, the grades taken will be considered invalid. A make-up will not be given for quizzes.

## I. SUMMER SCHOOL

The Department of Basic English can offer a 6–8-week summer teaching program per the rules of Atılım University Summer Teaching Regulations to students who have failed the Proficiency Exam or have failed to complete any of the 4 terms during the academic year.

Participation in this program is at the student's discretion. The summer teaching program is paid, and scholarship students are also required to pay this fee determined by the Board of Trustees like other students who attend this program.

Of the students who attend the summer teaching program, those who are successful in the level they have repeated are entitled to study in the next module among the ones which will be opened in the following academic year\*. The students who have successfully completed the A~~ed~~ but have failed the previous Proficiency Exam and have attended the summer teaching program are entitled to take the Proficiency Exam at the end of this program. The students who pass this exam are entitled to attend undergraduate or graduate programs. The students who have failed the Summer School Proficiency Exam or who are not enrolled in the summer school reserve the right to take the Proficiency Exam which will be given at the beginning of the next academic year.

\*Students who started their education in the 2021-2022 academic year will be subjected to a different application due to the level adjustment process.

**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.

## ***J. LEVELS AND COURSE MATERIALS***

In the 2022-2023 academic year, Atılım University Electronic Teaching Set will contain the following books and platforms:

### **D Level**

Empower A2 (SB + WB) + CLMS

Graded Readers

Material Pack

### **C Level**

Empower B1 (SB + WB) + CLMS

Graded readers

Material Pack

### **B Level**

Empower B1 + (SB + WB) + LMS

Graded Readers

Material Pack

## **A Level**

Unlock 3 Reading & Writing (SB + Online WB)

Student Booklets for A Level Students

## **PREFAC (Support) Level**

Unlock 3 Reading & Writing (SB + Online WB)

Student Booklets for Prefac Level Students

## ***K. STUDENT DEVELOPMENT AND COUNSELLING CENTRE***

Atilim University Student Development and Counseling Center was established to assist our students in realizing their potential in the fields of psychological, educational, and social development, and to provide consultancy services on the road to success in their education.

The mission of the Student Development and Counseling Center is to equip Atilim University students with the skills, strategies, and behaviors necessary to participate in society as self-confident, independent individuals who can express their thoughts and are open to continuous learning.

During university life, students need to develop different skills in different periods to be successful both academically and socially. Adapting to the incoming university environment is a difficult process in itself. Atilim University Student Development and Counseling Center has a role in facilitating this process by supporting students by strengthening their self-knowledge and coping skills in the face of difficulties they face.

At the Student Development and Counseling Center, the most important of our working principles is **confidentiality**. Personal information and conversation contents shared with our center are not shared with anyone unless the person gives permission. However, if the interviewee or someone else is likely to be harmed or in danger of life, the necessary persons can be contacted. Even in this case, care is taken to obtain the consent of the interviewee before contacting another person.

For this purpose, we carry out our work in cooperation with the support units in our center and different academic units, when necessary, by applying the principles and techniques of psychological help.

Our center provides individual counseling and group counseling generally focusing on the following themes:

**Student Counseling Themes:** Learning skills, communication skills, problem-solving, disciplinary Issues, adaptation problems, stress, and coping mechanisms, difficulties in

adapting to university life, anxiety, exam anxiety, relationship difficulties, depression, anger management, issues related to self-esteem, difficulties in time management, difficulty in studying efficiently, difficulties in concentration, loss, and grief, family conflicts, fears and phobias,

**Group Counseling Themes:** Academic success, self-recognition, adaptation to university life

You can request an interview by coming to our offices on the 6th floor of the School of Foreign Languages, in offices 612, 613, and 614, between 09:00-17:30 on weekdays or by sending an e-mail to [ogdm@atilim.edu.tr](mailto:ogdm@atilim.edu.tr).

In the 2022-2023 academic year, interviews will be conducted face-to-face or via zoom, depending on demand.

## ***L . 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, honor, 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 honor 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. 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.
- d) 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 logged.

- e) In accordance with this item, during the process, if needed, the student can be notified through a declaration at the relevant teaching institution.
- f) 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) The students are expected to come to class on time. The instructor does not have the authority to allow a latecomer to come in or to let the students leave the class early. 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 obtain and keep the necessary materials 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 phones** during the lesson.
- f) Keeping the places we live in clean and well-cared is a 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.

## M. THE DEPARTMENT OF BASIC ENGLISH PLAGIARISM POLICY

**Plagiarism** is using someone's ideas or work without mentioning the real source. Any attempt 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

### Online Submissions with 25% and above similarity match on Turnitin

scale.

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**

### Online Submissions with 24% and below similarity match on Turnitin

**not met, the assignment is graded according to the rules below.**

**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 fewer 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 an 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 remain intact.

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#### ***N. HIGH HONOR AND HONOR STUDENTS CRITERIA***

Students of the Department of Basic English can also be high honor and honor students in the fall and spring semesters, just like students of the faculty departments. 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 students who pass with APEX score:**

- \* Students who get APEX score between 80-84: Honor student
- \* Students who get APEX score 85 and above: High Honor students

Criteria for students who pass with an average grade of 75 and above:

- \* Students who get an average grade between 85-89: Honor student
- \* Students who get an average grade of 90 and above: High Honor student

