



ATILIM UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
THE DEPARTMENT OF BASIC ENGLISH
2025 – 2026
STUDENT’S BOOKLET



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

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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 the 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 current and common 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 Atılım University, 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. The primary objective of the English teaching program is to equip students with the necessary language competence to meet the proficiency requirements of the faculties and to enable them to pursue their departmental courses in English without difficulty.

It is our objective that students will be able to follow their courses in English in their faculty departments without having any difficulty and enable our student's competence in the English language to be sufficient for the desired level required by our faculties. Students whose English language competence is deemed insufficient are provided with one academic year of intensive language instruction in the Department of Basic English. Students who do not achieve the required level of success at the end of the academic year are permitted to continue in the foreign language teaching program for a maximum of one additional year.

Students who successfully complete their language education will attain a level of proficiency that enables them to...

- read and discuss current and general topics in English.
- comprehend written and spoken texts and produce summaries.
- communicate in writing on a variety of topics in English.

Students who are eligible to enroll at Atılım University take the English Proficiency Exam (APEX) on the date announced in the academic calendar. Students who obtain a score of 60 or above on this exam (65 or above for the Departments of English Language and Literature and Translation and Interpreting) are considered successful and may proceed with their undergraduate program. Students who do not pass the exam are placed in levels D, C, B, or A according to their scores and begin their studies in the Department of Basic English.

B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH

The Department of Basic English operates under a modular system. The language program comprises four quarters, each lasting eight weeks, corresponding to Levels D, C, B, and A, respectively.

D Students

Level D students are those with a basic command of English (CEFR: A1–A2). Upon completing Levels D, C, B, and A, students take the APEX at the end of the academic year. A minimum score of 65 out of 100 is required to pass Level D.

C Level Students

Students placed at Level C (CEFR: A2+–B1) through the Placement Test at the beginning of the academic year receive instruction at Levels C, B, and A. Each module lasts 8–10 weeks, and a minimum score of 60 out of 100 is required to pass each level.

Level C students who successfully complete the third module take the Proficiency Exam administered in June, following the completion of the Prefac Programme (Support Programme) in the fourth and final quarter. This period is governed by the regulations of the Prefac (Support) Programme (see Section F).

B Level Students

Students placed at Level B through the APEX begin their English education at Level B, being exempted from Levels D and C. They receive instruction in Levels B and A, with each module lasting eight weeks. A minimum score of 60 out of 100 is required to pass the level. Level B students who successfully complete Level A are eligible to take the APEX administered in January or February. Students who do not pass the exam participate in the Prefac (Support) Programme until the APEX at the end of the academic year (third and fourth quarters). This period is governed by the regulations of the Prefac (Support) Programme (see Section F).

A Level Students

Students who are placed at Level A through the APEX at the beginning of the academic year, having not been successful in previous exams, are exempted from Levels D, C, and B, and continue their English education at Level A. This module lasts eight weeks. Upon completion, students who successfully pass Level A participate in the Prefac Support Programme until the APEX administered mid-academic year. A minimum score of 60 out of 100 is required to pass the level.

Students who pass the APEX administered mid-academic year are transferred to their respective departments. Those who do not pass continue in the Prefac (Support) Programme until the APEX at the end of the academic year (third and fourth terms). This period is governed by the regulations of the Prefac (Support) Programme (see Section F).

Calculation of the End-of-Term Achievement Scores

Students whose overall average across all assigned work is 60 or above (65 or above for Level D) are eligible to advance to the next level. In each module, students whose absenteeism exceeds 20% are not permitted to take the achievement examinations, and their grades for the module are rendered invalid. **No medical reports, including those related to suspensions for disciplinary violations, are accepted for absenteeism.** Students who fail a module due to excessive absenteeism must repeat the same level.

Exemption from the Proficiency Exam for Students with a High Average

From the term in which they begin their studies at the Department of Basic English until the quarter in which they qualify to take the APEX, students who achieve an overall quarter average of 75 or above in all preceding quarters (provided that the overall score for each module is at least 70), including the quarter in which they complete Level A (for students who start at Level C, the Prefac overall achievement score is also included), are exempted from taking the APEX and graduate based on their general achievement score. Students who meet these criteria but wish to take the APEX are permitted to do so; in this case, the exam result is considered valid.

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

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

Exemption from English Courses After Preparatory School

Upon completing their preparatory education, students enrol in academic English courses (ENG) offered by the Department of Modern Languages. Students may also be exempted from these courses based on their preparatory school average or their APEX exam score. The required scores for exemption from these courses are as follows.

SCORE	COURSES to be EXEMPT from	COURSES to be TAKEN
60-74	-	ENG101, ENG102, ENG201, ENG202, ENG301, ENG302
75-79	ENG101, ENG102	ENG201, ENG202, ENG301, ENG302
80-84	ENG101, ENG102 ENG201, ENG202	ENG301, ENG302
85+	ENG101, ENG102, ENG201, ENG202, ENG301, ENG302	

C. ATTENDANCE REQUIREMENT

Students in the Department of Basic English are required to maintain a minimum attendance rate of 80%. In the event of the death of a first-degree relative, students may be granted leave for up to three days from the date of the submitted death report. Students who fail to meet the attendance requirement for any reason, including suspension due to disciplinary penalties, are not permitted to take the achievement examinations, and their grades for that quarter are not calculated. Regarding absenteeism, no medical report, including committee reports, is accepted as a valid excuse, and it does not excuse the absence or its consequences.

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

The point distribution for Levels D and C is presented in the table below.

Achievement Exams	70%
Quizzes	22,5%
Homework	7,5%

The point distribution for B Level is presented in the table below.

Achievement Exams	65%
Quizzes	22,5%
Club Tasks	5%
Homework	7,5%

1. Achievement exams

- a) Each academic year is divided into four quarters, and two achievement exams are administered in each quarter.
- b) Achievement exams have a duration of 120 to 140 minutes.
- c) Classes will continue as scheduled on the day of the achievement exam.
- d) Achievement exams may include questions evaluating listening comprehension, speaking, reading comprehension, use of English, vocabulary, and writing skills.
- e) Achievement exams are scored out of 100 points. For Levels D, C, and B, the final grade is calculated by adding the speaking exam score, which is assessed out of 20 points, to the overall score.
- f) Achievement exam dates are announced on the Department's website prior to the start of each quarter. (<https://www.atilim.edu.tr/tr/dbe/announcement/list>) The location, duration and content of the exams are communicated through the Moodle system and e-mail. **It is the responsibility of students to stay informed of these announcements.**
- g) Students who are unable to take an achievement exam for a valid reason must submit their report or other relevant documents from an official health institution or private hospital to the Department of Basic English within three working days following the end of their excused period. A make-up exam will be scheduled only for achievement exams; make-up exams are not offered for the APEX. Students who take any exam during a period for which they are excused due to a medical report will have their grades for that exam rendered invalid.
- h) Students may submit a written application to the Department of Basic English (via the Objections Form on Moodle) **within three working days after the announcement of exam results** to formally appeal **only** clerical errors in the written section of their achievement or the APEX. Upon receiving an appeal, the Department of Basic English will review and correct any identified clerical errors, and the results of the review will be communicated to the student. As quizzes, assignments, and in-class homework fall within the scope of in-class activities, any appeals regarding these assessments should be directed to the respective course instructor.

2. Speaking Exams

Speaking skills are assessed separately within each achievement exam at Levels D, C,

and B. Speaking exams carry a weight of 20 points, which is added to the corresponding achievement exam scores. Specifically, the score from the first speaking exam is added to Achievement Exam 1, and the score from the second speaking exam is added to Achievement Exam 2.

3. Quizzes (Short exams)

Quizzes are short, weekly exams scheduled in advance and administered on the announced dates and times. Each quarter includes five quizzes for Levels D, C, and B. Three of these quizzes include sections on grammar, vocabulary, reading, and listening, while the remaining two are writing exams. These short quizzes, administered throughout the quarter, last 25–55 minutes and are designed to assess the topics covered in class as well as to prepare students for the achievement exams. There are no make-up quizzes, and they are administered only to students who are present in class at the scheduled time. A student who is absent for any reason will receive a score of '0' for the quiz. No students will be admitted to the classroom or allowed to take the quiz after it has started.

4. Homework

In the Department of Basic English, students are given daily and weekly online and physical (handwritten) assignments. These assignments account for 7.5% of the final course grade. In-class assignments contribute 2.5 points, while scores from the online materials of our textbook (Cambridge One assignments) contribute 5 points to the overall course grade.

Use of AI tools for completing assignments or exams must comply with the university's AI Policy (<https://shorturl.at/rGfue>). **Unauthorized use** constitutes academic misconduct.

E. A LEVEL PROGRAMME AND EVALUATION

Students earn points from homework, presentations, quizzes, and achievement exams. The courses and their respective point distributions are presented in the table below.

Achievement Exams	60%
In-class Presentations	7,5%
Quizzes	20%
Club Tasks	5%
Homework	7,5%

1. Achievements

- a) Each academic year consists of four quarters, with two achievement exams administered in each quarter.
- b) Classes may still be held on the day of an achievement exam.
- c) The achievement exam consists of listening, reading, use of English (grammar and vocabulary), and written expression sections.
- d) Achievement exams are assessed out of 100 points.
- e) Achievement exam dates are announced on our website before each quarter (<https://www.atilim.edu.tr/tr/dbe/announcement/list>). The location, duration, and coverage of the exams are announced via Moodle and email. It is the student's responsibility to follow these announcements.
- f) Achievement exam dates are announced on the Department's website prior to the start of each quarter. (<https://www.atilim.edu.tr/tr/dbe/announcement/list>) The location, duration and content of the exams are communicated through the Moodle system and e-mail. **It is the responsibility of students to stay informed of these announcements.**
- g) Students who are unable to take an achievement exam for a valid reason must submit their report or other relevant documents from an official health institution or private hospital to the Department of Basic English within three working days following the end of their excused period. A make-up exam will be scheduled only for achievement exams; make-up exams are not offered for the APEX. Students who take any exam during a period for which they are excused due to a medical report will have their grades for that exam rendered invalid.
- h) Students may submit a written application to the Department of Basic English (via the Objections Form on Moodle) **within three working days after the announcement of exam results** to formally appeal **only** clerical errors in the written section of their

achievement or the APEX. Upon receiving an appeal, the Department of Basic English will review and correct any identified clerical errors, and the results of the review will be communicated to the student. As quizzes, portfolio assignments, and in-class homework fall within the scope of in-class activities, any appeals regarding these assessments should be directed to the respective course instructor.

2. Quizzes (Short exams)

Quizzes are short, weekly exams scheduled in advance and administered on the announced dates and times. Each quarter includes five quizzes for Levels D, C, and B. Three of these quizzes include sections on grammar, vocabulary, reading, and listening, while the remaining two are writing exams. These short quizzes, administered throughout the quarter, last 25–55 minutes and are designed to assess the topics covered in class as well as to prepare students for the achievement exams. There are **no** make-up quizzes, and they are administered only to students who are present in class at the scheduled time. A student who is absent for any reason will receive a score of '0' for the quiz. No students will be admitted to the classroom or allowed to take the quiz after it has started.

3. In-Class Presentations

Students at Level A take Presentation Skills classes in addition to their General English classes, in place of the Speaking Exam administered at other levels. The scores from the two in-class presentation assignments in these courses contribute a total of 10% to the final grade. There are **no** make-up opportunities for in-class presentation assignments, and only students who are present in class at the scheduled time can receive points. Students who are absent for any reason will receive a score of '0' for the in-class presentation assignment.

4. Homework

In the Department of Basic English, students are assigned daily and weekly online and physical (handwritten) assignments. These assignments account for 7.5% of the final course grade. In-class assignments contribute 5.5 points, while scores from the online materials of our textbook (Cambridge One assignments) contribute 2 points to the overall course grade.

Use of AI tools for completing assignments or exams must comply with the university's AI Policy (<https://shorturl.at/rGfue>). **Unauthorized use** constitutes academic misconduct.

F. CLUBS

Clubs are offered each quarter for students at Levels B and A. Participants engage in club activities for two hours per week. At the conclusion of these activities, students are required to prepare one presentation and one blog post. A maximum of five points may be earned from these assignments, which are incorporated into the end-of-quarter success score. In order for club assignments to be evaluated, students must have attended at least ten hours of the total club sessions and completed the presentation. The highest-performing club assignments are published on the Department's official website (www.juventude.life).

G. PREFAC (SUPPORT) PROGRAMME AND EVALUATION

The Prefac Programme (Support Programme) is offered to students who have successfully completed all four levels (D, C, B, and A) and are eligible to take the Proficiency Exam but fail, as well as to students who have successfully completed Level A but still have time remaining until the next scheduled Proficiency Exam. Participation in this programme requires students to take all achievement exams and complete the assigned assignments and projects. Students enrolled in the Support Programme are entitled to take the APEX administered at the beginning and in the middle of the academic year. The 80% attendance requirement also applies to students in this programme. Therefore, students who exceed the 20% absence limit are not permitted to take the achievement exams; however, they remain eligible to take the Proficiency Exams.

Students earn points from homework, presentations, quizzes, and achievement exams. The courses and their respective point distributions are presented in the table below.

Achievement Exams	60%
In-class Presentations	12,5%
Quizzes	20%
Homework	7,5%

1. Achievement Exams

- a) Each academic year consists of four quarters, with two achievement exams administered in each quarter.
- b) Classes may still be held on the day of an achievement exam.
- c) The achievement exam consists of listening, reading, use of English (grammar and vocabulary), and written expression sections.
- d) Achievement exams are assessed out of 100 points.
- e) Achievement exam dates are announced on our website before each quarter (<https://www.atilim.edu.tr/tr/dbe/announcement/list>). The location, duration, and coverage of the exams are announced via Moodle and email. It is the student's responsibility to follow these announcements.
- f) Achievement exam dates are announced on the Department's website prior to the start of each quarter (<https://www.atilim.edu.tr/tr/dbe/announcement/list>). The location, duration and content of the exams are communicated through the Moodle system and e-mail. **It is the responsibility of students to stay informed of these announcements.**
- g) Students who are unable to take an achievement exam for a valid reason must submit their report or other relevant documents from an official health institution or private hospital to the Department of Basic English within three working days following the end of their excused period. A make-up exam will be scheduled only for achievement exams; make-up exams are not offered for the APEX. Students who take any exam during a period for which they are excused due to a medical report will have their grades for that exam rendered invalid.
- h) Students may submit a written application to the Department of Basic English (via the Objections Form on Moodle) **within three working days after the announcement of exam results** to formally appeal **only** clerical errors in the written section of their achievement or the APEX. Upon receiving an appeal, the Department of Basic English will review and correct any identified clerical errors, and the results of the review will be communicated to the student. As quizzes, assignments, and in-class homework fall within the scope of in-class activities, any appeals regarding these assessments should be directed to the respective course instructor.

2. Quizzes (Short exams)

Quizzes are weekly short exams scheduled in advance to be administered on announced dates and times. There are 4 quizzes in each quarter for Prefac Level. These quizzes include sections on grammar and vocabulary sections. These short quizzes,

administered throughout the quarter, last 25-55 minutes and are designed to assess the topics covered in class as well as to prepare students for the achievement exams. There are **no** make-up quizzes, and they are administered only to students who are present in class at the scheduled time. A student who is not in class at that specific time, for any reason, will receive a '0' for the quiz. No students will be admitted to the classroom or the quiz after it has started.

3. In-Class Presentations

Students at the Prefac Level take Presentation Skills classes in addition to their English classes, in place of the Speaking Exam conducted in other levels. The scores from the two in-class presentation assignments in these courses contribute a total of 10% to the final grade. There are **no** make-up opportunities for these assignments, and only students present in class at the scheduled time can receive points. Students who are absent for any reason will receive a score of '0' for the assignment.

5. Homework

In the Department of Basic English, students are assigned daily and weekly online and physical (handwritten) assignments. These assignments account for 5% of the final course grade.

Use of AI tools for completing assignments or exams must comply with the university's AI Policy (<https://shorturl.at/rGfue>). **Unauthorized use** constitutes academic misconduct.

The Relationship between the Prefac Programme and the APEX

A student's overall performance in the Prefac Programme is reflected as 30% of their grade on the APEX administered after the programme. In other words, the final APEX score is calculated by combining 70% of the score obtained on the APEX with 30% of the student's overall average from the Prefac Level. The passing score for the APEX is 65 for students in the Departments of English Language and Literature and Translation and Interpreting, and 60 for students in other departments.

H. SECOND YEAR AND PREFAC (SUPPORT) PROGRAMME STUDENTS

Students who have not been successful in their levels or the APEX during their first year are permitted to attend classes for one additional academic year to complete their courses and pass the APEX. Students in this situation begin the second year at the level in which they were unsuccessful in the previous quarter; if they were successful in their last quarter, they proceed to the next level in the new quarter. Second-year students who have fulfilled all level requirements but remain unsuccessful in the Proficiency Exam are enrolled in the Prefac (Support) Programme and take the Proficiency Exam in January or February. Students participating in the Prefac (Support) Programme during the second year are subject to the rules of the Prefac (Support) Programme (see Section F).

I. ENGLISH PROFICIENCY EXAM (APEX)

APEX is given at the beginning, in the middle, and at the end of each academic year. Successful completion of A level is mandatory to be eligible for taking 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 following students are exempt from the Foreign Language Placement Exam and the Proficiency Exam:

- a. Students who completed their secondary education at schools where English is the medium of instruction and is spoken as a native language by the majority of students, provided that they attended such schools no more than four years prior to registering at Atılım University.
- b. Students who have obtained qualifying scores on national or international language exams recognized and approved by the University Senate.
- c. Students who have completed an English Preparatory School program at a university where English is the medium of instruction for some or all courses.

The National and International Exams approved:

EXAM	Dept. of Eng. Lang. & Lit. Dept. of Translation and Interpretation	Other English Medium Departments
APEX (Atılım University Proficiency Exam)	65	60
TOEFL IBT, Writing minimum 20	84	78
Cambridge C2 Proficiency	C	C
Cambridge C1 Advanced	B	B
PTE Akademik	71	67
Cambridge Linguaskill General	160	153
Oxford Test of English Advanced	121	115
Oxford Test of English	121	115

Home edition of all the exams is not accepted (Date of Senate Decision: 10.1.2023)

2. Announcement of the Exam Results

The official announcement of exam results is made through the Announcements section on the website <https://www.atilim.edu.tr/tr/dbe> and through the Moodle platform (moodle.atilim.edu.tr), which is exclusively accessible to students.

3. Excuses

Students who are unable to take the achievement exams for a valid reason must submit a medical report or other relevant documents from an official health institution to the Department of Basic English **within three working days** following the announcement of the exam results. Upon review and approval of the submitted documents, a make-up achievement exam will be scheduled. No make-up exams will be offered for the Proficiency Exam. Any exams taken by students during their medical leave, when they are considered excused, will be deemed invalid. Make-up exams are also not available for quizzes.

J. SUMMER SCHOOL

In accordance with the regulations of Atılım University Summer School, the Department of Basic English may offer a 7-week summer teaching program to students who were unsuccessful in the Proficiency Exam or were unable to complete any of the four terms during the academic year. Participation in this program is at the student's discretion. The summer teaching program is fee-based, and scholarship students, like all other participants, are required to pay the fee determined by the Board of Trustees.

Among the students who attend the Summer Teaching Program, those who successfully complete the level they have repeated are entitled to enroll in the next module in the following academic year. Students who have successfully completed Level A but were unsuccessful in the previous APEX and have participated in the Summer School Program are eligible to take the APEX at the end of the program. Students who pass this exam are entitled to enroll in their undergraduate or graduate programs. Those who fail the Summer School APEX, or who do not attend the Summer School, retain the right to take the APEX administered at the beginning of the following academic year.

Scholarship students who were unsuccessful in the APEX at the end of the academic year may attend the Summer School by paying the tuition fee. If they pass the APEX administered at the end of the Summer School term, their scholarship will continue.

K. LEVELS AND COURSE MATERIALS

For the 2025–2026 academic year, the Atılım University Digital Language Learning Set will include the following books:

D Level

Empower A2 (SB)
Material Pack

C Level

Empower B1 (SB + WB)
Material Pack

B Level

Empower B1+ (SB + WB)
Material Pack

A Level

Empower B2 (SB + WB)
Material Pack

PREFAC (Support) Level

Prism 3 Reading
Prism 3 Listening & Speaking
Destinations B2
Material Pack

Please note that **only original copies of these materials are permitted for classroom use**. The use of photocopied or illegally reproduced books is strictly prohibited in accordance with the *Law on Intellectual and Artistic Works (Law No. 5846)*, which protects the rights of authors and publishers. Engaging in such practices constitutes a serious copyright infringement and may result in legal liability for the university.

For further information, please visit the following page:

[**Directive on Intellectual and Industrial Property Rights**](#)

L. STUDENT DEVELOPMENT AND COUNSELLING CENTRE

The Atılım University Student Development and Counselling Centre was established to support students in realizing their potential in psychological, educational, and social development, and to provide guidance and counselling services to facilitate their academic success.

The mission of the Student Development and Counselling Centre is to equip Atılım University students with the skills, strategies, and behaviours necessary to become self-confident, independent individuals who can express their ideas effectively and embrace lifelong learning.

Throughout their university life, students need to develop various skills at different stages to achieve success both academically and socially. Adapting to the new university environment can be a challenging process. The Atılım University Student Development and Counselling Centre play a key role in facilitating this adaptation by supporting students and helping them strengthen their self-awareness and coping skills in the face of challenges.

At the Student Development and Counselling Centre, **confidentiality** is one of our foremost principles. Unless explicit permission is granted by the individual, any personal information or conversations shared with the Centre remain strictly private and will not be disclosed to third parties. In situations where the interviewee or another individual may be at risk of harm or danger to life, appropriate authorities may be contacted; however, every effort will be made to obtain consent from the interviewee prior to sharing any information. For this purpose, our work is carried out in collaboration with the support units within the Centre and, when necessary, with various academic units, applying the principles and techniques of psychological support.

Our centre provides individual counselling and group counselling, generally focusing on the following themes:

Student Counselling 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 Counselling Themes: Academic success, self-recognition, adaptation to university life. To schedule an interview with us, you may either visit our offices located on the 6th floor of the School of Foreign Languages (in offices 612, 613, and 614) between 9:00-17:30 on weekdays or submit a request via email to ogdm@atilim.edu.tr. In the 2025-2026 academic year, interviews will be conducted face-to-face or via Zoom, depending on demand.

M . STUDENT DISCIPLINARY PRINCIPLES AND RULES

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

Investigation, Authorisation, and Punishment

- a)** Students who, either inside or outside higher education institutions, act against the title, honour, or dignity of being a higher education student; those who directly or indirectly restrict the freedom of teaching and learning; those who disrupt the institution's peace, order, or work environment; those who participate in actions such as boycotts, occupations, or obstructions, or encourage or provoke such events; those who assault or show disrespect to members of the higher education community or their honour and dignity; and those involved in anarchic or ideologically motivated incidents may be subject to warnings, reprimands, or dismissal from the higher education institution.
- b)** The Faculty Dean or the relevant Principal is authorized to investigate student misconduct occurring inside or outside the institution, to impose the necessary disciplinary measures directly, or to refer the case to the Discipline Committee.
- c)** A disciplinary investigation is initiated immediately after the incident is reported and must be concluded within a maximum of 15 days. The student subject to investigation has the right to present a defense, either orally or in writing. A student who does not submit a defense is considered to have waived this right.
- d)** The student is informed in writing about any disciplinary penalties. The student, the institution providing the scholarship or financial aid, and the higher education institution are all notified of the situation. An appeal against a dismissal decision from the higher education institution may be submitted to the University Board of Directors within fifteen days. All penalties are documented and recorded in the student's academic file.
- e)** According to this clause, if necessary, the student may be notified through a public announcement at their affiliated educational institution during the disciplinary procedure.
- f)** Decisions of dismissal from a higher education institution are communicated to all higher education institutions, the Board of Higher Education, security offices, and the relevant recruitment office. Students dismissed from a higher education institution are not eligible for admission to any other higher education institution.

The regulations that students must comply with:

- a) Students are expected to arrive to class on time. Instructors do not have the authority to permit late arrivals or early departures. Students who fail to attend or leave the class are marked as "ABSENT" on the attendance chart.
- b) In case the teaching staff is unable to attend the class for any reason, students are supposed to notify the student secretariat or the administration within 10 (ten) minutes following the start of the class. Otherwise, even if they are present in the class, they will be marked as absent.
- c) Students are required to obtain and have with them all necessary materials and other stationery.
- d) All students are required to actively participate in educational and instructional activities and to complete all assignments assigned by the instructor.
- e) During lessons and breaks, students must conduct themselves in accordance with the principles of respect and courtesy in their interactions with instructors and fellow students, and refrain from any behavior that may disrupt the peace.
- f) It is strictly prohibited to eat or drink, chew gum, or use prayer beads or **mobile phones** during lessons.
- g) Maintaining cleanliness and order in the facilities is a sign of civility. Students are required to ensure that the building is kept clean both inside and outside, to avoid damaging desks and chairs, and to use materials in the individual study areas with care. Failure to comply may result in disciplinary action.
- h) The Department of Basic English considers any attempt to cheat during exams as a serious offense. Instances of non-compliance will result in a grade of "0" for the exam and the immediate initiation of a disciplinary investigation.
- i) Students must always carry their identity cards and present them upon request.
- j) To prevent the risk of loss, students are advised not to leave their personal belongings unattended in the classrooms.
- k) Students are not allowed to collect money or sell any items for any reason.
- l) Unauthorized entry into the offices of instructors, staff members, or unoccupied rooms is prohibited. Students must obtain permission before entering such areas.
- m) Prior permission must be obtained before posting any flyers or distributing any notifications in any form. Unauthorized posting or delivery is prohibited.
- n) Students are required to stay informed about announcements posted on Moodle, the DBE website, and via email.
- o) Speaking English during lessons is mandatory.

- p)** Driving in a manner that may endanger others' lives or disturb campus order is strictly prohibited.

In Article C, Item 7 of the Discipline Regulation of Higher Education Institutions, the act of “disrupting activities such as lessons, seminars, practices, or laboratory sessions” is listed among actions warranting a reprimand.

In our school, it has been approved that sanctions for acts warranting a reprimand will be applied progressively. To address disruptions in work environments such as lessons, seminars, practices, and laboratories, the first step involves the instructor removing disruptive students from the area to maintain order, and their absence will be duly recorded. In the case of repeated offenses, disciplinary measures such as reprimand or suspension will be imposed.

N. 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 / any AI 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/achievement writing performance or any AI match percentage.

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 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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O. HIGH HONOR AND HONOR STUDENTS' CRITERIA

Like their counterparts in faculty departments, students of the Department of Basic English are eligible to be recognized as high honour and honour students in both fall and spring semesters. However, specific conditions and criteria must be met for the selection process.

Prerequisites:

- a)** Not have been involved in any disciplinary offenses.
- b)** The APEX conducted in September and at the end of the Summer School is excluded from this assessment.

Criteria for students to pass with an APEX score:

- a)** Students who receive an APEX score between 80-84: Honor student
- b)** Students who receive an APEX score 85 and above: High Honor students

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

- a)** Students who receive an average grade between 85-89: Honor student
- b)** Students who receive an average grade of 90 and above: High Honor student