ATILIM ÜNİVERSİTESİ

SCHOOL OF FOREIGN LANGUAGES

THE DEPARTMENT OF BASIC ENGLISH

2026 – 2027

STUDENT'S BOOKLET



The true mentor in life is science.

Mustafa Kemal ATATÜRK

Table of Contents

A. ENGLISH TEACHING PROGRAMME OF THE DEPARTMENT OF BASIC ENGLISH....1

B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH...2

D Level 2

C Level 3

B Level.... 3

A Level.... 4

Prefac (Support/PRO) Program 5

The Relation Between Success in the Prefac Program and the APEX Exam..... 6

C. MEASUREMENT AND EVALUATION AT THE DEPARTMENT OF BASIC ENGLISH....6

Calculation of the End of Quarter Achievement Score 6

1) Achievement Exams.... 7

2) Quizzes 7

3) Assignments.... 8

4) Presentations 8

5) Club Tasks 9

D. ATTENDANCE REQUIREMENT....9

E. ENGLISH PROFICIENCY EXAM (APEX) AND EXEMPTION THROUGH OTHER EXAMINATIONS 9

National and International Examinations Approved by the Senate: 10

F. EXEMPTION BASED ON GRADE AVERAGE....10

G. EXEMPTION FROM ENGLISH COURSES AFTER DEPARTMENT OF BASIC ENGLISH....11

H. SUMMER SCHOOL AT THE DEPARTMENT OF BASIC ENGLISH....11

I. PLAGIARISM, ARTIFICIAL INTELLIGENCE USE, AND COPYRIGHT POLICY 12

1) Plagiarism Policy 12

2) Artificial Intelligence Use Policy.... 13

3) Copyright Policy 13

J. HONOR AND HIGH HONOR STUDENT CRITERIA 14

K. ADDITIONAL ACADEMIC SUPPORT AND RESOURCES 14

Office Hours 14

Weekly Syllabus 14

Daily Study Plan 15

Juventude.life 15

Game Center 15

The Department of Basic English on Social Media 16

L. STUDENT DISCIPLINARY RULES AND REGULATIONS 16

Student Code of Conduct 16

M. APPEALS, REQUESTS, AND COMPLAINT PROCEDURES 18

N. OTHER AMENITIES PROVIDED AT ATILIM UNIVERSITY 19

1) Digital Teaching Set 19

2) Transportation and Shuttle Services 19

3) Library and Stationery Shop 19

4) Department of Basic English Computer Laboratory 19

5) Cafeterias 19

6) Sport Centre 20

7) Health Services 20

8) Office of Dean of Students 21

9) Student Development and Counselling Center 21

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.

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

Mission Statement of School of Foreign Languages

Our mission is to enable our students to be life-long learners in their academic and professional lives by equipping them with sustainable language skills and 21st century competencies that meet national and international standards.

Vision Statement of School of Foreign Languages

Our vision is to be one of the nationally and internationally recognized language schools through innovative, data-driven and technology integrated practices.

A. ENGLISH TEACHING PROGRAMME OF THE DEPARTMENT OF BASIC ENGLISH

The English Language Teaching Program of the Department of Basic English is designed to equip our students with the English language knowledge and skills required to meet the language proficiency requirements of their undergraduate programs. The program is structured in accordance with the Common European Framework of Reference for Languages (CEFR) and aims to develop students' listening, speaking, reading, and writing skills through an integrated approach. In addition to language skills, instructional activities are carried out in line with learning outcomes that focus on the development of grammar, vocabulary, academic literacy, critical thinking, and effective communication skills. Students' language development is continuously monitored and assessed based on the program's learning outcomes and assessment principles.

Students who successfully complete the program fulfil the English language proficiency requirements of their undergraduate programs and become eligible to continue their studies in their respective faculties. Upon completion, students are expected to read and analyse academic texts effectively, communicate successfully in written and spoken English in both academic and everyday contexts, follow course content delivered in English, participate in academic discussions, and express themselves accurately, fluently, and effectively in a variety of communicative settings. Furthermore, they develop essential academic skills such as critical reading, note-taking, information synthesis, presentation skills, and independent learning, enabling them to use English as an effective means of communication in their academic and professional lives. Accordingly, the program aims to provide students with the linguistic and academic competencies necessary to succeed in both national and international academic environments.

Students who are admitted to Atılım University are required to take the Placement Test (PT), which is administered on the date specified in the academic calendar at the beginning of each academic year. Based on their Placement Test scores, students are placed into one of four levels: D, C, B, or A. Students who are placed at Level A become eligible to take the English Proficiency Exam (APEX) on the following day. Students who score 60 or above on the APEX are considered successful and may continue their studies in their registered faculty programs. Students who do not achieve the required score on the APEX begin their education in the Level A program of the Department of Basic English. For students enrolled in the Department of English Language and Literature and the Department of English Translation and Interpretation, a minimum score of 65 on the APEX is required to be considered successful.

If a student believes that they have been placed in a level that does not accurately reflect their English proficiency for any reason, they must consult their academic advisor during **the first week** of classes. Based on the recommendation of the advisor, the student may be given another placement examination. The student's level may be

changed according to the results of this examination. **Requests submitted after the first week will not be taken into consideration.**

Students are expected to complete the Department of Basic English program within one academic year. Students who fail to successfully complete their level or pass the APEX (Atılım University English Proficiency Exam) Exam by the end of the academic year are granted the opportunity to continue their studies for one additional academic year in order to complete any remaining levels. Once they successfully complete Level A, they become eligible to take the APEX (Atılım University English Proficiency Exam). During their second academic year, students continue their studies at the Department of Basic English according to their performance in the last level they attended. Students who failed their final level repeat the same level, while those who passed it begin the next level.

Students who completed Level A during their first academic year or who took the APEX Exam while enrolled in the Prefac (Support) program but were unsuccessful, continue in the Prefac Program during their second academic year. These students are eligible to take the English Proficiency Exam (APEX) in January, June, August (If they attend summer school) and September in their second year.

B. EDUCATION AND TEACHING AT THE DEPARTMENT OF BASIC ENGLISH

The Department of Basic English follows a level-based system. The program consists of four levels, each lasting eight weeks: D, C, B, and A. At each level, students' End of Quarter Achievement Scores are calculated based on their performance in achievement examinations, quizzes, assignments, in-class presentations, and Club Tasks.

D Level

Students placed in D Level complete the D, C, B, and A levels over four consecutive eight-week quarters before taking the English Proficiency Examination (APEX) at the end of the academic year. An End of Quarter Achievement Score of at least 65 is required to successfully complete D Level.

Level D is designed for students who are at the very beginning of their English language learning journey and who are at the CEFR A1 proficiency level. The primary goal of this level is to help students acquire and use basic vocabulary and expressions needed for everyday communication and to enable them to describe themselves, their surroundings, and their daily routines using simple language.

By the end of this level, students will be able to:

- understand very short and simple spoken messages delivered slowly and clearly.
- recognize familiar words, names, and basic expressions in short and simple written texts.

- introduce themselves and others, ask and answer simple everyday questions, and provide basic personal information about their family, likes and dislikes, place of residence, and daily life.
- complete simple forms and write short, simple sentences about themselves and their immediate surroundings.

The instructional materials used in D Level include the Evolve A1 Student's Book, Evolve A1 Workbook, the Cambridge One online learning platform, and a supplementary materials booklet prepared by the Department of Basic English.

C Level

Students placed in C Level begin their studies at this level and complete the C, B, and A levels, followed by the Prefac Program, over four consecutive eight-week quarters before taking the English Proficiency Exam (APEX) at the end of the academic year. An End of Quarter Achievement Score of at least 60 is required to successfully complete C Level.

C Level represents the stage at which students have completed the initial phase of their English learning journey and are ready to build upon their existing foundation with new knowledge and skills.

By the end of this level, students will be able to:

- initiate, maintain, and appropriately conclude simple conversations.
- describe people, events, and situations using connected phrases and sentences.
- exchange simple information about routine topics encountered in everyday life.
- connect ideas using basic linking words and write short, coherent texts.
- maintain basic interactions in predictable and structured communicative situations and express their opinions and preferences in simple English.

The instructional materials used in C Level include the Evolve A2 Student's Book, Evolve A2 Workbook, the Cambridge One online learning platform, and a supplementary materials booklet prepared by the Department of Basic English.

B Level

Students in B Level are at the CEFR B1 proficiency level and receive English instruction in B and A Levels over two consecutive eight-week terms. An End of Quarter Achievement Score of at least 60 is required to successfully complete B Level. Students who successfully complete both B and A Levels become eligible to take the English Proficiency Exam (APEX) administered in January or February. Students who do not pass the examination continue their studies in the Prefac Program during the third and fourth quarters until the end-of-year APEX exam.

The B1 level marks an important stage at which students begin to use English more independently. By the end of this level, students can express themselves more confidently in a variety of everyday and academic situations and communicate their ideas and opinions effectively. Successful completion of B Level enables students to use English more independently and effectively in their daily, academic, and professional lives.

By the end of this level, students will be able to:

- understand the main ideas of clear spoken and written texts related to everyday life, work, education, and leisure.
- understand short narratives and descriptive texts.
- sustain conversations about personal and everyday topics such as family, hobbies, travel, and current events.
- express opinions on familiar topics such as films, books, and music, and explain the reasons for problems they encounter in simple terms.
- write connected short texts on a variety of topics and communicate information, ideas, and experiences clearly.
- write personal letters and short notes for everyday communicative purposes.
- maintain communication in unpredictable conversational situations.
- manage communicative situations that may arise while traveling.
- communicate effectively with people from different cultural backgrounds with interest, understanding, and empathy.

The instructional materials used in Level B include the Evolve B1 Student's Book, Evolve B1 Workbook, the Cambridge One online learning platform, and a supplementary materials booklet prepared by the Department of Basic English.

A Level

Students placed in A Level are exempt from Levels D, C, and B and begin directly at A Level. Successful completion of A Level is a prerequisite for becoming eligible to take the English Proficiency Exam (APEX). Students receive eight weeks of instruction at this level. Those who successfully complete Level A continue in the Prefac Program until the mid-year English Proficiency Exam (APEX). An End of Quarter Achievement Score of at least 60 is required to successfully complete A Level. Students who pass the mid-year APEX proceed to their faculty programs, while those who do not pass continue in the Prefac Program during the third and fourth quarters until the end-of-year APEX exam.

A Level is a B1+ program designed to help students use English more independently and effectively. At this level, students are expected to express their personal experiences confidently, support their opinions with appropriate reasons, communicate meaningfully with individuals from different cultural backgrounds, and use English clearly, effectively, and confidently in real-life, academic, and professional situations beyond the classroom.

By the end of this level, students will be able to:

- understand clear information related to everyday life and the workplace and follow the main points of standard spoken English in educational, professional, and social contexts.
- comprehend more linguistically and conceptually complex ideas, including topics from a variety of subject areas.
- speak fluently on a wide range of topics and explain their opinions in detail with appropriate ideas and examples.
- express their views on cultural and abstract topics and sustain natural conversations.
- write well-structured and coherent texts on more abstract topics.
- write personal letters and notes appropriate for a range of academic and everyday communication purposes.

The instructional materials used in Level A include the Evolve B1+ Student's Book, Evolve B1+ Workbook, the Cambridge One online learning platform, and supplementary materials prepared by the Department of Basic English.

Prefac (Support/PRO) Program

Students who have successfully completed Level A, thereby meeting the prerequisite for the English Proficiency Examination, but who either did not pass the APEX exam or have time remaining before their scheduled proficiency examination, continue their studies in the Prefac Program. Attendance at achievement examinations and completion of all assigned coursework and projects are mandatory for these students. Students enrolled in the Prefac Program are eligible to take the APEX exam administered at the beginning and middle of the academic year. The 80% attendance requirement also applies to this program. Students whose attendance falls below 80% are not permitted to take the achievement examinations; however, they do not lose their right to take the English Proficiency Exam (APEX).

The primary objective of the Prefac program is to reinforce the knowledge, and skills students have already acquired in previous levels while providing focused instruction to address areas requiring further improvement.

Rather than introducing new communicative skills, the program concentrates on strengthening students' command of essential grammar structures and expanding their academic vocabulary. In this way, students are expected to develop the confidence and competence needed to use English effectively under examination conditions.

Reading and listening skills are developed through intensive practice using authentic texts and materials designed in accordance with the format of the English Proficiency Exam. Writing skills are enhanced through opinion essays, following the principles of academic writing.

Upon completion of the Prefac Program, students are expected not only to further reinforce the knowledge and skills that they have acquired throughout the academic year to pass the English Proficiency Exam (APEX), but also to use English independently, accurately, and effectively as a means of communication throughout their academic studies.

The instructional materials used in the Prefac Program include Compiled Supplementary Booklet 1 and 2, both prepared by the Department of Basic English.

The Relation Between Success in the Prefac Program and the APEX Exam

For students enrolled in the Prefac Program, the English Proficiency Score is calculated by combining 70% of the APEX exam score with 30% of the Prefac End of Quarter Achievement Score.

For students enrolled in the Prefac Program during the final two quarters prior to taking the APEX exam, the English Proficiency Score is calculated by combining 70% of the APEX exam score with 30% of the average of the End of Quarter Achievement Scores **earned in those two quarters**.

C. MEASUREMENT AND EVALUATION AT THE DEPARTMENT OF BASIC ENGLISH

Calculation of the End of Quarter Achievement Score

Students who achieve an End of Quarter Achievement Score of at least 60 out of 100 (65 for D Level) are eligible to progress to the next level. Students who do not meet the required score repeat their current level. Students can simulate their End of Quarter Achievement Score using the *Department of Basic English End of Quarter Achievement Score Calculator*, available on their level's Moodle page.

The distribution of the End of Quarter Achievement Score for Levels D, C and B is as follows:

Achievement Exam 1	%30
Achievement Exam 2	%45
Quizzes	%20
Assignments	%5

The distribution of the End of Quarter Achievement Score for Levels A and P is as follows.

Achievement Exam 1	%25
Achievement Exam 2	%40
Quizzes	%20
Presentations	%5
Club Tasks	%5
Assignments	%5

1) Achievement Exams

a) Each academic year consists of four eight-week quarters, and two achievement exams are administered during each quarter.
b) Achievement exams last approximately 120 to 140 minutes.
c) Classes may still be held on achievement exam days.
d) Achievement exams are graded out of 100 points. For Levels D, C, and B, the exams consist of Listening, Speaking, Reading, Use of English (grammar and vocabulary), and Writing sections. For Level A and the Prefac Program, the exams do **not** include a speaking component.
e) In Levels D, C, and B, speaking examinations are administered separately from the written achievement exams, either on a different day or at a different time. Speaking scores are added to the scores of the first and second achievement exams.
f) Achievement exam dates are announced before each quarter through the Academic Calendar and the Announcements section of the Department of Basic English website. Information regarding the examination venue, duration, and content is announced through Moodle and university e-mail. It is the responsibility of students to follow these announcements.
g) During exams, students must leave all electronic devices (such as smartphones and smartwatches) on the instructor's desk in silent or switched-off mode.
h) Students are strictly prohibited from photographing examination papers or sharing them with third parties. Students who violate this rule will be subject to disciplinary action.
i) Exam results are announced to students individually through the UNACS (Student Information System).

2) Quizzes

a) Four quizzes are administered each quarter on dates and times announced in advance.
b) Quizzes assess grammar, vocabulary, reading, and listening skills.
c) Quizzes last approximately 25 to 55 minutes and are intended to assess recently covered course content and prepare students for the achievement exams.
d) **There is no make-up for quizzes**. Quizzes are administered only to students who are present in class at the scheduled time. Students who are absent for any reason receive a score of zero (0). Students arriving after the quiz has started are not permitted to enter the classroom or take the quiz.
e) During quizzes, students must leave all electronic devices (such as smartphones and smartwatches) on the instructor's desk in silent or switched-off mode.
f) Students are strictly prohibited from photographing quiz papers or sharing them with third parties. Violations will result in disciplinary action.

3) Assignments

a) Students in the Department of Basic English are assigned both online and paper-based daily and weekly assignments. The contribution of assignments to the End of Quarter Achievement Score varies by level.
b) Scores earned from assignments listed in the Assignments section of the course schedule, assignments related to topics that could not be completed during class time, and the online Cambridge One assignments contribute to the End of Quarter Achievement Score.
c) Assignment completion is carefully checked. If an entire section of an assignment is left incomplete, the assignment will be considered **not complete**.
d) In order to receive credit for online assignments completed through the Cambridge One platform, students are required to complete the assigned tasks within the timeframe specified in the weekly course schedule. Assignments completed after the designated deadline will not be considered for assessment and no points will be awarded, even if they remain accessible on the platform.
e) Assignments are checked during the first class hour. Students who cannot attend the first class must submit a video showing both themselves and the completed assignment as proof that the assignment has been completed.
f) In accordance with Atılım University's Artificial Intelligence Policy, the use of AI tools while completing assignments must comply with institutional guidelines. Unauthorized use constitutes academic misconduct.
g) For Levels D, C, and B, assignments contribute 5% to the End of Quarter Achievement Score. Of this, 2% comes from assignments listed in the course schedule or assigned due to unfinished classroom activities and 3% comes from Cambridge One online assignments.
h) For Level A, assignments contribute 5% to the End of Quarter Achievement Score. Of this, 1% comes from assignments listed in the course schedule or assigned due to unfinished classroom activities, 2% comes from Cambridge One online assignments, and 2% comes from writing assignments.
i) For the Prefac Program, assignments contribute 5% to the End of Quarter Achievement Score. Of this, 1% comes from assignments listed in the course schedule or assigned due to unfinished classroom activities and 4% comes from writing assignments.

4) Presentations

Students enrolled in A Level and the Prefac Program participate in activities designed to develop their presentation skills throughout the quarter. Students deliver two presentations during the quarter. The combined scores from these presentations contribute 5% to the End of Quarter Achievement Score. There are no make-up opportunities for in-class presentations. Only students who are present in class at the scheduled time may receive credit. Students who are absent for any reason receive a score of zero (0) for the presentation activity.

5) Club Tasks

Club activities are organized each quarter for the joint participation of Level A and Prefac Program students. Students attend two hours of club sessions per week and, as part of these activities, prepare one presentation and one blog post. Together, these two tasks are worth up to five points, which are added to the End of Quarter Achievement Score.

In order for club assignments to be evaluated, students must attend at least 10 hours of club sessions during the quarter and complete the required club presentation.

At the end of each quarter, projects that are considered successful and worthy of publication by the club instructor are published on the Department of Basic English's website, www.juventude.life.

D. ATTENDANCE REQUIREMENT

Students enrolled in the Department of Basic English are required to attend at least 80% of their classes. No medical report, including official medical board reports, is accepted as a valid excuse for absences, nor does it eliminate the consequences of non-attendance. **Regardless of the reason—including disciplinary suspension—students who fail to meet the attendance requirement are not permitted to take the second achievement exam, and no End of Quarter Achievement Score is calculated for that quarter**.

Students who have lost a first-degree relative are granted up to three days of excused leave, provided that they submit an official death certificate. The leave period begins on the date indicated in the document.

Attendance exemptions for students representing Atılım University in off-campus activities (such as sports competitions) are relayed by the Rectorate of Atılım University. Students are initially recorded as absent on the days they do not attend classes. Once the exemption decision is communicated to the Department of Basic English, the relevant absence records are updated in the UNACS (Student Information System). Students are expected to monitor this process through UNACS.

E. ENGLISH PROFICIENCY EXAM (APEX) AND EXEMPTION THROUGH OTHER EXAMINATIONS

Successful completion of Level A is a prerequisite for taking the English Proficiency Exam (APEX). While students enrolled in other programs must obtain a minimum score of 60, students enrolled in the Departments of English Language and Literature and English Translation and Interpretation must obtain a minimum score of 65 on the APEX to successfully complete the Department of Basic English and continue their undergraduate studies.

APEX is administered three times each academic year: at the beginning, middle, and end of the academic year. No make-up examination is offered for APEX under any circumstances. For more information about APEX click here.

Students may also be exempted from the Department of Basic English by achieving the required scores on one of the nationally or internationally recognized English language examinations approved by the University Senate.

National and International Examinations Approved by the Senate:

EXAM	English Language & Literature / Translation & Interpreting	Other English-Medium Programs
APEX (Atılım University English Proficiency Exam)	65	60
TOEFL IBT, (minimum writing score: 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

(Senate Resolution dated 19.02.2026, no. 03) Republic of Türkiye (T.C.) citizens are required to have taken international exams at testing centres located within state universities. "Home Edition" versions of all examinations are considered invalid.

Students may submit the official score report of any of the examinations listed above to the Department of Basic English Administration before the deadline specified in the Academic Calendar. Once the authenticity of the document has been verified, the exemption process will begin.

F. EXEMPTION BASED ON GRADE AVERAGE

Students in the Department of Basic English may continue their studies in their departments without taking the APEX exam, based on their overall average score. To qualify for this right, students must meet all of the following conditions at the same time:

- Students must be **successful** in all levels they study in the Department of Basic English;
- Students' end of quarter achievement scores **must not fall below 70**;
- The average of the end of quarter achievement scores **must be 75.**

Students who qualify to be exempted from APEX but wish to take the proficiency exam will be granted the right to take the APEX exam; however, in that case, the APEX exam result will be valid.

This exemption status is recalculated at the beginning of each academic year or after any APEX exams students have failed.

For more information, you can read Exemption Regulation Based on Level Achievement.

G. EXEMPTION FROM ENGLISH COURSES AFTER DEPARTMENT OF BASIC ENGLISH

After completing their studies at the Department of Basic English, students take the ENG-coded Academic English courses offered by the Department of Modern Languages. Students may be exempt from some or all of these courses based on either their Department of Basic English Score Average or their APEX exam score.

Score Range	Courses Exempted	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	-

H. SUMMER SCHOOL AT THE DEPARTMENT OF BASIC ENGLISH

In accordance with the Atılım University Summer Education Regulations, a seven-week Summer School Program may be offered for students who fail either their current level or the English Proficiency Exam (APEX) at the end of the academic year. Participation in the Summer School Program is optional. **The Summer School is a paid program. Scholarship students are also required to pay the annual tuition fee determined by the Board of Trustees, just like all other participating students**.

Students who successfully complete the level they repeat during the Summer School Program become eligible to continue at the next higher level in the following academic year. Students who successfully completed Level A but failed the APEX exam and subsequently attended the Summer School Program may take the Summer School APEX exam at the end of the program. Students who pass this exam become eligible to continue their undergraduate or graduate studies.

Students who either fail the Summer School APEX exam or choose not to enrol in the Summer School after successfully completing Level A retain their right to take the APEX exam administered at the beginning of the following academic year.

I. PLAGIARISM, ARTIFICIAL INTELLIGENCE USE, AND COPYRIGHT POLICY

1) 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:

- Using sentences taken from sources without proper citation,
- Paraphrasing information from an original source without appropriate referencing,
- Having someone else or an artificial intelligence tool write an assignment.

Suspicious Online Assignments with 0% similarity

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,

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.

2) Artificial Intelligence Use Policy

Suspicious Online Assignments Flagged by AI Matching

Assignments in which the use of artificial intelligence tools is detected are evaluated according to the following three levels:

Level 1: If the average result from at least three reliable AI detection tools is below 55%, the assignment is considered normal and is graded accordingly.

Level 2: If the average result from at least three reliable AI detection tools is between 55% and 65%, the assignment is considered suspicious and is evaluated under the Partial Agreement category. The student receives a maximum of 50% of the assignment score.

Level 3: If the average result from at least three reliable AI detection tools is above 65%, the assignment receives a score of 0.

Copyright Notice: This document (The Department of Basic English Plagiarism Policy) is protected by copyright. It may not be copied, reproduced, or used without the written permission of the Department of Basic English.

3) Copyright Policy

The use of photocopied or illegally reproduced books and materials in classes is strictly prohibited under Law No. 5846 on Intellectual and Artistic Works, which protects the rights of authors and publishers. The use of such materials constitutes a serious copyright violation and may result in legal consequences for both individuals and the University.

Therefore, students are required to use only original textbooks and legally obtained materials. Compliance with this policy ensures respect for intellectual property rights and prevents legal issues during inspections.

For more detailed information, please refer to the University's Copyright Policy: Intellectual and Industrial Property Rights Directive: Intellectual and Industrial Property Rights Directive (Turkish)

J. HONOR AND HIGH HONOR STUDENT CRITERIA

Students enrolled in the Department of Basic English are eligible to receive Honor and High Honor distinctions, just like undergraduate students in the faculties, during both the Fall and Spring semesters. To qualify for these distinctions, students must meet the requirements outlined below. Students who satisfy the criteria are awarded a certificate by the School of Foreign Languages. **These certificates are sent via email by the School of Foreign Languages Secretariat at the beginning of the following academic year.**

Prerequisites

- Students must not have committed any disciplinary offense
- The APEX exams administered in September and at the end of the Summer School are not included in this evaluation.

Criteria for Students Who Pass the APEX Exam

- Students who score 80–84 on APEX: Honor Student
- Students who score 85 and above on APEX: High Honor Student

Criteria for Students Who Qualify Through Grade Average (75 or above)

- 85-89 grade average: Honor Student
- 90 and above grade average: High Honor Student

K. ADDITIONAL ACADEMIC SUPPORT AND RESOURCES

The Department of Basic English offers a variety of supplementary resources and support services to enhance students' learning experience. Some of these are outlined below.

Office Hours

Students may meet with their assigned academic advisor during at least one office hour per week. During office hours, students can receive feedback on examination results and classroom performance, ask questions about course content or other aspects of the curriculum, and seek academic guidance. Office hours are announced by instructors at the beginning of each quarter. Students are advised to inform their advisor before attending an office hour.

Weekly Syllabus

Students can access important academic information through the Weekly Syllabus available in the Moodle course page for their current level. This schedule includes the units to be covered, practice activities, mini quizzes conducted through the platform, exam dates and times, daily study plans, assignments, and the submission deadlines for online Cambridge One assignments. Regularly following the Weekly Syllabus will help students manage their studies more effectively and make the most of their learning experience in the Department of Basic English.

Daily Study Plan

To support independent learning, Daily Study Plans are provided for students at all proficiency levels. These plans are published beneath the weekly course schedule and include recommended activities for each day of the week. The primary purpose of the Daily Study Plans is to help students organize and manage their independent study after class in a structured and systematic manner. Students who follow these plans regularly have consistently demonstrated improved academic performance.

Juventude.life

The Department of Basic English operates Juventude.life, an English-language blog platform designed to develop students' English writing, digital content creation, and academic communication skills. The platform's motto is *"Your Life! Your Way!"*, encouraging students to produce original content based on their interests.

The platform aims to:

- **Develop English Reading and Writing Skills:** Students can read and publish articles in English on a wide range of topics, including history, science, technology, travel, art, music, cinema, literature, lifestyle, personal development, and creative writing.
- **Provide an Authentic Writing Experience:** Since articles are published online rather than being read only by instructors, students write for a genuine audience with a real communicative purpose.
- **Offer an Editorial Review Process:** Before publication, all submissions are reviewed by the editors of the Department of Basic English Curricular Activities Unit for language accuracy, content, and formatting. This allows students to experience a professional editing and feedback process.
- **Promote Digital Literacy:** In addition to improving English writing skills, the platform helps students develop competencies in digital publishing, copyright awareness, source citation, and online content creation.

The platform also supports listening skills by publishing selected articles as podcasts. Between 2021 and 2023, approximately 78 podcast episodes were released. To reach the Podcast series click here.

Game Center

The Game Center, accessible through Moodle, provides Department of Basic English students with a variety of level-appropriate games and supplementary learning materials. Developed by the Material Development Unit, these resources are specifically designed to address the learning objectives and needs of each proficiency level. Students can access Reading passages, vocabulary exercises, grammar practice, additional activities related to course units, review materials for achievement examinations and various interactive learning activities. These resources enable students to reinforce classroom learning through additional practice.

The Department of Basic English on Social Media

Throughout the academic year, the Department of Basic English shares educational content on its social media platforms to support students' English language learning. The Instagram account, managed by the Curricular Activities Unit, regularly features content such as "Quote of the day," "Advanced vs Standard English," "Fun Facts," as well as stories introducing the school, its instructors, and its students.

The School's YouTube channel, also managed by the Curricular Activities Unit, publishes educational videos aimed at both students and educators, including series such as "Student Vox Pops", "Cultural Corners" and "Language Learning Tips."

The Department of Basic English considers social media an extension of the learning environment and continues to expand its educational presence across digital platforms. Students can follow the Department of Basic English through its official social media channels:

ATILIM DBE on Instagram ATILIM DBE on YouTube

L. STUDENT DISCIPLINARY RULES AND REGULATIONS

Student Code of Conduct

a) Students are expected to arrive in class on time. Students who arrive late may attend the class; however, they will be marked absent on the attendance record. Students are expected to remain in the classroom until the end of the lesson. They may leave the classroom briefly only in cases of necessity, such as using the restroom, health-related issues, or other emergencies. Students who leave the classroom during class for any other reason will be considered absent for that lesson.
b) **If an instructor is unable to attend a scheduled class for any reason,** students must notify the Student Secretariat or the School Administration within 10 (ten) minutes of the scheduled starting time. **Otherwise, they will be considered absent even if they were present.**
c) Students are responsible for obtaining and bringing to class all required course materials, including textbooks, tablets, and stationery.
d) Students are required to participate in all classroom learning activities and complete all assignments given by their instructors.
e) Students are expected to maintain respectful and courteous relationships with instructors and fellow students during and between classes and must refrain from any behaviour that disrupts the learning environment. **Failure to comply may result in disciplinary action**.
f) Eating or drinking, chewing gum, using prayer beads, or using mobile phones or other electronic devices during class is **prohibited**.

g) Maintaining a clean and well-kept learning environment is a shared responsibility. Students are expected to help keep the building and its surroundings clean, avoid damaging desks and chairs, and use materials in independent study areas responsibly. Failure to comply may result in disciplinary proceedings.
h) Any student who cheats or attempts to cheat during examinations in the Department of Basic English will receive a score of zero (0) for the examination, and disciplinary procedures will be initiated in accordance with the relevant regulations.
i) Students must always carry their student identification cards and present them upon request. In the event of a lost student ID card, students must contact the Student Affairs Office as soon as possible.
j) Students should not leave personal belongings unattended in classrooms. The School is not responsible for the loss of or damage to personal property.
k) Students may not collect money or sell goods or services on campus without authorization.
l) Students may not enter instructors' offices, staff offices, or vacant offices without permission.
m) Students are not permitted to use facilities designated exclusively for academic and administrative staff, including staff kitchens, restrooms, and open or covered parking areas.
n) Posters may not be displayed, and leaflets or other printed materials may not be distributed anywhere in the school building without prior authorization.
o) Students are responsible for regularly checking announcements posted on the School website and the Moodle Learning Management System.
p) English is the language of instruction. Students are expected to communicate in English as much as possible during class.
q) Operating any vehicle on campus in a manner that endangers others or disturbs the peace and safety of the campus is strictly prohibited.

According to Article 7(c) of the Regulation on Student Disciplinary Procedures in Higher Education Institutions, "disrupting the orderly conduct of classes, seminars, practical sessions, laboratories, or similar academic activities" constitutes an **offense punishable by a reprimand**.

At the Department of Basic English, a progressive disciplinary approach is applied to such misconduct. As a first step, students who disrupt the learning environment may be asked to leave the classroom or activity by the instructor, and their absence for that class will be officially recorded. Repeated violations may result in disciplinary penalties, including a formal reprimand or temporary suspension from the University.

For Higher Education Institutions Student Disciplinary Regulation click here (Turkish).

To access The University's Regulations and Directives can be accessed click here.

M. APPEALS, REQUESTS, AND COMPLAINT PROCEDURES

Students may appeal their examination results within three working days following the announcement of the grades. Appeals may be submitted either through the relevant course page on Moodle or in writing to the School Secretariat. Upon receiving an appeal, the Head of the Department of Basic English will review the examination. If a clerical or calculation error is identified, the student's grade will be corrected, and the student will be informed of the outcome. Quizzes and assignments are considered classroom activities; thus, appeals regarding these items should be submitted directly to the course instructor.

Students are responsible for checking their attendance records daily through the UNACS Student Information System. If a student believes there is an error in their attendance record, they must contact their academic advisor without delay and follow up until the issue has been resolved. In addition, students are required to review and sign the class attendance sheet on the last teaching day of each week.

Students who are unable to attend a achievement examination due to a valid and documented excuse may be eligible to take a make-up examination. To qualify, students must submit an official medical report issued by an authorized healthcare institution, together with any supporting documentation, to the Head of the Department of Basic English within three working days following the examination date. If a student takes any examination during the period covered by an approved medical report, the examination result will be considered invalid. There are no make-up examinations for quizzes.

Students who wish to raise concerns regarding classroom matters—such as teaching practices, academic issues, or the classroom environment—should first discuss the matter with their academic advisor. Based on the advisor's recommendation, the issue may then be referred to the Vice Heads of the Department of Basic English, and, if necessary, to the Head of the Department of Basic English. Students may also submit their suggestions, requests, and complaints anonymously through the Suggestion and Complaint Box located on the second floor. The contents of the box are reviewed and recorded on a weekly basis.

Throughout the academic year, the Department of Basic English holds regular meetings with class representatives. Students may communicate their requests, suggestions, and opinions to the School Administration through their class representatives so that these issues can be discussed and evaluated during these meetings.

In addition, students may submit complaints regarding the services and facilities provided by Atılım University directly to the relevant administrative unit responsible for the service in question if they believe there has been a deficiency or disruption in the service provided.

N. OTHER AMENITIES PROVIDED AT ATILIM UNIVERSITY

1) Digital Teaching Set

For problems related to the digital teaching set used in the Department of Basic English, if the problem is related to the purchased tablet, our students can contact the, Atılım mPad unit. If the problem is related to the e-books and accounts of the digital teaching set, students can contact the Gordion Akademi **WhatsApp Support Line at 0 850 611 03 03**. If the problem cannot be resolved, students can contact the Educational Technologies Unit (School of Foreign Languages Building, 2nd Floor, Office 206).

2) Transportation and Shuttle Services

Atılım University provides paid student shuttle services. For additional information about shuttle services, students should visit the Atılım University Campus Life page. To follow shuttle schedules and routes, students should check the Transportation Office page. Students experiencing any problems related to transportation and shuttle services can contact the Atılım University Transportation Office.

3) Library and Stationery Shop

Atılım University Kadriye Zaim Library provides services to support students, academics, and researchers in accessing information effectively and efficiently. With its rich collection of printed and electronic resources, group and individual study rooms, and access to electronic resources from outside the campus, the library offers a modern learning and research environment. In addition, students in the Department of Basic English can borrow English books from the “English Corner” section of the library and contribute to their English language development.

Students can also benefit from the stationery shop located in Block C of the Faculty of Engineering. The shop provides notebooks, pens, folders, photocopy paper, printer supplies, and other essential office and educational materials, as well as services such as photocopying, printing, binding, and lamination. In this way, students can quickly and easily access the materials they need for their courses and project work without leaving the campus.

4) Department of Basic English Computer Laboratory

Located in Room 317 on the 3rd floor of the School of Foreign Languages building, the computer laboratory allows students to conduct research, prepare presentations, or complete their Cambridge One online learning platform assignments. Students who wish to use the computer laboratory must first visit the Department of Basic English Secretariat at Office 215 on the 2nd floor and inform them that they would like to use the laboratory.

5) Cafeterias

Atılım University provides students with healthy, reliable, and diverse dining options throughout campus life. Through dining halls, cafeterias, canteens, restaurants, and

cafés located across the campus, students can access food and beverage options suitable for their needs at different times of the day. Food services are operated by AZN Catering, which functions within Atılım University. All products are prepared in accordance with hygiene and food safety standards, and regular quality checks are carried out.

University dining halls offer daily changing set menus as well as vegetarian options, hot meals, soups, salads, and dessert alternatives. In addition, cafeterias and restaurants across the campus provide various options appealing to different tastes, including grilled dishes, pizza, pasta, döner, sandwiches, pastries, coffee, and snacks. Thus, students have the opportunity to maintain a balanced and practical diet during breaks between classes and during lunch and dinner hours.

Students in the Department of Basic English can use the dining hall located on the ground floor of the School of Foreign Languages building. Students can share their feedback, suggestions, and complaints regarding dining halls and cafeterias through the AZN Feedback and Request Box located on the ground floor. For other dining services available on campus click here.

6) Sport Centre

The Directorate of Sports Activities at Atılım University offers various sports facilities and activities to support students' physical development, encourage healthy lifestyle habits, and enrich campus life through sports.

The sports center, located right next to the university's main entrance, provides opportunities for various activities including basketball, volleyball, handball, badminton, fitness, cardio, Pilates, yoga, dance, table tennis, billiards, boxing, CrossFit, darts, and tennis. In addition, the university's Mogan Boathouse Facility offers opportunities for water sports such as rowing and dragon boating.

7) Health Services

Atılım University provides healthcare services through the Health Services Coordination Office located on campus in order to meet the health needs of students and employees. The unit, located on the 2nd floor of Block C of the Faculty of Engineering Building, provides services during working hours including general medical examinations, first aid, wound dressing, injections, ECG, electronic prescription services, and observation services.

In emergency situations, necessary first aid is provided through the fully equipped patient transport ambulance available on campus, and students are safely transferred to nearby healthcare institutions when required. In addition, throughout the year, the Health Services Coordination Office organizes training sessions and awareness activities on topics such as first aid, responsible medication use, seasonal illnesses, and preventive healthcare practices, supporting students in developing awareness of healthy living.

8) Office of Dean of Students

The Atılım University Office of Dean of Students is an administrative unit dedicated to supporting students throughout their academic, personal, and social lives. Since the 2021-2022 academic year, it has operated directly under the Rectorate. Its primary mission is to serve as a bridge between students and the university administration by ensuring that students' requests, suggestions, and concerns are communicated to the appropriate university units.

Office of Dean of Students's main responsibilities include listening to students' academic and administrative concerns and coordinating the resolution process; conveying students' requests, suggestions, and complaints to the university administration; organizing orientation programs (ATU100/ATU111) that facilitate students' transition to university life; and offering seminars, workshops, and training sessions that support students' personal, social, and academic development.

The following units operate under the Office of Dean of Students:

- Teaching and Learning Center
- Student Development and Counseling Center (SDCC)
- Support Unit for People with Special Needs

Contact Information:

Location: School of Foreign Languages, 6th Floor

Telephone: +90 (312) 586 8434

Email: ogrencidekanligi@atilim.edu.tr

9) Student Development and Counselling Center

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 9:00-17:00 on weekdays or submit a request via email to ogdm@atilim.edu.tr.