



ÇAĞ UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ENGLISH PREPARATORY PROGRAM STUDENT BOOKLET



TABLE OF CONTENTS

Message from Our Director	6
School Administration	7
Mission and Vision of School of Foreign Languages	8
Courses	9
1) What is the period of education?	9
2) How many hours of classes do I have per week?	9
3) What are the course contents?	9
<i>Main Course</i>	9
<i>Reading and Writing Course</i>	10
<i>Listening and Speaking Course</i>	11
<i>Grammar Course</i>	12
4) Do I need to use the course book with the unique code?	13
5) What should I do if I encounter a problem with the unique code of the course book?	13
6) Student– Lecturer Office Hours	13
Attendance Requirement	14
7) What is the attendance requirement?	14
8) How can I learn my attendance status?.....	14
9) Will I be marked absent if I don't attend class or leave before the end of the course?	14
10) If I obtain a medical report for the days I don't attend class, will it reduce my attendance status?	14
11) Under what circumstances can I be considered on leave?	14
Exams and Grading System	15
12) How does the grading system work?	15
13) Mid-Term Grading System	15
14) End-of-Year Grading.....	15
15) Where can I find the information for an exam schedule and holidays?.....	16
16) What should we pay attention to during exams?.....	16
17) What happens if I miss mid-term exams (Achievement Tests) due to illness? ...	16
Proficiency Exam and Exemption	17
18) Who can take the proficiency exam at the end of the fall semester?	17
19) Who can take the proficiency exam (final exam) at the end of the spring semester?	17
20) What happens if I fail the final exam at the end of the spring semester?	17
21) Who is exempt from the proficiency exam?	17
Education of Summer School	18
22) Who can register for the education of summer school?	18
23) Is the education of summer school fee-based?	18

Suspension and Termination of Enrollment Procedures	18
24) How is the suspension and termination of enrollment procedures carried out?	18
Campus Life	19
25) Campus Life	19
26) Department for Students with Disabilities	19
27) Student Clubs	19
Student Rights and Responsibilities	19





Dear Students,

Welcome to English Preparatory Program at Çağ University.

The booklet has been prepared to inform you towards how to follow requirements, and from which unit at the School of Foreign Languages for requesting help to meet requirements.

Assist. Prof. Dr. Semiha KAHYALAR GÜRSOY

Director of the School of Foreign Languages

1997

B.E.V

Message from Our Director

Dear Students,

Welcome to an exciting journey where you will share in the richness of language and culture, develop your communication skills, and embrace new experiences. We are thrilled to have you embark on this enjoyable learning adventure.

As the School of Foreign Languages, we are committed to advancing our vision of equipping our students with essential foreign language skills and supporting their academic and professional success in a globalized world. I am pleased to share that we are steadfastly moving forward toward achieving these goals.

Our school adopts a modern and progressive educational philosophy that prioritizes the development of essential skills such as critical thinking, problem-solving, creativity, and communication.

Through this approach, we aim to provide various learning opportunities that will not only strengthen the language skills you need in your departments but also enhance your real life skills.

These opportunities are designed to help you actively participate in all interactive environments and foster a lifelong habit of using and learning foreign languages. With inspiration drawn from your passion for learning and determination, we embark on this new chapter together. With the education and support we will provide, you will discover and develop your individual potential. In our classrooms and events, you will have the chance to refine your language skills while experiencing cultural diversity through the opportunities offered by technology. We are delighted to guide you on this journey and witness your achievements. With your high motivation and participatory spirit, we are here to help you exceed your dreams and further develop yourself on the international stage.

Welcome once again to Çağ University.

Assist. Prof. Dr. Semiha KAHYALAR GÜRSOY

Director of the School of Foreign Languages

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Mission and Vision of School of Foreign Languages

Vision:

The vision of the School of Foreign Languages at Çağ University is to equip students with the foreign language skills required in a globalized world and enable them to succeed in their academic and professional lives. To achieve this vision, the School of Foreign Languages considers the following objectives:

- To help students understand different cultures and effectively communicate with people from diverse backgrounds.

- To contribute to the development of students' critical thinking, problem-solving, creativity, and communication skills.

- To increase students' motivation to learn foreign languages and instill in them the habit of lifelong language learning.

- To provide students with sufficient language knowledge and skills in widely spoken foreign languages such as English, German, French, Spanish, and Russian.

Mission:

The mission of the School of Foreign Languages is to achieve these objectives through the following activities:

- To offer high-quality foreign language education using contemporary teaching methods and techniques.

- To work with competent and experienced academic staff.

- To provide students with rich and diverse learning opportunities.

- To remain open to continuous improvement to meet the needs and expectations of students.

Courses

1) *What is the period of education?*

The School of Foreign Languages aims to equip students with the English language skills necessary to follow their undergraduate degree. Students who enroll at our university but cannot provide proof of English proficiency or fail the English Proficiency Exam must undergo a compulsory one-year English Preparatory Program.

2) *How many hours of classes do I have per week?*

Class hours at the School of Foreign Languages are determined at the beginning of each academic year based on the levels, students' needs, and the planning of our school after the arrangement of class groups. Accordingly, students' weekly class hours are arranged to be between minimum of 20 and a maximum of 25 hours.

3) *What are the course contents?*

Main Course: The Main Course in the English Preparatory Program is designed to help students develop the language skills necessary for successful academic education in English. With a particular emphasis on academic English, this course aims to enhance students' listening, speaking, reading, and writing skills.

The course content broadly includes grammar and vocabulary development, academic writing skills, critical thinking on reading and comprehension, verbal communication and presentation skills, and listening comprehension. Additionally, students are provided with content and activities that familiarize them with the cultural nuances of English-speaking environments.

In addition to language skills, the course also offers study skills, time management strategies, and other tools to help students adapt to the academic expectations of their undergraduate programs. The objective is to equip students with the language and academic skills necessary for success in their chosen programs after transitioning to their undergraduate studies.

Reading and Writing Course: The Writing Course is designed to improve students' English academic reading and writing skills. It focuses on developing the essential skills necessary for effective non-verbal communication within the context of academic skills. The main components of the course are outlined below:

- **Paragraph and Essay Structure:** Students are taught how to effectively organize their writing including the structure of paragraphs and essays. The course covers understanding the introduction, body, and conclusion of an essay, as well as the appropriate transitions between ideas.
- **Academic Vocabulary:** Expanding students' academic knowledge on vocabulary is significantly focused on. The course also introduces the use of formal and appropriate terminology in academic contexts.
- **Research Skills:** In the writing course, students are introduced to basic research skills, including how to find and evaluate academic sources, and integrate information into their writing.
- **Critical Thinking and Analysis:** Students are encouraged to develop critical thinking skills and their ability to analyze and synthesize information. In this context, they learn to express and support their own ideas while responding to and criticizing others' ideas.
- **Editing and Revision:** The importance of editing and proofreading is emphasized to help students improve their writing skills. In addition to corrections in grammar and writing style, students are also taught to make revisions to enhance clarity and consistency, key skills to be developed.
- **Genre Awareness:** Students are introduced to different types of academic writing, such as research papers, essays, reports, and summaries.
- **Individual and Group Projects:** As a part of the course, students are given opportunities to apply the skills they have learned through individual and group projects.

Overall, the Reading and Writing course in the English Preparatory Program is designed to equip students with the necessary writing skills to succeed in their undergraduate programs.

Listening and Speaking Course: The Listening and Speaking course in the English Preparatory Program focuses on developing students' verbal communication skills and their ability to understand Global Englishes. It is also designed to build confidence in interactions and to improve listening comprehension, which is crucial for their academic success. The main components of the course are outlined below:

Listening Skills

- **Academic Listening:** Students practice listening to lectures, presentations, and discussions by gaining experience in academic environments that they will encounter in their undergraduate programs.
- **Note-Taking:** Teaching effective note-taking strategies is a key focus of the course, and helps students figure out the important scores and details from verbal content.
- **Listening for Details and Main Ideas:** Exercises are provided to help students identify both the main idea and details in various listening activities.
- **Authentic Listening Materials:** The course includes real-world materials such as podcasts, news clips, interviews, and academic lectures to expose students to different accents and speaking paces.

Speaking Skills

- **Pronunciation and Fluency:** Students work on improving their pronunciation, stress, intonation, and rhythm to produce more natural and fluent speech in verbal English.
- **Public Speaking:** The course often includes presentations and public speaking tasks, helping students develop their confidence and ability to effectively communicate in front of others.
- **Debate and Discussion:** Students participate in pre-determined debates and discussions on academic or general topics to improve their speaking and critical thinking skills.
- **Casual and Academic Conversations:** Role-playing exercises and speaking practice focus on both informal and academic dialogues, helping students navigate real-life interactions and classroom discussions.
- **Group Work and Collaboration:** Collaborative speaking tasks help students develop their communication and teamwork skills in group settings.

Overall, the Listening and Speaking course in the English Preparatory Program is designed to equip students with the necessary listening and speaking skills to succeed in their undergraduate programs.

Grammar Course: The Grammar course in the English Preparatory Program is designed to enhance students' understanding of English grammar rules and structures. This course also serves as a core to develop accuracy in both non-verbal and verbal English, and aims to help students use the language more effectively and confidently in academic and social contexts. The main components of the course are outlined below:

Parts of Speech: The course begins by reviewing the core elements of grammar such as nouns, verbs, adjectives, adverbs, prepositions, conjunctions, and pronouns.

Tenses: A comprehensive understanding of various verb tenses is significantly focused on to help students accurately express time and actions.

Sentence Structure: The course helps students construct clear and correct sentences grammatically by focusing on subject-verb agreement, types of sentences (simple, compound, and complex), and proper word order.

Advanced Grammar Topics:

Clauses and Phrases: Understanding and using dependent and independent clauses, as well as different types of phrases (noun phrases, verb phrases, etc.), is essential for forming complex sentences.

Modifiers and Sentence Variety: Students learn how to use modifiers such as adjectives, adverbs, and verbals to enhance their sentences while practicing various sentence structures to avoid repetition.

Active and Passive Voice: The course explains when and how to appropriately use the passive voice in academic writing, and provides a comparison with the active voice.

Mistake Correction and Revision:

Common Mistakes: Focusing on common grammar mistakes such as incorrect verb forms, misplaced modifiers, punctuation issues, and pronoun usage helps students improve their revision perspectives.

Self-Assessment Skills: Students are taught strategies to revise their own writing towards grammatical accuracy, and an essential skill for academic writing tasks.

Contextual Grammar Practice:

Academic Writing: Students practice on applying grammar rules in academic writing tasks by ensuring their writing is grammatically correct, coherent, and clear.

Integration of Speaking and Listening Skills: While the focal point of the course is grammar rules, students are also encouraged to apply these rules in speaking and listening exercises by enhancing their overall language proficiency.

Practice and Reinforcement:

Grammar Exercises: Regular exercises both in a classroom setting and online are provided to reinforce grammar rules and allow students to practice in various contexts.

Peer Assessment and Group Work: Collaborative activities like peer assessment and group work help students discuss and correct grammar issues together by fostering a deeper understanding of the course material.

4) Do I need to use the course book with the unique code?

Students are required to obtain the course books because the unique codes assigned to each student via the digital platform of the course books are needed to complete online assignments.

5) What should I do if I encounter a problem with the unique code of the course book?

If you experience any issues with the digital platforms of the course books **(such as activation code problems, assignments not appearing, completed assignments not showing, or early closure of deadlines)**, you should contact the support service via email. Your email must include the student's name, class, a description of the problem, and a screenshot. Contact for further support: university.support@uesturkiye.com

6) Student– Lecturer Office Hours

During working hours, the lecturer is available to meet with students who wish to consult outside of class time on a pre-determined day and time. The office hours are announced to students by the lecturer at the beginning of the semester.

Attendance Requirement

7) *What is the attendance requirement?*

Students are required to attend at least 80% of the total class hours. They are also allowed absence depending on their levels:

Groups of A1/A2/B1 level(s): A maximum of 147 hours

Groups of B1 level Translation and Interpreting: A maximum of 128 hours

8) *How can I learn my attendance status?*

At the end of each month, the student's attendance status is shared with them through their academic advisors.

9) *Will I be marked absent if I don't attend class or leave before the end of the course?*

Attendance is compulsory, so if a student misses a class for any reasons or leaves the class before it ends, they will be marked as absent.

10) *If I obtain a medical report for the days I don't attend class, will it reduce my attendance status?*

The days, students are on medical leave, are not reduced from their absences. Medical reports are only used to reschedule missed exams. The reports must be submitted to the **Directorate of School of Foreign Languages (secretariat) within 3 working days** after the end of the student's excuse period.

11) *Under what circumstances can I be considered on leave?*

Students must submit a written request clearly stating their reasons to the Directorate. After the evaluation by our institution, the result will be shared with the student.

Exams and Grading System

12) How does grading system work?

During the academic year of English preparatory program, the grading system covers students' knowledge, skills, and competencies by analyzing exam results, gathering students feedback, and receiving lecturer feedbacks. In this context, the objective is to assess students' knowledge and skills through the exam results, classroom activities, and students' presentations.

13) Midterm Assessment System

Assessment Type	Percentage
Achievement Tests	50%
Writing Portfolios	20%
Speaking Project	15%
Online Assignments	15%

14) End-of-Year Assessment System

Fall Semester		Passing Grade
+ Spring Semester	50 % +	Final Exam 50% =
		Departments in Faculty of Economics and Administrative Sciences, Psychology, and Applied English Translation: 65 scores in total
		Law: 60 scores in total
		Translation and Interpreting: 75 scores in total

As shown in the table, the assignments and exams throughout the year account for 50% of the total grade, while the final exam makes up the remaining 50%. The scores required to successfully complete the School of Foreign Languages Program vary by departments, as indicated above. In this framework, the exams, assignments, and projects completed throughout the year impact students' success rate. Students who do not meet this requirement will need to attend summer school.

15) Where can I find the information for an exam schedule and holidays?

You can find exam dates and holidays under the Academic Calendar section on the School of Foreign Languages, Çağ University website. Additionally, you can follow all updates regarding the School of Foreign Languages in the Announcements section.

16) What should we pay attention to during exams?

- Students must bring their student ID cards with them to the exams.
- Students are required to take their exams on the specified date, time, and in the designated rooms announced on the School of Foreign Languages, Çağ University website.
- During the exam, students should not communicate with lecturers except in mandatory situations, such as addressing mistakes on the exam papers.
- Necessary actions will be taken against students who disrupt exam rules, interfere with the exam process, or refuse to follow the instructions of exam officials.
- Students caught cheating by the proctor will be removed from the exam room, and the proctor will document the incident. This report will be submitted to the School of Foreign Languages Administration where further action will be taken.

17) What happens if I miss mid-term exams (Achievement Tests) due to illness?

Midterm exams, known as Achievement Tests, are conducted at the School of Foreign Languages at Çağ University and scheduled in advance. Students who miss an exam must provide a doctor's note documenting their excuse and submit it to the School of Foreign Languages Administration within three working days of the report's end date. In this case, a make-up exam will be designed.

Proficiency Exam and Exemption

18) Who can take the proficiency exam at the end of the fall semester?

All students who meet the attendance requirements can take the exam. Students who pass will begin their academic program in the following spring semester, while those who do not pass will continue attending the English preparatory program's spring semester courses.

19) Who can take the proficiency exam (final exam) at the end of the spring semester?

All students who meet the attendance requirements by the end of the spring semester are eligible to take the final exam at the end of the spring semester.

20) What happens if I fail the final exam at the end of the spring semester?

Students who fail the final exam at the end of the second semester can either attend the summer term or take the proficiency exam at the beginning of the next academic year.

21) Who is exempt from the proficiency exam?

The following students are exempt from the foreign language proficiency and placement exam:

- Those who have completed their secondary education in schools attended by citizens of a country where English is the native language.
- Those who have successfully passed a score set by the Senate in central foreign language exams or internationally recognized foreign language exams approved by YÖK. The equivalencies are as follows:

Exam Type	Minimum Score	Validity Period
TOEFL(Internet Based Test)	84	2 years
YÖKDİL/YDS	70	5 years
PTE Academic	71	2 years
CPE	C	Unlimited
CAE	B	Unlimited

- Students who have successfully completed the foreign language preparatory class at higher education institutions where the language of instruction was fully or partially in English, up to 10 (ten) years prior to their registration date (The documents of these students are reviewed and decided upon by the Foreign Languages School Board).

Education of Summer School

22) Who can register for the education of summer school?

All students, who have not suspended their enrollment, have failed the course are eligible to attend the summer term.

23) Is the education of summer school fee-based?

The summer term is fee-based. The summer term is fee-based. The fee is determined and announced annually by the Board of Trustees.

Suspension and Termination of Enrollment Procedures

24) How is the suspension of enrollment procedures carried out?

- Suspension of enrollment procedures

A written request is submitted to the Directorate of School of Foreign Languages. If the request is accepted, the student must pay half of the full tuition fee if they apply suspension of enrollment procedures for the entire academic year.



Campus Life

25) Campus Life

Çağ University, built on an area of 500,000 m², offers students a vibrant campus life with a range of facilities including 3 Faculties, a Higher Vocational School, a Social Sciences Institute, 10 research centers, a planetarium, a library, seven computer labs, a state-of-the-art finance lab, e-commerce and logistics labs, an applied psychology lab, classrooms and lecture halls, a moot court, a health center, 5 canteens, a dining hall, 4 cafeterias, a game room, a fitness center, outdoor and indoor sports fields (e.g. basketball, volleyball, tennis, golf, soccer, bocce), a festival area, a service area, forest area, a culture-art center (e.g. theater hall, open-air theater, exhibition hall), student club rooms, and a copy center. All of these contribute to offering students a campus life away from the noise of the city. Students can visit [our website](#) for further information about the campus facilities.

26) Department for Students with Disabilities

Çağ University's Department for Students with Disabilities (EÖB) works to ensure that the students can participate in academic and social life on equal terms with all other individuals, offering full and effective inclusion. In compliance with the legal regulations set by the Higher Education Council, the department supports students' academic, social, physical, and psychological processes. Students and academic staff in the department identify the student's needs regarding classroom arrangements, lessons, assignments, exams, materials, equipment, etc., and ensure the necessary adaptations are implemented. Students with a disability report can apply to the EÖB to benefit from their rights. The Department for Students with Disabilities operates under the Rectorate of Çağ University.

27) Student Clubs

All information and announcements related to Student Clubs can be accessed through the [Student Clubs Union](https://www.cag.edu.tr/tr/ogrenci-kulupler-birligi-ogrenci-kulupleri) <https://www.cag.edu.tr/tr/ogrenci-kulupler-birligi-ogrenci-kulupleri>

Student Rights and Responsibilities

28) You can access the regulations for Çağ University Foreign Language Education and Teaching, and Foreign Languages Preparatory Training on the relevant [website](#).