2025–2026 ACADEMIC YEAR ENGLISH PREPARATORY CLASSES STUDENT HANDBOOK

Implementation of the English Preparatory Program

* The aim of the English preparatory program is to provide English language education throughout one academic year in order to develop students' Listening, Speaking, Reading, and Writing skills within the framework of the Common European Framework of Reference for Languages (CEFR), and to ensure that students reach at least the B1+ level. The English preparatory program is conducted in modular courses divided into fall and spring semesters. Compulsory students and voluntary students (Faculty of Engineering, Faculty of Technology, and School of Civil Aviation) study together. At the beginning of each module, students are placed into course levels suitable for their determined proficiency levels.

Proficiency and Placement Tests

- * The English Proficiency Exam (YDYS) is administered twice in an academic year: at the beginning and at the end.
- * At the beginning of the academic year, all students subject to compulsory preparatory education have the right to take the YDYS.
- * At the end of the academic year, all students who have studied in the preparatory program, fulfilled the attendance requirement, and successfully completed at least the B1 level are eligible to take the YDYS.
- * Students who score at least 70 out of 100 on any of the YDYS exams are considered to have successfully completed the preparatory program.
- * Students who have obtained at least 85 points in centrally administered language exams recognized by the Council of Higher Education (YÖK) in the last two years, or who hold an international language exam score accepted as equivalent by YÖK, are exempt from the proficiency exam and compulsory preparatory education.

Placement Exam Equivalency Table

* According to the results of the Placement Exam to be held on 18 September 2025, the equivalency table showing the levels into which students will be placed is as follows:

Exam Score (out of 100)	CEFR Level	Preparatory Program
		Placement
90 and above	B1+	Starts from B1+ level.
75 – 89	B1	Starts from B1 level.
55 – 74	A2	Starts from A2 level.
30 – 54	A1	Starts from A1 level.
0 – 29	A0	Starts from Beginner (below
		A1).

^{*} Students who do not take or do not wish to take the placement exam are placed in A1 classes. However, based on instructors' reports after the module begins, they may be transferred to a different level.

In-Course Materials

Level	Weekly Class Hours	Course Titles	Materials
A0	27	Main Course 1 (9h),	Extra Materials (A0),
		Main Course 2 (9h),	English File Student's Book
		Main Course 3 (9h)	(Elementary)
A1	24	Main Course 1 (9h),	English File Student's Book
		Main Course 2 (9h),	(Elementary)
		Main Course 3 (6h)	
A2	24	Main Course 1 (9h),	English File Student's Book
		Main Course 2 (9h),	(Pre-Intermediate)
		Main Course 3 (6h)	
B1	27	Main Course 1 (9h),	English File Student's Book
		Main Course 2 (9h),	(Intermediate), Writing Pack,
		Writing (6h), Speaking	Speaking Pack
		(3h)	

B1+	30	Main Course 1 (12h),	English File Student's Book
		Main Course 2 (9h),	(Upper-Intermediate), Writing
		Writing (6h), Speaking	Pack, Speaking Pack
		(3h)	

*In Module 1, students enrolled in both Pre-A1 and A1 levels use **English File 5th Edition Elementary** as their coursebook. Students in the Pre-A1 level take an additional 3 hours of lessons per week and are supported with extra materials. Therefore, students who finish Pre-A1 level successfully in Module 1 move on to A2 level in Module 2; students who study at Pre-A1 level in Module 1 but don't finish the modüle successfully continue their studies at the A1 level in Module 2.

In-Course Achievement and Evaluation

- * Course grades are calculated separately for each module.
- * Students who fulfill attendance requirements and achieve at least 70 as their module average (from exams, presentations, and assessments announced by the Academic Committee) proceed to the next level.
- * Students scoring below 70 repeat the same level in the next module.
- * A level can be repeated at most twice. Students failing a level twice but meeting attendance requirements continue with self-study and/or Student Support Education provided by the School of Foreign Languages (SFL). They cannot take further exams or be assessed.
- * Students who successfully complete the B1+ level are considered to have completed the preparatory program and may proceed to their departments without taking the YDYS. Their average grade in B1+ is recorded as their preparatory class success grade.
- * Before the last module of the academic year, students who complete B1+ successfully may be offered optional B2 and above courses. Participation is voluntary, and results from these courses do not affect preparatory class achievement.
- * Evaluation at each level includes: Progress Tests, End-of-Course Tests, Pop Quizzes, Oral Exams (B1 and above), Writing Exams (B1 and above), and Classroom Performance Grade (CPG: Presentation, Online Homework, Written Homework, Participation, Attendance).

* The assessment for preparatory classes (exams and assignments) will be carried out as follows:

Module	Assessment Type	Percentage	Number	Content
	Progress Test (Midterm)	%20	1	Administered on the 4th week of the module, based on the coursebook, it measures students' four language skills (listening, reading, speaking, writing), vocabulary, and grammar knowledge. It covers the first four weeks' units.
	End-of- course Test (Final)	%40	1	Administered on the last week of the module, based on the coursebook, it measures students' four language skills (listening, reading, speaking, writing), vocabulary, and grammar knowledge. It covers all units studied throughout the module.
A0	Pop Quiz	%10	2	The content of pop quizes is determined by the Assessment and Evaluation Committee. Dates are not announced in advance.
	CPG (Classroom Performance Grade)	%30	1	-Presentation – 30% One presentation on Week 6 on syllabus topics, assigned by the Academic Committee; guidelines are prepared by the Materials Development Committee -Online Assisgnments – 40% For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum.

				-Assignments – 10% Selected reading tasks and "Revise & Check" activities from the book, to be evaluated in class. -Participation – 10% -Attendance – 10%
	Progress Test (Midterm)	%20	1	This assessment will be administered on the fourth week of the module and is intended to measure students' four language skills (listening, reading, speaking, and writing) as well as their vocabulary and grammar competence, based on the coursebook. The assessment will cover the units studied during the first four weeks.
A1	End-of- course Test (Final)	%40	1	This assessment will be administered on the last week of the module and is intended to measure students' four language skills (listening, reading, speaking, and writing) as well as their vocabulary and grammar competence, based on the coursebook. The assessment will cover the whole units studied during the first semester.
	Pop Quiz	%10	2	The content of the quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.

of the module and will be based on the top specified in the syllabus. The presentation top will be determined by the Academic Commit while the instructions for implementation will provided by the Material Development Commit - Online Assignments - 40% For each unit of the book, there will be activitiant students are required to complete on the only system. Students are expected to complete the activities according to the deadlines specified in curriculum. - Assignments - 10% Selected reading activities from the coursebook well as the Revise & Check activities, will assigned as homework and evaluated in class. - Class Participation - 10% - Attendance - 10% This assessment will be conducted on the for week of the module and aims to measure studes four language skills (listening, reading, speak)					-Presentation – 30%
specified in the syllabus. The presentation to will be determined by the Academic Commit while the instructions for implementation will provided by the Material Development Commit - Online Assignments - 40% For each unit of the book, there will be activitiant students are required to complete on the only system. Students are expected to complete the activities according to the deadlines specified in curriculum. - Assignments - 10% Selected reading activities from the coursebook well as the Revise & Check activities, will assigned as homework and evaluated in class. - Class Participation - 10% - Attendance - 10% This assessment will be conducted on the for week of the module and aims to measure studes four language skills (listening, reading, speaking).					The presentation will be given once in the 6th week
will be determined by the Academic Commit while the instructions for implementation will provided by the Material Development Commit - Online Assignments - 40% For each unit of the book, there will be activities according to the deadlines specified in curriculum. - Assignments - 10% Selected reading activities from the coursebook well as the Revise & Check activities, will assigned as homework and evaluated in class. - Class Participation - 10% - Attendance - 10% This assessment will be conducted on the for week of the module and aims to measure student four language skills (listening, reading, speaking).					of the module and will be based on the topics
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- Attendance – 10% This assessment will be conducted on the for week of the module and aims to measure studer four language skills (listening, reading, speaking).					assigned as homework and evaluated in class.
Progress Test (Midterm) This assessment will be conducted on the four week of the module and aims to measure student four language skills (listening, reading, speaking).					- Class Participation – 10%
Progress Test (Midterm) week of the module and aims to measure student four language skills (listening, reading, speaking)					- Attendance – 10%
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A2 Progress Test %20 1 four language skills (listening, reading, speaki					This assessment will be conducted on the fourth
A2 %20 1 four language skills (listening, reading, speaki		D			week of the module and aims to measure students'
and writing), as well as their vocabulary	A2		%20	1	four language skills (listening, reading, speaking,
		(Midterm)			and writing), as well as their vocabulary and
grammar proficiency, based on the coursebook.					grammar proficiency, based on the coursebook. The

assessment will cover the units studied durin first four weeks. This assessment will be conducted on the week of the module and aims to measure stud four language skills (listening, reading, spea and writing), as well as their vocabulary grammar proficiency, based on the coursebook assessment will cover all the units studied durin first four weeks. In assessment will be conducted on the week of the module and aims to measure studing four language skills (listening, reading, spea and writing), as well as their vocabulary grammar proficiency, based on the coursebook assessment will cover all the units studied durin first four weeks.	final ents' king, and
End-of- course Test %40 (Final) week of the module and aims to measure study four language skills (listening, reading, spear and writing), as well as their vocabulary grammar proficiency, based on the coursebook assessment will cover all the units study throughout the module.	ents' king, and
End-of- course Test	king,
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throughout the module.	
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The content of the guizzes will be determined	
The content of the quizzes will be determined	d by
Pop Quiz the Assessment and Evaluation Committee, and	d the
%10 2 date of administration will not be announced	d in
advance.	
-Presentation – 30%	
(The presentation will be given once on the	6th
week of the module and will be based on the to	pics
specified in the syllabus. The presentation to	pics
will be determined by the Education Comm	ttee,
while the instructions for implementation with	ll be
CPG 1 provided by the Material Develop	ment
(Classroom Committee.)	
Performance %30 - Online Assignment – 40%	
Grade) For each unit of the book, there will be active	ities
that students are required to complete on the o	nline
system. Students are expected to complete	hese
activities according to the deadlines specified in	n the
curriculum.	
- Assignments – 10%	
Selected reading activities from the courseboo	k, as
well as the Revise & Check activities, wi	l be
assigned as homework and evaluated in class.	

			- Class Participation – 10%
			- Attendance – 10%
			This assessment will be administered on the fourth
			week of the module and is designed to measure
Due amage Tags			students' four language skills (listening, reading,
_	%15	1	speaking, and writing), as well as their vocabulary
(Whaterin)			and grammar proficiency, based on the coursebook.
			The assessment will cover the units studied during
			the first four weeks.
			This assessment will be administered in the final
			week of the module and is intended to measure
End-of-			students' four language skills (listening, reading,
course Test	%30	1	speaking, and writing), as well as their vocabulary
(Final)			and grammar proficiency, based on the coursebook.
			The assessment will cover all the units studied
			throughout the module.
			The content of the pop quizzes will be determined
Pop Quiz	%5	1	by the Assessment and Evaluation Committee, and
	70.5	*	the date of administration will not be announced in
			advance.
	course Test (Final)	(Midterm) %15 End-of- course Test %30 (Final)	(Midterm) %15 1 End-of- course Test %30 1 (Final) Pop Quiz

Oral Exam (Speaking Exam)	%10	1	This exam will assess speaking skills, which are intended to be developed based on the activities specified in the Speaking Course curriculum. It will be conducted on the final week of the module.
Writing Exams	%15 *1st exam- %5 *2nd exam- %10	2	In this module, the writing exams will focus on paragraph writing skills and will cover the topics specified in the writing curriculum. The first exam will be held after the Progress Test, and the second exam will be held after the End of Test. The topics to be covered will be prepared by the Material Development Office and provided to students and teachers as a package.
CPG (Classroom Performance Grade)	%25	1	- Presentation – 30% The presentation will be given once on the 6th week of the module and will be based on the topics specified in the syllabus. Presentation topics will be determined by the Education Committee, and the instructions for implementation will be provided by the Material Development Committee. -Online Assignment – 40% For each unit of the book, there will be activities that students are required to complete on the online system. Students are expected to complete these activities according to the deadlines specified in the curriculum. - Assignments – 10% Selected activities from the writing exercises at the back of the coursebook, as well as selected reading activities and the <i>Revise & Check</i> exercises, will be assigned as homework and evaluated in class. - Class Participation – 10%

				- Attendance – 10%
				This assessment will be conducted on the fourth
	Progress Test (Midterm)	%15	1	week of the module and is designed to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover the units studied during the first four weeks.
B1+	End-of- course Test (Final)	%30	1	This assessment will be conducted on the final week of the module and is designed to measure students' four language skills (listening, reading, speaking, and writing), as well as their vocabulary and grammar proficiency, based on the coursebook. The assessment will cover all the units studied throughout the module.
	Pop Quiz	%5	1	The content of the pop quizzes will be determined by the Assessment and Evaluation Committee, and the date of administration will not be announced in advance.
	Oral Exam	%10	1	This exam will assess speaking skills, which are intended to be developed based on the activities specified in the Speaking Course curriculum. It will be conducted on the final week of the module.
	Writing Exams	%15 *The 1st exam- %5	2	In this module, the writing exams will focus on composition writing skills and will cover the topics specified in the writing curriculum. The first exam will be held after the Progress Test, and the second

		*The 2 ^{no}	1	exam will be held after the End of Test. The topics
		exam- %10		to be covered will be prepared by the Material
				Development Office and provided to students and
				teachers as a package.
				- Presentation – 30%
				The presentation will be given once on the 6th week
				of the module and will be based on the topics
				specified in the syllabus. Presentation topics will be
				determined by the Education Committee, and the
				instructions for implementation will be provided by
				the Material Development Committee.
CPG			1	- Online Assignment – 40%
(Clas	sroom			For each unit of the book, there will be activities
Perfo	rmance	%25		that students are required to complete on the online
Grad	e)	7023		system. Students are expected to complete these
				activities according to the deadlines specified in the
				curriculum.
				-Assignments – 10%
				Selected activities from the writing exercises at the
				back of the coursebook, as well as selected reading
				activities and the <i>Revise & Check</i> exercises, will be
				assigned as homework and evaluated in class.
				- Class Participation – 10%
				- Attendance – 10%

Module Start and End Dates

The module start and end dates for the English preparatory program at the School of Foreign Languages are as follows.

Module Dates

Module	Start Date			End Date
Module 1	22	September	2025	14 November 2025 (Friday)
	(Monday)			
Module 2	24	November	2025	16 January 2026 (Friday)
	(Monday)			
Module 3	16	February	2026	10 April 2026 (Friday)
	(Monday)			
Module 4	20 April 2026 (Monday)			19 June 2026 (Friday)

Attendance Requirement

- *Students must attend at least 80% of classes in each module.
- *Attendance is calculated separately for each module. Absences from previous modules are not carried over.
- *Students who fail in two modules due to absenteeism are considered unsuccessful in the preparatory program and cannot take the year-end YDYS.
- *Voluntary preparatory students who meet attendance but fail the course may take the YDYS at the beginning of the following academic year.

Make-Up Exams

- *Students who cannot attend an exam for valid reasons approved by the SFL Administrative Board are entitled to a make-up exam.
- *Make-up exams do not apply to YDYS, pop quizzes, or previous make-up exams.
- *Dates for make-up exams are determined and announced by the Academic Board.

Announcements

For all announcements regarding courses and exams, please follow the website of our School of Foreign Languages: http://yabancidiller.firat.edu.tr